

Home Seller Checklist



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The following home seller checklist is for informational purposes only. This is just so you have an idea of process. The good news is we will guide you through the entire process so you don't have to worry about a thing. That said, some like to track things along the way, it that's you, feel free to print this page out and follow along.

Please know that not every step below will be a part of your home sale, so take this checklist with a grain salt. 🧂

Step 1: Prepare Yourself

- ☐ Research the home selling process
- ☐ Estimate your move-out date:
- ☐ Research real estate agents

Step 2: Choose a Real Estate Agent

- ☐ Interview at least 3 real estate agents
- ☐ Evaluate your needs and goals
- ☐ Ask for information on comparables:
 - ☐ Recent sold homes
 - ☐ Recent sold homes over asking price
 - ☐ Recent sold homes under asking price
 - ☐ Pending homes
 - ☐ Under-contract homes
 - ☐ Average days on market
- ☐ Discuss listing marketing plan:
 - ☐ Curb appeal & staging (optional)
 - ☐ Home value booster recommendations
 - ☐ Pricing strategy
 - ☐ Online/offline promotion strategy
 - ☐ Marketing budget
- ☐ Discuss closing costs, fees, etc.
- ☐ Sign the seller's agreement

Step 3: Work with Real Estate Agent

- ☐ Discuss the selling process
- ☐ Agree on the marketing plan
- ☐ Asking price:
- ☐ Selling timeframe:
- ☐ Contract contingencies:
- ☐ Ideal days/times (showings):
- ☐ Ideal days/times (open houses):
- ☐ Discuss closing costs
- ☐ Discuss pre-listing home inspection (optional)
- ☐ Discuss and schedule home appraisal (optional)

Step 4: Prepare Home for Market

- ☐ Declutter, clean, repair, repaint, and improve the home
- ☐ Complete curb appeal plan
- ☐ Complete the staging plan
- ☐ Photograph listing
- ☐ Agree on listing copy
- ☐ Create other marketing/promotion content
- ☐ Complete & sign the seller's disclosure

Step 5: Find Motivated Buyers

- ☐ Execute listing marketing plan
- ☐ Set up lawn post
- ☐ Add listing to MLS
- ☐ Add listing to online platforms
- ☐ Promote listing on social media
- ☐ Complete showings
- ☐ Complete open houses

Step 6: Manage Offers

- ☐ Gather, review & filter offers
- ☐ Set decision-making timeframe:
- ☐ Negotiate offers (optional)

Step 7: Accept an Offer

- Offer amount: _____
- Requested move-in date: _____
- Contract contingencies _____

Step 8: Complete the Closing Process

- ☐ Complete home inspection (optional)
- ☐ Complete appraisal (optional)
- ☐ Complete contract contingencies

- ☐ Complete the final walkthrough
- ☐ Gather & sign all necessary closing documents:
 - ☐ Mandatory seller's disclosures
 - ☐ Appliance records
 - ☐ Upgrades & additions records
 - ☐ Home inspection
 - ☐ Home Appraisal
 - ☐ Mortgage and financing documents
 - ☐ Deed to the house
 - ☐ Homeowner's insurance records
 - ☐ Original sales contract
 - ☐ Property survey
 - ☐ Property tax documentation
 - ☐ Preliminary title report
 - ☐ Termite or pest inspection
 - ☐ HOA documents – if applicable
- ☐ Complete the title process
- ☐ Pay closing costs and fees

Step 9: Move Out!

☐ Hand over the keys & the garage door open