

Shaina's Seller Checklist

Things You Need To Do Now

- o Find a mortgage lender if you are planning to buy another property after you sell your current property. I recommend comparing at least 2 lenders to see who will give you the best terms and rates. Recommended lenders can be found in Step 2 of Buying a Home Steps on montcoliving.com. This way you know if you can afford to buy another property and, if so, if it makes sense to sell now.
- o Read and sign the following documents:
 - Exclusive Right To Sell Agreement.
 - Affiliated Business Disclosure.
 - Seller Property Disclosure.
 - Lead Hazard Paint Disclosure (if built before 1978)
- o Fill out the following documents:
 - Seller Questionnaire (Seller Survey on montcoliving.com)
- o Review the following documents (ask me any questions you might have while reviewing these documents):
 - Estimated Seller Net Sheet
 - Purchase Contract (this is the contract you'll receive when someone makes an offer on your home)
- o Change privacy settings on your social media such as Facebook and LinkedIn to highest security settings. Do not post anything about your home being for sale as it can be used against you during negotiations.
- o Decide whether you will provide a home warranty to the buyer if they ask for one during negotiations (\$500-\$1000).
- o Decide if you want Open Houses. If so, how often and what day/time is best for you? Ex: Saturday or Sundays 1-3pm.
- o Make 2 sets of keys for me. One will go in the lockbox and the other I will hold onto in case of emergency.
- o Have me come and do a staging evaluation. Repair, replace etc. any items on the staging evaluation checklist before the house goes on the market.
- o Deep clean the house the day before it goes on the market or have someone come and clean for you.

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Home Seller Checklist

- o Arrange for pets to be out of the home or contained in a crate, if possible, during showings.
- o Hide all valuables including money, passports, jewelry, electronics and prescription medication (medicine cabinet is not hiding). Password protect all electronics.
- o Set up a time to speak with me once per week from now until the house sells.
- o Once the above is completed let me know so I can order the photography, virtual tour, make flyers and have a sign put out front.
- o Discuss with me the possibility of multiple offers, low appraisals, quick closing dates, etc.
- o Review the competing listings I will send you via MLS to get to know your competition, see when they do price reductions, see what price they close for etc. Decide whether you want to see these daily or weekly.

Once a contract has been accepted

- o I will let you know when the home inspection will occur so you can vacate the property. Home inspections generally take 2-4 hours.
- o I will send you a receipt showing earnest money has been received, generally within 1-5 days after the contract acceptance.
- o Start looking for a new home if you need to buy something before moving and continue the mortgage approval process.
- o I will send you executed contracts and inspection reports. If there are inspection issues we will discuss.

Once the Inspection Negotiations have been finalized and signed

- o I will send you a receipt showing second earnest money deposit has been received, generally within 5 days of negotiating any repairs.
- o Hire a mover and begin packing.
- o Call and arrange for utilities to be stopped the day after closing.
- o Arrange for your homeowner's insurance to stop the day after closing.
- o Gather funds to cover the closing costs if necessary.
- o Attend closing or opt to sign a deed packet a few weeks in advance.

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