



**ENTWISTLE**  
REAL ESTATE TEAM

**kw**  
KELLERWILLIAMS.



# RELOCATE WITH EASE SELLER CHECKLIST

READY TO SELL YOUR HOME?

**Zach Entwistle**

# Dear Potential Home Seller!

Hi and thank you for trusting me and my team to help guide you through selling your home.

We understand that many of our clients don't buy and sell real estate on a regular basis. We also know that you are probably pretty busy with jobs, hobbies, kids...life.

This is why we created this process checklist.

We wanted to give you a play-by-play understanding of what is going to happen as you move from thinking of putting your home on the market to closing.

**WE'VE BROKEN DOWN THE PROCESS INTO MULTIPLE PHASES. AND IN EACH PHASE, YOU'LL FIND NOT ONLY A CHECKLIST OF THINGS WE NEED FOR YOU TO DO, AS WELL AS WHAT YOU CAN EXPECT FROM US.**

We've also included phase specific FAQs that we hope will help answer some commonly asked questions.

I've also included a list of turbulence we may experience as we move through the transaction. Our hope is that if you and I do what we need to, when we need to, we will have the best chance of minimizing turbulence on our end.

And, keep in mind, turbulence is a regular part of any transaction. I've been selling real estate for over 15 years and haven't had 1 transaction without some bumps. I give you this list so you are aware of what we are working on (and preventing) from our standpoint.

If you have any questions anytime, feel free to reach out via phone, text, or email. We'd love to help get your questions answered and to give you your options.

Super grateful that you would let me be a part of your process!

On the journey,

Zach



# SELLER PROCESS

## Phase 1 - Getting the House Market Ready

Getting your home market ready can be a mix of emotions! At this point in the process you may have a number of questions. Whether this is your first home or your 15th, it never hurts to review the process.

### OUR TEAM'S TASKS

- Determine current fair market value
- Prepare estimated net proceeds sheet
- Order preliminary title
- Report any issues we find on prelim title
- Zach to take walk through photos
- Install a keybox on your home
- Schedule preinspection/sewer scope
- Go over preinspection/sewer scope
- Prepare list of intended & completed inspection repairs for Buyers review
- Order Resale Certificate (if applicable)
- Fill in all listing paperwork
- Schedule professional photos & shoot a video for social media
- Write marketing remarks
- Prepare flyers
- Prepare special features display cards
- Get For Sale sign installed
- Advertise property to surrounding property owners



## YOUR NEXT TASKS

- Sign Disclosures
- Sign Listing Paperwork
- Provide us with the following:
  - 2 copies of ALL keys (Including mailbox & detached garage)
  - Seller Disclosure statement filled out—See FAQs for tips on filling this out
  - Have your septic system pumped/inspected (if applicable)
  - Mortgage statement
  - 5-7 bullet points on your properties best features to be included in flyer
  - A copy of your Power of Attorney, Trust paperwork and/or Divorce decree (if applicable)
- Home/Condo Owners info (if applicable) specifically:
  - Association Contact Info including phone number and email address
  - Association meeting minutes from the past 2 years
  - Association Board of Directors meeting minutes from the prior 6 months
  - Association financial statements from the prior 2 years
- Make arrangement so you are not home the 1st 4 days the home is on the market

## WE RECOMMEND YOU:

- Pre-inspect the house including a sewer/septic line scope
- Have the furnace serviced if it hasn't already been serviced within the last 6 months
- Get the home's condition as nice as you can and photo ready
  - Fix anything broken
  - Deep clean the home
  - Stage the property

## Phase 2 – On the Market

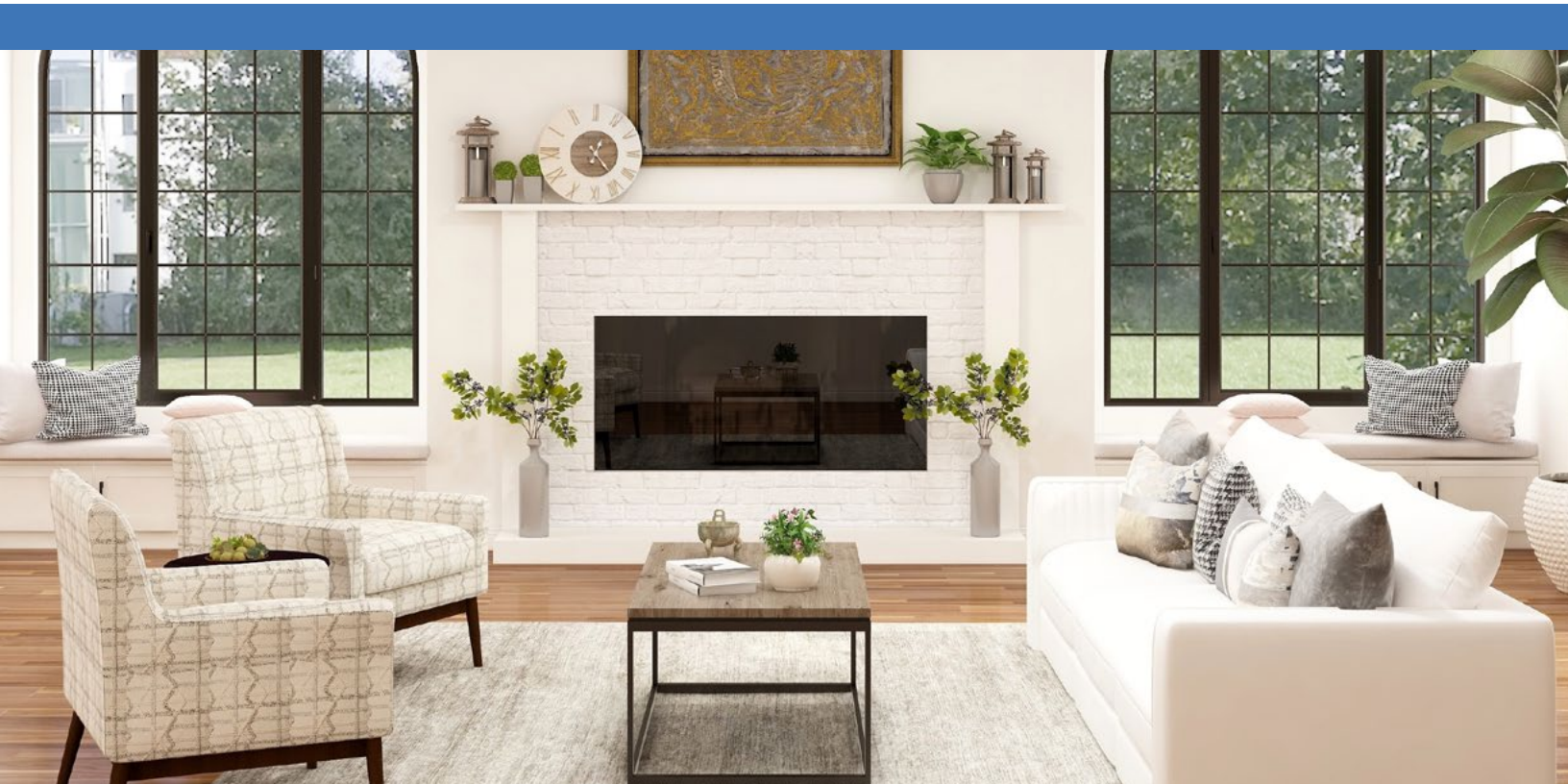
Now that your home is active on the market, you will want to make sure to be as flexible as possible with your schedule to accommodate showings.

### OUR TEAM'S TASKS

- Post home on MLS
- Upload Preinspection/Sewer Scope & list of intended & completed inspection repairs for
- Buyers/Agents review to the MLS
- Post a social media video highlighting your home
- Provide you with an Estimated Net Proceeds sheet
- Reach out for feedback from all showings
- Provide you with a weekly market update until you accept an offer

### YOUR NEXT TASKS

- Keep the house as clean as possible
- Make the house as accessible as possible
- Coordinate showings using ShowingTime





## Phase 2A – Offer Review

Our goal is to get you multiple offers and help you pick the best one.

### OUR TEAM'S TASKS

- Send you all offers before-hand & include summary page of all offers
- Schedule a time with you to go over the offers
- We will set up a time with you for signatures for either in person or electronic

### YOUR NEXT TASKS

- Pick the best offer
- If applicable, pick a back-up offer

## Phase 3 – Mutual Acceptance

Congratulations on accepting an offer! At this point, we are very much in wait mode. The Buyer will be depositing earnest money, setting up inspections & getting the contract to their mortgage lenders.

The home has been taken off the active market & changed to Pending/Pending Inspection. Once the inspection is done, we will get a formal response that we may need to respond to.

### OUR TEAM'S TASKS

- Change the status to pending on the MLS
- Distribute the purchase & sale agreement to escrow and lending
- Inform you if & when the buyer will conduct their inspection
- Negotiate repairs and requests if necessary
- Recommend contractors if we have them

### YOUR NEXT TASKS

- Fill out the Set-Up paperwork that Escrow sends you so they can order the necessary payoff amounts for your mortgage.
- Keep the house clean for inspection & appraisal
- Keep yard trimmed Leave the house during the inspection & appraisal
- Leave the house during the inspection & appraisal





## Phase 4 – Post Inspection, Appraisal & Closing

We've reached a couple of major milestones towards the successful selling of your home – negotiating the inspection and getting past the appraisal.

At this point, the nature of the process changes pretty substantially from being on the shoulders of the realtor to the shoulders of the Buyer's Lender. All of the milestones between here & closing are either Lender to-dos or Escrow to-dos. We shift in our role from main player to reporting and helping push the deal through to closing.

We will continue to push the agent/lender to make sure this deal closes as close to schedule as possible!

### OUR TEAM'S TASKS

- Weekly/Daily calls & emails to both Lending & Escrow to ensure we are on track for a timely closing
- Be present at your signing either in person or via Zoom if at all possible
- We will stay in touch as a resource if anything goes wrong





## YOUR NEXT TASKS

- Be sure the house stays as nice a possible
- Staging stays in place until after the appraisal has been received
- This is a good time to be packing
- Call utility companies and other house services post appraisal (See FAQs for tips)
- Escrow will contact you for signing
- Leave all keys, appliance documents, garage door openers, etc. in a kitchen drawer
- Make the house available for a final walk through if the buyer requests it
- Provide routing and account numbers to escrow so they can send net proceeds
- You will be out by the closing date
- Clean the house for the new owners (\*\*If you'd rather have us front the funds for a professional to come take care of it, let me know early enough so we can get it scheduled before closing\*\*)

