

# SELLER HOMEWORK

## SELLER'S CHECKLIST

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This packet has been designed to respect your time and make our initial consultation as effective as possible. Please take a moment to review and complete.

### Contact

Property address: \_\_\_\_\_

Who will respond to showing requests? \_\_\_\_\_

Cell: \_\_\_\_\_ email: \_\_\_\_\_

Gate Code: \_\_\_\_\_ Alarm Code: \_\_\_\_\_ Armed? Y/N Monitored? Y/N

Alarm Co Phone \_\_\_\_\_

### Keys and Locks

A key will be needed for the front door and any outbuildings or mechanical rooms. This should be a new key (not your only one) that has been tested in the lock. Clearly label each key for the showing agent. During the day, do not lock storm doors unless a key has been provided. If you enter the home through the garage and do not use a key, place a note on the door advising showing agents not to lock the door.

**Supporting Documents** *many buyers will request these items when considering the home, they will purchase*

- Copies of utility bills (electric, natural gas, and water) for the last 12 months.
- Copy of floor plan if available
- Copy of any recent appraisal if available
- Copy of survey showing property boundaries if available
- Map showing well and septic location (if applicable)
- Copy of restrictive covenants (if available)
- RESIDENTIAL PROPERTY DISCLOSURE STATEMENT

**Improvements, Upgrades and Improvements**

Item	Date	Cost	Permit Required?	Warranty?
			Y/N	Y/N
			Y/N	Y/N
			Y/N	Y/N
			Y/N	Y/N
			Y/N	Y/N
			Y/N	Y/N
			Y/N	Y/N
			Y/N	Y/N

**Insurance Claims Filed in Last 10 Years**

Date	Claim	Circumstance

**Pets**

Name	Location During Showings	Additional Info (door-darter, bites, growls, friendly, will hide, etc.)

# SELLER HOMEWORK

## HOME

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On the following pages, you will have an opportunity to tell us what makes your home, neighborhood, and community special. The information will be used to help us design the most powerful marketing campaign possible:

What is your favorite feature of your home?

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What is the best thing about the location of your home?

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What will you miss most about living here?

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# SELLER HOMEWORK

## UTILITY INFORMATION

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Electric Provider: \_\_\_\_\_

Phone: \_\_\_\_\_

Average: \_\_\_\_\_

High: \_\_\_\_\_

Low: \_\_\_\_\_

Gas Provider: \_\_\_\_\_

Phone: \_\_\_\_\_

Average: \_\_\_\_\_

High: \_\_\_\_\_

Low: \_\_\_\_\_

Solid Waste Provider: \_\_\_\_\_

Phone: \_\_\_\_\_

Average: \_\_\_\_\_

High: \_\_\_\_\_

Low: \_\_\_\_\_

Water Provider: \_\_\_\_\_

Phone: \_\_\_\_\_

Cable Provider: \_\_\_\_\_

Phone: \_\_\_\_\_



# SELLER HOMEWORK

## HOMEOWNER'S ASSOCIATION INFO

Homeowners Association: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fees: \$ \_\_\_\_\_ Annual Monthly | Mandatory Voluntary

What does the HOA Fee Cover:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Amenities (check all that apply, add additional information as needed):

Pool (located: \_\_\_\_\_)

Hot Tub

Fitness Center

Clubhouse (with kitchen)

Splashpad

Picnic area

Playscape

Community Laundry Facility

Sports Courts (list: \_\_\_\_\_)

Gated (if yes, gate code: \_\_\_\_\_)

Additional Amenities: \_\_\_\_\_

Describe the Community (i.e., quiet, dog-friendly, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the Parking situation. If spaces are reserved, what are your numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# SELLER HOMEWORK

## SHOWING INSTRUCTIONS

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The following instructions are provided to help you make the most of marketing your home:

Keep all lights on.

Play soft music, easy listening or jazz.

Keep all blinds and window treatments open.

Leave during a showing so the potential buy can experience “their” home.

Kitchen and baths must be spotless always.

Home needs to show like a model home during showings (slide “stuff” under beds if necessary).

Keep lawn mowed and hedges trimmed.

Plant seasonal flowers.

Keep front door area clean and welcoming.

Move all signs of pets (bedding, toys, dishes, food) into the garage during showings



# SELLER HOMEWORK

## 15 SHOWINGS OR 21 DAYS

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In this market, and knowing what we know about real estate, we like to implement a policy that will help sell your home more quickly.

If after 15 showings or 21 days we don't have an offer, our experience shows it usually indicates the price is too high.

At that time, we like to do an analysis of the price of your home, and it is probable we will recommend your home be reduced in price

If you have any questions, please call me at 405-615-2796

Kristyn Grewell

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