



Thinking of selling your home? Here's a little homework for when you hire me.

Your Name(s): _____ Date: _____

Property Address: _____

Things you need to do now:

- Find a mortgage lender if you are planning to buy another property after you sell your current home. I recommend comparing at least two lenders to see who will give you the best terms and rates. My favorite lenders are found on the [Real Estate Resources page of SoldonShawnee.com](#). This gives you good information for how much money you'll have to work with to buy another property—and if it makes sense to sell now.
- Read and be prepared to sign the following documents:
 - [Exclusive Right to Sell Listing Agreement](#)
 - [What You Need to Know About Brokerage Services](#)
 - [Property Condition Disclosure](#) The only time you would *not* fill this out is if you've never lived in the property *and* have no knowledge of its condition or any defects
 - [Lead-Based Paint Disclosure](#) (if your house was built prior to 1978)
 - I will send you actual documents for digital signatures once we've decided to work together.
- Read this important document from the Oklahoma Real Estate Commission about [What You Need to Know About Broker Services](#)
- Complete the [Ready to Sell Survey](#)
- Review the following documents. Ask me any questions you have while reviewing them.
 - [Estimated closing costs](#)
 - [Purchase contract](#) (This is most likely the contract you'll receive when someone makes an offer on your home.)
- Change privacy settings on Facebook, Instagram and LinkedIn to highest security settings. Do not post anything about your home being for sale that might give away your motivation or desire to sell; it could damage your negotiation position. I will periodically send you content to be shared on your social channels. If you have any questions, don't hesitate to run anything by me!



- Decide whether you will provide a home warranty to the buyer if they ask for one during the negotiations. It's also something you can offer up front, have the benefit of using during the listing period, and then pay from your proceeds at closing. We will talk about this during our consultation.
- Decide if you want open houses. If so, our public open houses are typically 2-4 Sundays, and broker open houses are mid-day Tuesdays. Open houses are less important when we have high quality photography and video, but the marketing around them plus getting people inside can still be a valuable addition to our strategy in some cases.
- Make an extra set of all house keys for us
- Have me come to perform a staging evaluation. Repair, replace, etc. any items on the staging evaluation checklist before the house goes on the market
- Deep clean the house at least a day before professional photography. Alternatively, have someone come clean it for you (I have recommendations)
- Arrange for pets to be out of the home or contained in a crate if possible during photography and showings
- Hide/secure or remove all valuables, including money, passports, jewelry, electronics, weapons and medicine
- Once all of the above is completed, let me know so we can schedule the photographer, create marketing collateral and install a yard sign
- Discuss with me potential scenarios of multiple offers, low appraisals, quick closing dates, etc
- Review the active listings I will send you to get to know your competition, see when they reduce their price, see closing prices, etc. Decide how often you want to see these updates

Once a contract has been accepted:

- I will let you know when the home inspection and termite inspection will take place so you can vacate the property. They usually take about two hours
- Start looking for a new home if you need to buy something before moving and continue the mortgage approval process
- I will send you executed contracts and inspection reports. If there are inspection issues (Notice of Treatments, Repairs and Replacements - or TRR), we will discuss them with you before negotiating with the buyer's agent
- Hire a mover and begin packing
- Call to arrange for utilities to be stopped the day after closing. Phone numbers for most utility companies are on SoldonShawnee.com.
- Arrange for your homeowners insurance to stop the day after closing. Transfer



policy to new property as applicable

- Gather funds to cover your closing costs
- Attend closing

Questions for Steve:
