



# Checklist of Steps for Selling Your Home

This list is not comprehensive. There are a lot of steps that your REALTOR® takes care of behind-the-scenes.



Call Sheila Cox, REALTOR and EcoBroker

832-622-1233

Action Step	Deadline
Check your FREE <a href="#">home owner's insurance record</a> and make sure it is accurate (866-312-8076). Your buyer must be able to obtain hazard insurance in order to get financing.	
<input type="checkbox"/> Consider getting your home inspected. You don't want to be surprised during the contract option period.	
<input type="checkbox"/> Make all necessary repairs to your home, unless you are offering the home "As Is."	
<input type="checkbox"/> Collect your mortgage information to help with your decision to sell or stay: <ul style="list-style-type: none"> <li>• Lender name and phone</li> <li>• Account number</li> <li>• Loan payoff amount</li> <li>• Prepayment penalty</li> <li>• Payments current?</li> </ul>	
<input type="checkbox"/> Contact a REALTOR, Sheila Cox at 832-622-1233, to help you with your sale. You need a professional looking out for your best interest!	
<input type="checkbox"/> Review CMA and Netsheet with Sheila and decide on a list price.	
<input type="checkbox"/> Complete paperwork (Seller's Analysis, Seller's Disclosure, Addendums, MLS Info, Showing Instructions) with Sheila.	
<input type="checkbox"/> Agree on Strategic Marketing Plan.	
<input type="checkbox"/> Based on the Staging Plan, <a href="#">update</a> , <a href="#">depersonalize</a> , and <a href="#">stage</a> your house to appeal to a wide range of buyers. Clean the house so it sparkles. NOTE: Read <a href="#">6 Tips for Selling in a Down Market</a>	
<input type="checkbox"/> Is your house empty of furniture? Then you need to be "Designed to Sell." The better the design and staging, the quicker your house should sell.	
<input type="checkbox"/> When you finish staging, Sheila will take photos, videos, measurements of home.	
<input type="checkbox"/> Sheila will list home on MLS, HAR.com, SoldOnSheila, Realtor.com, Remax.com, Zillow, Trulia, YouTube, etc.	
<input type="checkbox"/> Sheila will put up sign, lock box, and brochures.	
<input type="checkbox"/> Do you need to buy a new home? Start your search with Sheila.	
<input type="checkbox"/> Keep your home <a href="#">tidy and available</a> for as many <a href="#">showings</a> as possible. The first four weeks are typically the busiest for new listings.	
<input type="checkbox"/> Receive, evaluate, and respond to Purchase offers.	
<input type="checkbox"/> Once you accept an offer, allow the Buyer to have the home inspected.	
<input type="checkbox"/> Make all the repairs required by your buyer or the buyer's lender. NOTE: Know the <a href="#">10 Common Pitfalls to Closing on Your Home</a> .	
<input type="checkbox"/> Once the contract is out of the option period, start planning your move. <a href="#">Plus do these things</a> .	
<input type="checkbox"/> Deal with Title, Survey, Residential Service Contract, Home Owner Association's CC&Rs, and anything else specified in the sales contract.	
<input type="checkbox"/> Gather these items for your buyer (see list).	
<input type="checkbox"/> Have the house sparkling clean for your buyer's final walk-through. Get help if necessary...you have a lot of other things to do!	
<input type="checkbox"/> Go to the settlement closing. (See what to bring.)	
<input type="checkbox"/> Move into your new home and enjoy!	
<input type="checkbox"/> Check out these tips for decorating, remodeling, and <a href="#">updating your new home</a> .	