

Listing Checklist For Mr. and Mrs. Seller

Please gather the following information to expedite the marketing of your property.

Mortgage Information – Name of Mortgage Co.

_____ / _____

Account Number _____ / _____

Toll-Free Numbers

_____ / _____

Title Policy

POA yes or no

Divorce Decree yes or no

Lawyer Name _____ Telephone _____

Gather Floor plans

New Home Builder Warranty

An appraisal within the past 6 months

Name of HOA _____ Contact and phone _____

HOA Docs yes or no

Termite bond ____ Roof warranty ____ Home warranty ____

List of what you dislike about the home _____

List of what you like about the home _____

Curb appeal checklist _____

Depersonalizing complete _____

A set of keys available _____

Property Access decided _____

Pets ___/ special instructions for showing _____

Once you are under contract to make your move smoother:

Don't forget to change your address at least two weeks before _____

Medical records to be sent to new doctor's _____

Notify your bank and remember to close old accounts and open new ones _____

Notify your vet and other places you have regular appointments with _____

Last but not least, remain calm and remember you hired me for a reason. Let me send you on your way and you get packing!

Listing Checklist For Jeannette

Review current title

Measure overall and living square footage

Total Area _____ Living Area _____

Measure interior room sizes: Living Room _____ Dining Room _____
Kitchen _____ Bd _____ Bd _____ Bd _____ Patio/Porch/Balcony _____

Confirm lot size via certified survey _____

Obtain floor plans, if available and if home is under homebuilder warranty

Review floor plans and make copy

Prepare showing instructions for real estate professionals and agree on showing time window with seller

Make copy or email to listing coordinator showing instructions

Obtain current mortgage loan(s) information: company (ies)

_____/_____ loan account
numbers _____/_____

Review current appraisal if done within the last 6 months

Home Owner Association Contact _____ Phone number _____

Home Owner Association Fees yes or no application fee _____

Approval and meeting required yes or no

Obtain copy of Homeowner Association bylaws from seller or HOA

Verify if seller has transferable Termite Bond Name _____

Phone number _____ contact person _____

Ascertain need for lead-based paint disclosure yes or no

Prepare detailed list of property

amenities _____

Inclusions and and Inventory list and or see attachments _____

Warranties on appliances _____ Home warranty in place yes or no

Have extra key made for lockbox

Verify if property has rental units involved. How many _____

Make copies of all leases for retention in listing file

Verify all rents & deposits

Inform tenants of listing and discuss how showings will be handled

Tenants Name and best contact number _____

Tenants Name and best contact number _____

Assist seller with completion of Seller's Disclosure form if necessary

Walk property with seller and have seller point out repairs/and or concessions _____

_____ or see attachment

List and decide on concession or repairs

Load listing into Transaction Desk software program (software offered to members by the Florida Association of Realtors®)

Enter Property in Multiple Listing Service Database

Prepare MLS Profile Sheet and have seller sign

Enter property data from Profile Sheet into MLS Listing Database

Check Advertise Ok for additional exposure

Proofread MLS database listing for accuracy - including proper placement in mapping function

Add property to company's MLS Listings

Provide seller with signed copies of Listing Agreement and MLS Profile Sheet Data Form within 48hours Date sent _____

Listing on MLS Message Board

Seller approves and accepts MLS listing

Take additional photos of property and surrounding area for upload into MLS and use in fliers and various locations on the Web.

Take video for video home tours

Marketing The Listing

Install for sale sign with brochure box and sign riders

Date Ordered_____

Date Installed_____

Create print ads- Newspaper yes___ or no___ magazines yes___ or no___

Create Internet ads:

MLS Message Board

Neerpat.com

Point2agent.com Syndication

Zillow.com

RealSeeker.com

Trulia.com

Localism.com

Coordinate showings with owners, tenants, and other Realtors®.

Feedback to Sellers Every Saturday; Call Time_____

Agent Feedback_____ Number of showings_____ New Listings_____

New Pendings_____ New Sales_____ Price Reduction yes or no

Install electronic lock box if authorized by owner. Program with agreed-upon showing time windows

Explain to seller how lock box works. Demonstrate _____

Contact Sphere of Influence via post card, email or call of new listing

Prepare mailing and contact list

Order and Mail "Just Listed" cards for surrounding neighbors

E-mail area agents about new listing

E-mail office associates new listing

Upload listing to company Web site Date Completed _____
As Needed Tasks

Price changes conveyed promptly to all Internet groups

Reprint/supply brochures promptly as needed

Date reprinted _____

Feedback e-mails/faxes sent to buyers' agents after showings

Promptly enter price changes in MLS listing database

Closing Preparations and Duties

Contract Is Signed By All Parties

Effective Date _____

Closing Date _____

Escrow Deposit Date _____

Financing Date _____

Inspection Date _____

Appraisal Date_____

Coordinate closing process with buyer's agent and lender, title

Send required data title company

Update closing forms & files

Follow up with title company to see if they have all required docs to close

Select location where closing will be held. Location_____

Order Escrow Check for Title Company Order Date_____

Confirm closing date and time and notify all parties

Closing Date_____ Time_____

Assist in solving any title problems (boundary disputes, easements, etc) or in obtaining Death Certificate_____

Work with buyer's agent in scheduling and conducting buyer's Final Walk-Thru prior to closing

Walk Thru Date_____

Check on seller to see how moving is coming along?

Does seller need affiliate numbers for roof? _____,
contractor_____

Repairmen_____, landscaper_____, painter_____,
movers_____

Research all tax, HOA, utility and other applicable proration's

Request final closing figures from closing agent (attorney or title company)

Receive & carefully review closing figures to ensure accuracy of preparation

Forward verified closing figures to buyer's agent

Request copy of closing documents from closing agent

Stop by seller's house and follow up on repairs_____/ moving_____and see where seller needs assistance._____

Confirm buyer and buyer's agent have received title insurance commitment

Date Received_____

Provide "Home Owners Warranty" for availability at closing

Have seller's bring all keys and garage door and gate openers to closing

Bring Drivers License

Review all closing documents carefully for errors

Forward closing documents to absentee seller as requested

Review documents with closing agent (attorney)

Provide earnest money deposit check from escrow account to closing agent

Coordinate this closing with seller's next purchase and resolve any timing problems

Have a "no surprises" closing so that seller receives a net proceeds check at closing

Refer sellers to one of the best agents at their destination, if applicable

Change MLS status to Sold. Enter sale date, price, selling broker and agent's ID numbers, etc.

Close out listing in transaction management program

Follow Up After Closing

Answer questions about filing claims with Home Owner Warranty company if requested

Attempt to clarify and resolve any conflicts about repairs if buyer is not satisfied

Respond to any follow-on calls and provide any additional information required from office files.

Remind Seller's to turn off utilities off the day of closing.

Remind Seller's to change there address

Compliments of [Jeannette Neerpat](#) and [Midori Miller](#)