



# PRE-LISTING CHECKLIST

- 1. Review and carefully complete the Seller's Disclosure form (I'll email this to you along with some other forms to fill out).**
  - a. The Seller's Disclosure is a VERY important document related to the sale of your home, so please take your time reviewing and completing this form. Please be as truthful as possible when filling out the form.
  
- 2. Tour your home and make a list of inclusions & exclusions - All existing items permanently installed are considered included unless specifically excluded.**
  - a. Examples are plantings & shrubbery, chandeliers & ceiling fans, smoke & carbon monoxide detectors, shades & blinds, window covering hardware, built-in appliances, cabinetry & shelving. You may choose to remove and/or replace items of particular monetary or sentimental value before showings begin.
  
- 3. Estimate existing balances on mortgage(s) and home equity line(s). This information is necessary to for me to prepare an accurate estimate of proceeds.**
  
- 4. Have account numbers and contact information for existing mortgages and equity lines available. This information is required to order pay-off statements for closing.**
  
- 5. Gather any information you have regarding (if applicable):**
  - a. Home security system.
  - b. Whole-house audio system.
  - c. Septic tank location and maintenance records.
  - d. Homeowners association fees and contact information.
  - e. Utility bills (Some buyers want to know an estimated cost on utilities).
  - f. If you have a pool; please have the service records, service company, etc.
  
- 6. Gather information regarding boundary or property lines, if known.**
  - a. I can pull this from public record however if you have the plat of survey from the initial sale that would be great.
  
- 7. Check out Home Warranty options for seller and/or buyer coverage.**
  
- 8. Replace air filter in your AC / Heating Unit. A dirty air filter can lead buyers to believe the unit is not properly cared for.**
  
- 9. Please have two sets of entry keys: one for me, and one for the lock-box.**
  
- 10. Consider showing instructions / restrictions (to accommodate pets, nap schedules, etc.). How much notice would you like to have for appointments? 2 hrs.? 4 hrs.? Making your home available for appointments is important, but the scheduling must be manageable for you too.**
  
- 11. To help market your home most effectively, you may want to:**
  - a. Create a list of upgrades and improvements you've made to your home.
  - b. Note special features you would like emphasized to buyers (I.E. community parks or neighborhood activities).
  
- 12. Finally, check your calendar to plan dates for:**
  - a. Staging your home.
  - b. Photography / video.
  - c. What date you want showings to begin.

