



Home Seller Checklist



Agent Name

Brokerage Name

Phone #

Website

HOME SELLER CHECKLIST

USE THIS CHECKLIST TO GUIDE YOU THROUGH THE HOME SALES PROCESS
AND KEEP TRACK OF IMPORTANT DETAILS.

Step 1: Prepare Yourself

- ☐ Research the sales process
- ☐ Set desired moving date:
- ☐ Discuss home sale with lender

Step 2: Choose a Real Estate Agent

- ☐ Discuss listing marketing plan:
 - ☐ Curb appeal & staging (optional)
 - ☐ Home value booster recommendations
 - ☐ Pricing strategy
 - ☐ Online/offline promotion strategies
 - ☐ Marketing budget
- ☐ Discuss the sales process
- ☐ Discuss closing costs, fees, etc.
- ☐ Sign seller's agreement

Step 3: Discuss Sales Plan

- ☐ Agree on marketing plan
- ☐ Asking price:
- ☐ Sales timeframe:
- ☐ Contract contingencies:
- ☐ Availability for showings
- ☐ Availability for open houses:
- ☐ Discuss closing costs
- ☐ Complete & sign seller's disclosure
- ☐ Discuss pre-listing home inspection and home appraisal (optional)

HOME SELLER CHECKLIST

USE THIS CHECKLIST TO GUIDE YOU THROUGH THE HOME SALES PROCESS
AND KEEP TRACK OF IMPORTANT DETAILS.

Step 4: Prepare Home for Market

- ☐ Declutter, clean, repair, repaint, improve home
- ☐ Complete curb appeal plan
- ☐ Complete staging plan
- ☐ Photograph listing

Step 5: Manage & Collect Offers

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

Step 6: Accept an Offer

- ☐ Offer amount:
- ☐ Requested move-in date:
- ☐ Contract contingencies?

Step 7: Complete Closing Process

- ☐ Complete contract contingencies
- ☐ Complete final walkthrough
- ☐ Gather & sign all necessary closing documents:
 - ☐ Mandatory seller's disclosures
 - ☐ Appliance records
 - ☐ Upgrades & additions records
 - ☐ Home inspection report
 - ☐ Home appraisal report
 - ☐ Mortgage and financing documents
 - ☐ Deed to the house

HOME SELLER CHECKLIST

USE THIS CHECKLIST TO GUIDE YOU THROUGH THE HOME SALES PROCESS
AND KEEP TRACK OF IMPORTANT DETAILS.

Step 7: Complete Closing Process

- ☐ Preliminary title report
- ☐ Homeowner's insurance records
- ☐ Original sales contract
- ☐ Property tax documentation
- ☐ Termite or pest inspection
- ☐ HOA documents – if applicable
- ☐ Complete the title process
- ☐ Pay closing costs and fees
- ☐ Close ESCROW

Step 8: Move Out!

- ☐ Hand over keys & garage door opener
- ☐ Write a testimonial for your real estate agent