

Seller Checklists



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Choosing a Real Estate Agent

It's important to choose an agent you feel comfortable working with – one who is competent and prepared to be with you throughout each step of the home buying process.

What is the difference between a REALTOR® and a Real Estate Agent?

All REALTORS® and Real Estate Agents are required to be licensed by the state to represent buyers and sellers in property transfers.

A REALTOR® is a real estate agent who is a member of the National Association of REALTORS®, which means that he or she must uphold the standards of the association and its [code of ethics](#).

Find an agent who is familiar with your community, or ask for referrals from family or friends. The following are a few questions you might ask a potential real estate agent partner:

- Do you deal mostly with home buyers or with home sellers?
- Are you fully automated with a computer, smartphone, email, voicemail, text, etc.?
- Are you a member of the local Multiple Listing Service (MLS)?
- Are you able to provide local real estate market trends, values, and statistics?

Keep in mind:

- The seller is represented by the listing agent.
- The buyer is represented by the selling agent.
- The selling agent is also referred to as the buyer's agent.
- Real estate commissions are usually paid by the seller.



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How Much is Your Home Worth?

Zeroing in on the value of your home is an important part of the selling process. You don't want to leave any money on the table, but you also don't want to price yourself out of finding a buyer. Some will argue that a home is worth what somebody is willing to pay for it... true, if they are paying cash. Keep in mind, if a buyer is getting a loan, the lender won't lend more than what an appraiser will say the home is worth.

Here are some things to consider when determining the value of your home:

What is the current market condition? *Is it a seller's market or a buyer's market?*

- Seller's market – low inventory / high demand / homes selling above list price / multiple offers
- Buyer's market – high inventory / low demand / lower offers / price reductions

What is your selling motivation level?

- Highly motivated might equate to a lower selling price to move the home quickly.
- Not as motivated means you have the patience to wait for a buyer to come along, fall in love with your home, and pay a higher price.

Where is the property located?

- People are willing to pay a higher price for specific neighborhoods. You may have a very nice, upgraded home, but if the neighborhood isn't desirable, that can bring down your home's value.

What is the condition of your home?

- Consider amenities, upgrades, updates, view, and curb appeal. Look at your home subjectively through the eyes of a potential buyer.

What are similar homes selling for?

- This is called a 'comp' or a 'comparable.' Generally, an appraiser will want to look at similar homes that have sold in close proximity in the last 45 – 90 days. You can also look at sales in the last 12 months to get a general idea. (In some states the sale price of a property transfer is not publicly disclosed. In these non-disclosure states, comparable information is not available.)

What else is for sale?

- Take a look at similar properties that are currently listed for sale. This is your competition.

What does the internet say?

- There is a sea of information at your fingertips regarding home value. Many times these resources are not very accurate, but it is good to take a look at what these sites are saying about the value of your home. Keep in mind that potential buyers are looking your property up on these sites as well. They are coming to the table with an offer after doing extensive research of their own.

These are popular sites for exploring home values: [Zillow](#), [Trulia](#), [Realtor.com](#)

How much do you owe on the property?

- If you purchased during a high time in the market and the prices haven't recovered yet, there is a chance you could owe more on your property than what the current value is.

Confused? Still don't know what your home is worth?

- Contact a real estate agent for a Comparative Market Analysis (CMA). Ultimately you (the seller) will determine the asking price for your home. A good agent will provide very detailed information that includes their expertise and knowledge of a market. They will also interview you to understand your current situation. From here they will provide a suggested list price to help you make this important decision.



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Seller's Estimated Net Sheet / Calculator

When you are considering a listing price for your home or if you have an offer that has been presented, you can use this calculator to estimate your net proceeds:

- [Home Sale Proceeds Calculator](#)



Getting Your Home 'Show' Ready

When you decide to put your home on the market, it shifts from being your 'home' to being a 'product.' This can be a difficult mental switch to make as many of us are emotionally attached to our homes.

Get prepared to keep your home show ready. It can be hard to keep a home sparkly clean and tidy while you're living in it, especially if you have children and pets.

Some homes may need updates such as new carpet, countertops, light fixtures, wall paper removal, fresh paint, etc. For a small investment, you can rid your home of distracting features that may be turning buyers away. Small investments can help you get more money on the sale of your home.

Statistics show that homes that have been professionally staged sell faster and for more money than competing inventory. Many professional stagers will offer different levels of service:

- A walk through consultation that leaves you with a 'do it yourself' checklist is generally very affordable. It's nice to have a professional set of eyes and recommendations.
- Another level up would be the stager doing the work of cleaning, organizing, and staging your furniture to look its best.
- Some stagers offer furniture and art rentals to warm up vacant homes.

Here are some suggestions on things you can do to get your home looking its best.

Let's Get Started:

Make a list of all those little (and big) things that need to be repaired or done and do them. If they bother you, they could bother a potential buyer

Walk through each room and look at it from the eyes of a buyer.

What looks messy, dirty, or distracting?

Thoroughly clean the house from top to bottom. Having it professionally cleaned is a good idea.

Have the carpets cleaned.

Wash the windows.

Make sure all window coverings are clean. Remove or replace them if they are dated.

Open curtains and shades to show off any nice views and to let in natural light.



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Getting Your Home 'Show' Ready

Let's Get Started Continued

Make sure walls have a fresh coat of paint in a neutral color.

Replace all burned out light bulbs. If areas of the home are particularly dark, add a lamp or brighter bulb.

De-bug and clean your light fixtures.

Take care of any squeaking doors.

Make sure all door handles are working properly.

Fix dripping faucets.

Pack up valuables and prescriptions. You're going to have people viewing your home when you are not there.

Pack up family photos, collections, and personal items.

Make sure the art hung on your walls is properly hung and attractive. Pack up anything that might not appeal to a broad group of people.

Make sure that any houseplants are healthy and look good.

If they do not, get rid of them.

Fireplace / mantel areas are usually a focal point. Make sure this area is very clean, inviting, and staged.

If you have a lot of furniture, consider removing some.

Too much furniture makes rooms appear smaller.

Situate furniture into inviting, conversational areas.

If bookshelves look messy and cluttered, pack up some or all of the books.

Check smoke alarms and carbon monoxide detectors to make sure they are in good working order and compliant with local requirements.

The Sniff Test

Have somebody (other than you) do a sniff test on your home.

Find the source and address any bad odors.

Make sure garbage is taken out regularly.

Don't leave wet towels or clothing in hampers.

Keep pet areas clean.

Regularly open all the windows to air out your home.

Some air fresheners and candles can be too much and also offensive. Make sure you find a good, natural one and don't overdo it.

Fresh baked bread and cookies are a nice scent.

Getting Your Home 'Show' Ready / ROOM by ROOM:

Foyer / Entry

Pay special attention to this big first impression area.
Make sure it is clean, decluttered, and inviting.
This is a good place for a small entry table and fresh bouquet of flowers.

Kitchen

Thoroughly clean it until it sparkles.
Clear the countertops.
No magnets or distracting items on the refrigerator.
Clean the stovetop and oven.
Make sure the kitchen sink is always clear of dishes.
Keep sponges, dish soap, etc. in a cupboard and out of sight.
Empty the garbage regularly. (This is a source of odors!)
Purge and organize pantry.

Bathrooms

Thoroughly clean it until it sparkles.
Clear the countertops.
Display nice hand towels.
Fill a basket with high-end guest soaps and lotions.
Have a nice bottle of hand soap.
Clear extra clutter in the shower and only keep what is necessary.
Stage a tub with candles, a book, and a fluffy towel.
If you have a rug in the bathroom make sure it is a new, fresh one.
Display a small bouquet of flowers or an orchid.
Replace / update the shower curtain.
Keep toilet lids closed.
Keep garbage can out of site.

Getting Your Home 'Show' Ready / ROOM by ROOM:

Living Room

- Arrange furniture into conversational areas.
- Make sure the space flows and is not overcrowded.
- Remove all clutter.
- Clear coffee table.
- Add a nice book, current magazines, or a vase of fresh flowers.

Dining Room

- Clear off dining table except for a center piece or fresh flowers.
- If you have an extension table, make it smaller so the room will look bigger.
- For a larger open house, stage the table with attractive place settings / cloth napkins.

Bedrooms

- High-end bedding and throw pillows make a nice impression and are a good investment.
- Make sure beds are made daily.
- Clear off bed side tables and stage with a few nice items such as updated lamps or a small décor item.
- In children / teen bedrooms, make sure they are clean, organized, and decluttered.
- Make sure all closets are organized. Pack up offseason clothing so the closet doesn't look over stuffed.
- Keep doors to closets closed.

Garage

- Purge, declutter, and organize.
- Sweep and clean the floor.
- Add a fresh coat of paint.

Pets

- Make sure pet beds and areas are freshly cleaned.
- Keep bowls clean and out of the way.
- Make sure all toys and accessories are organized or stowed out of site.
- Make sure cat boxes are clean and tucked away in a laundry room or garage.
- Make sure pets are removed from the home during showings and open houses.

Getting Your Home 'Show' Ready / OUTSIDE

Outside

Take a subjective look at the home's curb appeal. Make a list of anything that looks distracting, needs repair, or attention. This is a first impression and it's an important one.

Make sure the exterior of home is freshly cleaned or painted.

Give your front door special attention. Make sure it is clean or freshly painted or stained.

Create an inviting entry way.

Clear away all outdoor clutter.

Sweep all walkways, patios, and decks.

Remove moss.

Pressure wash and stain / paint decks.

Make sure all outdoor furniture is clean and in good repair. Arrange it so it looks inviting.

Check gutters and roof for dry rot, moss, and debris.

Make sure roof is in good repair and clean.

Make sure fences and gates are clean, freshly painted or stained, and in good working order.

Consider having a professional come in and do a good thorough landscaping clean up.

Prune trees and bushes, remove weeds, fresh bark dust, and/or plant some fresh flowers (depending on the season).

Lawn needs to be freshly cut, edged, fertilized, and green (depending on the season).

Keep garbage cans in a good area; preferably out of site.

The [Real Estate Staging Association](#) is a useful resource for consumer guides, statistics, and staging tips.

Preparing for Your Signing with AmeriTitle

Let us know if you'll be out of town during the closing / signing time.

Keep your schedule flexible.

Appointments for sellers typically take about 30 minutes.

All sellers currently vested in the property will need to sign documents.

Identification: Current driver's license, or other government form of picture ID

Social Security Number

Any funds required for closing should be wired from your bank.

If you would like us to wire or direct deposit your proceeds, bring your bank wire instructions or a deposit slip for the account.

You are responsible for cancelling your fire and hazard insurance. Wait until your transaction is closed / recorded.

These should all be taken care of in advance of the signing appointment, but just in case...

If the property is held in a trust, we will need a copy of a certification of trust, or in some instances, the trust itself.

If there is a divorce, we will need a copy of the divorce decree.

If a Power of Attorney is to be used, we will need to know this in advance.



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Moving Checklist

Moving into a new home is exciting, but the process getting there can be stressful. Having a plan and preparing in advance will reduce your stress level and help you better enjoy the process. Remember, you'll be settled in soon and enjoying your new home:

Done	6-8 Weeks Before the Move	Notes
	<ul style="list-style-type: none"> Get estimates for movers or rental truck Schedule movers or rental truck Determine furniture layout for new home Make inventory of household items Arrange for school transfer Ask for doctor and dental referrals; arrange for transfer of medical and dental records Fill out change-of-address card with post office Clean out all closets and drawers 	

Done	4-6 Weeks Before the Move	Notes
	<ul style="list-style-type: none"> Get packing supplies: boxes, packing paper, tape, markers Use up or dispose of food, cleaning supplies, and hazardous materials Have garage sale/donate unwanted items Arrange for carpet and drapery cleaning Arrange for house cleaning Arrange for move of pets Arrange for move of plants Arrange for utilities (cancel old; start new): <ul style="list-style-type: none"> Electricity Gas Water/sewer Telephone/DSL Garbage/recycling Cable/satellite Arrange for transfer of homeowner's/renter's insurance Begin packing Make travel arrangements Request relocation package from Chamber of Commerce of new town 	



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Moving Checklist

Done

2-3 Weeks Before the Move

Notes

Set aside critical documents and items you will keep with you

Transfer prescriptions

Notify of new address:

Family and friends

Newspaper

Magazines

Bank accounts

Health, life, and auto insurance policies

Credit card bills

Employer

Create a folder of important information and user manuals for the new owner of your home (if applicable). Include your contact information so they can forward any mail.

Plan for child / pet care during your major packing and moving days

Done

1-5 Days Before the Move

Notes

Check in with your escrow officer, real estate agent, and lender to make sure your home sale and purchase are on schedule.

Defrost freezer

Empty ice maker and ice cube trays in case of power shutdown

Clean refrigerator, stove, and oven

Disconnect and drain appliances for move

Drain fuel from power equipment

Close out safe deposit box

Confirm travel arrangements

Confirm arrival time of movers/pick-up time of rental truck

Confirm parking for your moving vehicle

Have payment and snacks ready for movers

Gather and clean outdoor furniture

Return cable box, cable modem, DSL modem if necessary

Organize keys

Clean house

Finish packing

Prepare food for moving day



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Moving Checklist

Done

Moving Day

Notes

- Disassemble beds
- Double-check that all cupboards, closets, dishwasher and other appliances are empty
- Give movers tour and instructions for what is being moved
- Lock windows and doors, turn off furnace, turn off lights

Done

Moving in and Settling in

Notes

- Inspect your new home before moving in - note any unexpected damage and take photos
- Clean anything that needs cleaning prior to unloading
- Verify utilities are working (power, water, heating, cooling)
- Unload your items and start settling in
- Assemble beds first so you have a place to sleep
- Move on to the kitchen and bathroom next
- Offer beverages and snacks to helpers
- Check for any damage to items while moving
- Replace locks and make copies of keys

Done

Within 30 Days of the Move

Notes

- Change address
- Driver's license
- Auto registration
- Voter registration
- Re-establish safe deposit box
- Enjoy your new home!

Notes



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