

Selling Process

Checklist:

- Market Analysis & Comps
- Go over net sheets
 - get mortgage loan payoff amount
 - escrow account amount
 - insurance policy amount / date of renewal
 - if FHA- when purchased
- Do necessary repairs and improvements
- Take pics for flyers and magazines
- Do our final touches
- Review marketing plan
- Go on market (review showing instructions and cards)
- Feedback once a week and market review every 3 weeks
- Contract accepted
- option period (7-10 days)
- Appraisal and insurance agent inspections
- Buyer Final approval on loan
- Survey
- Review settlement statement (HUD-1)
- Closing

Put together following:

- Termite and pest info
- Sellers disclosure
- List of features
- Old inspections
- Reciepts/ warranty on major items
- Utility bills for one year
- Insurance claim documents

Have all keys , info on items such as appliances, HVAC, etc for buyer at closing
 Have all utilities turned off
 Have everything out and cleaned by closing date

