

<Name>

< Property Address >

Note: This checklist is to give you a general idea of the process, along with deadline dates, which will help guide you through the sale of your house. It may need to be altered according to your specific situation. For assistance with the home selling process, please call Lauren at 603.305.7006

The Home Selling Process Tracking Sheet			
Activity	Date To Be Completed	Check When Complete	Notes
Pre-Contract Acceptance		X	
Have a Comparative Market Analysis (CMA) done on your property by an area Realtor.	Prior to listing your home		
Hire a Seller's Agent. Find out if he/she is a licensed Realtor. Keep in mind there is a difference between a real estate agent, and a Realtor. Realtors abide by a certain code of ethics, and are members of the National Association of Realtors.			
Work with your Seller's Agent to determine a pricing strategy. Your agent will provide you with a net proceeds worksheet which will help determine how much you will net from the sale after all other financial obligations have been met.			
Work with your Seller's Agent to stage your home to show.			
Your Seller's Agent lists your house for sale on the market. Keep in mind your agent will have various methods of marketing your home. Speak with him/her to identify those methods that he/she feels are most effective.			
Keep home presentable for showings (welcoming aromas, warm lighting, clutter-free).			
Remain patient and flexible. Make your house available, and allow all qualified, interested buyers to view your home.			
Your Seller's Agent should remain in contact with you atleast weekly to review feedback on showings and suggestions on pricing.			
Sit down with your Seller's Agent to review any/all offers presented.			
Work with your Seller's Agent to come up with a fair, attractive counter-offer, and have Seller's Agent present it to interested buyers (if applicable).			
Upon Contract Acceptance	< Contract Acceptance Date >		
Seller's Agent will receive deposit from buyers and have it held in escrow account.	Within 7-10 days of Contract Acceptance Date		
Allow home inspection to be held by buyers' inspector (if applicable).			
Allow appraisal to be conducted by buyers' appraiser.			
Receive from, and review with, your Seller's Agent the results from inspection and any re-negotiations from Buyer. Negotiate appropriately.	1 week prior to Projected Close Date		
Receive notification from your Seller's Agent of loan commitment from Buyer's lender.			
Ensure all agreements in the Purchase and Sales contract have been up-held on your end. If any fixes are necessary prior to closing, this is the time to do them.			
Schedule time-off from work for your move (if applicable)			
Start packing.			
Arrange for moving company to assist you with your move (or friends and family)			
Work with your Seller's Agent to gather appropriate paperwork and estimated funds necessary for the closing (i.e. owed taxes, etc.)			
Schedule utilities to be transferred over or turned on/off (if applicable)	2 days prior to Projected Close Date		
Clean your house and make sure it is in move-in condition prior to the Buyer's final walk-through.	1 day prior to Projected Close Date		
Obtain HUD statement from your Seller's Agent and the title company handling the sale. This will indicate exactly how much money you will need to come to the closing with. (The parties will contact you with this information. You do not need to pro-actively contact them for the statement)			
Obtain bank check or other agreed upon form of payment, in the amount the title company provided to you on the HUD statement. Bring this to the closing.			
Allow the Buyer(s) to perform a walk-through of your house to ensure all previously agreed upon terms have been up-held on your end.			
Attend the closing. There is usually a good amount of paperwork that needs to be signed, though the process flows fairly quickly. The title company most often times conducts the closing, and is available to answer any questions you may have about the paperwork. Both your Seller's Agent and the Buyer's agent are usually present, as well as the Buyer's Mortgage Broker. Remember to provide the Buyer(s) with the keys to their new home.			
Projected Close Date	< Projected Close Date >		