

HOME SELLER CHECKLIST

From Listing to Closing — Every Step Covered

BEFORE LISTING — Preparation & Planning

Done	Task	Notes / Tips
<input type="checkbox"/>	Hire a real estate agent or decide to sell FSBO	Interview 3+ agents
<input type="checkbox"/>	Get a pre-listing home inspection	Identify issues early
<input type="checkbox"/>	Research comparable home sales (comps)	Set realistic price
<input type="checkbox"/>	Determine your listing price strategy	With agent or appraiser
<input type="checkbox"/>	Review mortgage payoff amount	Contact your lender
<input type="checkbox"/>	Understand closing costs & net proceeds	Typically 6–10% of price
<input type="checkbox"/>	Gather all property documents	Deed, survey, HOA docs
<input type="checkbox"/>	Review HOA rules & disclosures if applicable	
<input type="checkbox"/>	Set a target move-out date	

HOME PREPARATION — Repairs & Staging

Done	Task	Notes / Tips
<input type="checkbox"/>	Declutter every room	Donate, trash, or store
<input type="checkbox"/>	Deep clean entire home including windows	Consider hiring pros
<input type="checkbox"/>	Make necessary repairs (leaks, broken fixtures, etc.)	
<input type="checkbox"/>	Touch up or repaint walls in neutral colors	Light grays, whites
<input type="checkbox"/>	Refresh curb appeal (lawn, landscaping, mulch)	First impressions matter
<input type="checkbox"/>	Paint or clean front door & replace hardware	
<input type="checkbox"/>	Power wash driveway, walkways, and siding	
<input type="checkbox"/>	Stage key rooms (living room, primary bedroom, kitchen)	
<input type="checkbox"/>	Remove personal photos and items	Help buyers visualize
<input type="checkbox"/>	Replace burned-out light bulbs	Brighten every room
<input type="checkbox"/>	Clean and organize closets	Buyers will look inside
<input type="checkbox"/>	Address any odors (pets, smoke, musty)	
<input type="checkbox"/>	Service HVAC system	Replace filter, get tune-up

MARKETING — Listing & Photography

Done	Task	Notes / Tips
<input type="checkbox"/>	Schedule professional photography	Natural light preferred
<input type="checkbox"/>	Consider 3D virtual tour or video walkthrough	Boosts online engagement
<input type="checkbox"/>	Write compelling listing description	Highlight key features
<input type="checkbox"/>	List on MLS (Multiple Listing Service)	Via agent or flat-fee service
<input type="checkbox"/>	Syndicate to Zillow, Realtor.com, Redfin, etc.	
<input type="checkbox"/>	Create social media posts or ads	Facebook, Instagram
<input type="checkbox"/>	Install yard sign and lockbox	Coordinate with agent
<input type="checkbox"/>	Prepare property flyers or info sheets	

SHOWINGS — During Active Listing

Done	Task	Notes / Tips
<input type="checkbox"/>	Establish showing schedule & notice preferences	e.g., 1-hour notice
<input type="checkbox"/>	Keep home clean and show-ready daily	
<input type="checkbox"/>	Secure valuables, medications, and firearms	
<input type="checkbox"/>	Arrange for pets to be absent during showings	
<input type="checkbox"/>	Leave lights on and set comfortable temperature	
<input type="checkbox"/>	Use air fresheners or bake cookies before showings	Pleasant neutral scent
<input type="checkbox"/>	Vacate home during showings	Buyers feel more at ease
<input type="checkbox"/>	Collect and review showing feedback	Via agent or app

OFFERS & NEGOTIATION

Done	Task	Notes / Tips
<input type="checkbox"/>	Review all offers with your agent	Price, contingencies, dates
<input type="checkbox"/>	Evaluate buyer's financing (pre-approval, cash proof)	
<input type="checkbox"/>	Negotiate price, repairs, and closing date	
<input type="checkbox"/>	Accept offer and execute purchase agreement	
<input type="checkbox"/>	Notify remaining buyers if multiple offers pending	
<input type="checkbox"/>	Open escrow and send earnest money instructions	

UNDER CONTRACT — Escrow & Due Diligence

Done	Task	Notes / Tips
<input type="checkbox"/>	Complete seller disclosure forms	Legal requirement
<input type="checkbox"/>	Provide access for buyer's inspection	Usually within 10 days
<input type="checkbox"/>	Review inspection report and negotiate repairs/credits	
<input type="checkbox"/>	Order title search (or confirm buyer's title company)	
<input type="checkbox"/>	Respond to any lender appraisal requests	
<input type="checkbox"/>	Keep up with mortgage, HOA, utilities during escrow	
<input type="checkbox"/>	Complete agreed repairs and document with receipts	
<input type="checkbox"/>	Provide HOA documents, meeting minutes to buyer	

MOVING PREPARATION

Done	Task	Notes / Tips
<input type="checkbox"/>	Book moving company or reserve truck rental	Book early!
<input type="checkbox"/>	Begin packing non-essential items	
<input type="checkbox"/>	Arrange storage unit if needed	
<input type="checkbox"/>	Notify post office of change of address	
<input type="checkbox"/>	Update address with banks, employer, subscriptions	
<input type="checkbox"/>	Transfer or cancel utilities at closing date	Electric, gas, water, internet
<input type="checkbox"/>	Cancel or transfer home services (lawn, pest, alarm)	
<input type="checkbox"/>	Notify school, medical providers of new address	

CLOSING DAY

Done	Task	Notes / Tips
<input type="checkbox"/>	Do a final walkthrough with buyer (24–48 hrs before)	
<input type="checkbox"/>	Leave home in agreed condition (broom-clean standard)	
<input type="checkbox"/>	Gather all keys, garage door openers, mailbox key	
<input type="checkbox"/>	Collect manuals, warranties, HOA materials for buyer	
<input type="checkbox"/>	Sign all closing documents (in person or e-sign)	
<input type="checkbox"/>	Confirm wire transfer of sale proceeds to your bank	Verify with title company

<input type="checkbox"/>	Hand over keys at closing or agreed time	
<input type="checkbox"/>	Remove all belongings and personal property	

POST-CLOSING

Done	Task	Notes / Tips
<input type="checkbox"/>	Save copies of all closing documents	For tax purposes
<input type="checkbox"/>	Report sale on your federal tax return	Consult a CPA
<input type="checkbox"/>	Cancel or transfer homeowner's insurance	
<input type="checkbox"/>	Forward mail to new address	
<input type="checkbox"/>	Celebrate — you sold your home!	

**KOUSHAL
PARIKH** REALTOR®

Koushal Parikh
347.860.4629

EMAIL: kparikh@repeatre.com