Your seller preparation checklist

A little preparation. A clearer next step.
Check items on screen or print this guide. Bring questions and unfinished items to Liz.

01 Start with your plans

- [ ] Write down your ideal listing date, move-out date, and any timing constraints.
- [ ] Discuss where you will live next and whether you also need to buy a home.
- [ ] Review recent comparable sales, pricing, and a marketing plan with Liz.
- [ ] Request an estimated net sheet covering loan payoffs, fees, selling costs, and possible credits.

02 Gather your home information

- [ ] Gather mortgage or HELOC statements, property tax information, and ownership documents.
- [ ] Collect permits, repair receipts, warranties, and any prior inspection reports.
- [ ] Gather HOA information, solar or equipment agreements, and tenant leases, if applicable.
- [ ] List known issues, past damage, and repairs; review required disclosures with Liz.

03 Get ready for photos and showings

- [ ] Walk through the home with Liz and agree on a preparation budget before starting projects.
- [ ] Declutter, deep clean, tidy landscaping, and address agreed-upon maintenance.
- [ ] Set a showing schedule and a plan for pets; secure valuables and personal documents.
- [ ] Identify items you plan to take, such as appliances or fixtures, before listing.

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From offers to your next chapter

Keep this page handy once your home is on the market.
Confirm each deadline and responsibility with Liz and your escrow team.

04 Review offers with confidence

- [ ] Compare price, financing, contingencies, requested credits, and the proposed closing date.
- [ ] Review the estimated proceeds and possession timing before accepting an offer.
- [ ] Ask Liz to explain any terms you do not understand before signing.

05 Stay organized during escrow

- [ ] Save the signed agreement and calendar your disclosure, inspection, and other deadlines.
- [ ] Provide access for inspections and the appraisal; respond to requests with Liz.
- [ ] Complete agreed repairs and keep receipts for the buyer and escrow team.
- [ ] Confirm what escrow needs for loan payoffs, signing, and delivery of proceeds.

06 Prepare for closing and handoff

- [ ] Arrange movers, address changes, and utility transitions around the agreed possession date.
- [ ] Review closing documents and the settlement statement; ask about unfamiliar amounts.
- [ ] Clear and clean the home as agreed; gather keys, remotes, manuals, and access details.
- [ ] Confirm closing and authorized possession timing with Liz before handing over keys.

My next step / questions for Liz

Use this as a planning guide. Your contract and property determine the required steps.
California disclosure reference: DRE, Disclosures in Real Property Transactions.

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