



### Prior to Listing

- Interview your future agent.
- Sign listing agreement
  - Confirm Listing Price and Terms
  - Confirm Compensation
  - Sign additional disclosures, disclosing everything you know about the property
- Keep the home clean!
  - Declutter all rooms, bathrooms, and exterior areas (including removal of any loose paperwork, items on the refrigerator, and Knick knacks)
  - Sweep, mop, and vacuum all floors. (Get carpet professionally cleaned if necessary)
  - Keep counters clear and all sinks clean
  - Wipe mirrors clean
  - Clear bathrooms of bottles, toothbrushes, and any cosmetic items
  - Organize closets, storage areas, and garage
- Clean the yards
  - Keep the grass trimmed and cut any overgrown bushes or trees
  - Remove dead flowers, plants and weeds from planter areas and crack of cements
  - Use leaf blower or broom to remove all dirt and debris from walkways and entrances
  - Remove any spider webs from walls and overhang areas
- Complete minor home repairs
  - Replace all burned out lights
  - Patch and repaint any holes in the drywall
  - Fix any broken fixtures such as doors knobs, handles, switches, faucets knobs, cabinet doors, hinges, etc.
  - Repair any leaking faucets or drains
  - Repair broken or cracked windows
- Prepare for Photographer
  - Remove family photos
  - Remove all cars from driveway and front of the house
  - Hide trash cans
  - Coil any hoses
  - Remove or place pet bowls, beds and toys in inconspicuous places
  - Uncover BBQs, pool, and spa
  - Open Patio umbrellas and have patio furniture with cushions

### During Listing Period

- Provide your agent a schedule of the best times to show your house. (Be prepared to be away from the home while showings occurs)
- Schedule open houses with your agent
- Follow up with your agent to see if there is any feedback from showings
- Review all offers with your agent and accept an offer - OFFER ACCEPTANCE DATE: \_\_\_\_\_

### During the Beginning of Escrow - Escrow Opened Date: \_\_\_\_\_

- Once the escrow is opened, signed and return all paper works provided by your agent
- Be prepared to allow access to your home for inspections
  - Home Inspection - Date: \_\_\_\_\_
  - Appraisal - Date: \_\_\_\_\_
  - Termite Inspection - Date: \_\_\_\_\_
- Review with your agent and respond to any request for repairs from the buyer
- Repair any repairs you have agreed to complete for the buyer

### End of Escrow Process - Close of Escrow Date: \_\_\_\_\_

- Pack your items and prepare to move at least 1 week before the close of escrow date
- Notify all important parties of address change (post office, bank, credit card companies, magazine and newspaper subscriptions, insurance company, family and friends )
- Disconnect or transfer utilities out of your name
- Provide all keys, remotes, and codes

### Escrow is now CLOSED!! - Congratulations!!!