

Seller Task List

Are you looking to make your sale a little easier?

Before you begin the selling process...

- Locate your Abstract of Title or Title Insurance Policy
- Prepare your property for sale - view checklist
- Inspect your property before you sell - hire an inspector
- Obtain contractor estimates if you have any major problems
- Determine your property's value by obtaining a market analysis or appraisal
- Locate your survey, utility & tax bills, most recent appraisal, tenant leases & expenses
- Determine the balance of your mortgage & home equity loans - calculate your net proceeds
- Measure your room sizes and advertise your property's most important selling features
- Complete our seller improvement form listing any recent major improvements
- Complete our seller property condition disclosure
- Take digital photos of your property & obtain a BroomeRealEstate.com yard sign
- Have a lender prepare a free finance sheet with estimated closing costs
- Select a knowledgeable real estate attorney
- Review our sample ads and ad writing tips
- Post your ad online and download some property profile sheets
- Print out our buyer sign in sheet to record names & phone numbers of Buyers
- Qualify Buyers by asking these questions
- Review our open house checklist and prepare a residential contract

Place this information on a table before your Buyer arrives!

- Buyer Sign in Sheet
- BroomeRealEstate.com Property Profile Sheet
- Home Inspection Report
- Seller Property Condition Disclosure
- Seller Property Improvement Form
- Finance Sheets with Estimated Monthly Payment & Closing Costs
- Tax Bills, Utility Bills, Property Survey
- Additional Seasonal Photos of your Property
- A copy of your Market Analysis or Appraisal, if helpful