



## **SELLER'S CHECKLIST**

### **PRIOR TO LISTING:**

- ❑ Contact us to do preliminary site inspection
  - Discuss current market conditions
  - Discuss staging ideas
  - Determine your objective – moving for a change of lifestyle, job transfer, etc.
- ❑ If you are trading up or down, now would be a good time to talk to a lender to see if your objective can be met with your available resources or bridge loan.

### **PREPARE HOUSE FOR THE MARKET:**

- ❑ Pack rarely used items
- ❑ Focus a lot of attention on reducing clutter of all kinds in all areas of the home. It is important for a buyer to be able to imagine their items in your home.
- ❑ Remove personal photographs that would distract buyers from the beauty of your home.
- ❑ Spruce up everything!
  - Inside
    - Buy a Magic Eraser, an amazing tool that removes all sorts of scuffs and scrapes on the walls, counters, cabinets and more
    - Repaint all walls that are in need of a fresh look.
    - Clean everything on the inside with a discerning eye-floors, cabinets, showers, windows, carpets, bookshelves, literally everything.
  - Outside
    - Trim bushes and mow the lawn
    - Wash sidewalks and driveways
    - Remove all weeds and spread beauty bark
    - Put out a few potted plants with fresh flowers that can easily be taken with you when you move
- ❑ As your agents, we will order your Title Report to assure that Title is clear and saleable
- ❑ You will need to Complete Form 17 Seller Disclosure statement disclosing any defects you are aware of in the house. It is important that you answer each question as honestly as you know.
- ❑ At the same time we will prepare a Listing Agreement for you to sign
- ❑ We will then set up a time with you to come take interior and exteriors photographs of the house
- ❑ We will then design your color flyer with marketing remarks that will be displayed in your home and on your For Sale sign.

### **HOUSE IS READY FOR THE MARKET:**

- ❑ Listing gets inputted into the Northwest Multiple Listing Service
- ❑ We hold a Windermere Agents Open House where Windermere agents are invited to preview your property before it goes on the market.
- ❑ We order sign to be in place by that afternoon with flyers in place
- ❑ Listing goes live on the Northwest Multiple Listing Service



## JOHNSON & WALKER

- ❑ In a busy market now is a good time to take short vacations, stay with friends for a couple of days, or to have moved into your new home.
  - Flexibility is a must
  - Agents will always call ahead to let you know they are coming when possible
  - Sometimes agents and clients will be driving by your house and will want to show your house with little to no notice, whenever possible try to accommodate them as much as possible.
  - Agents try to keep to a schedule as much as possible but the nature of showing houses to different people makes an exact schedule difficult to adhere to so flexibility is a must.
- ❑ Depending on the schedule for your area, we will also hold a Broker's Open House the week the house goes on the market to allow agents from other offices and companies to preview the home.
- ❑ At the end of the first week we meet to discuss strategy and ensure all is going smoothly.

### OFFER RECEIVED:

- ❑ In most situations, we will invite the buyer(s) and their agent(s) to present their offers in person to you.
- ❑ Once we have received their offer, we will review with you the various The buyer earnest money will be deposited according to the contract terms
- ❑ The buyer hires an Inspector within the contract boundaries, time is of the essence
- ❑ Buyer will send an appraiser to your home
- ❑ We coordinate with Escrow, Title, Inspectors, Appraisers, and Lenders to ensure everything is running on schedule.

### ESCROW

- ❑ Escrow will request a copy of the preliminary title insurance policy; collect information from buyers, sellers and agents as needed; order payoff information; clear outstanding issues (home loans, liens, vesting, etc.); and review the file for any additional information necessary to close the transaction.
- ❑ Prepare any additional down payment funds or closing costs to be available at your signing appointment such as cashing out stocks, bonds, or other investments. Some investment plans can take a few weeks to process so be prepared ahead of time. You must bring a Cashier's Check to your signing; no personal checks will be accepted.
- ❑ Make sure to let your Escrow Officer know in advance if you will be out of town near your closing so that they can schedule accordingly.

### CLOSING

- ❑ 3-4 days prior to closing: Escrow receives loan documents from buyer's lender and prepares them for signing. Immediately after documents are prepared the escrow officer schedules both parties for signing appointments.
- ❑ Bring Cashier's Check to your signing; Escrow will inform you of the amount due , if any, prior to your appointment.
- ❑ 2-3 days prior to closing: Buyers and sellers sign closing documents.
- ❑ Now is a good time to call utility companies to have service ended or transferred to your new home. (i.e. Water, Sewer, Garbage, Electricity, Cable, Internet and Phone).
- ❑ 1-2 days before closing: Lender reviews loan documents.
- ❑ Closing Day: Title recorded, funds dispersed and clients notified of closing.
- ❑ Next Day funds available for you to receive from Escrow Office.