



CRISTAL CELLAR

Seller's Checklist

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 yard!
 - Keep the grass trimmed and cut any overgrown bushes or trees
 - Remove dead flowers, plants and weeds from planter areas and cracks of cement
 - 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 door 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 occur)
- 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 escrow is opened sign and return all paperwork 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!!!