



Buy Sell Love Chicago

SHAY HATA REALTOR
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Thinking of Selling Your Home?

Here's Your Homework When You Work With Us

Your Name(s): _____ Date: _____

Property Address: _____

Things we need you to do now

- o Find a mortgage broker/lender if you are planning to buy another property after you sell your current property. We recommend comparing at least two lenders/mortgage brokers to see who will give you the best terms and rates. Our favorite lenders can be found on our website at: <http://www.shayhata.com/real-estate-resources/> This way you know if you can afford to buy another property and, if so, if it makes sense to sell now.
- o Read and sign the following documents:
 - o *Exclusive Right to Sell Agreement*. Date this agreement for the date we are planning to put the property into MLS.
 - o *Affiliated Business Arrangement Disclosure*.
 - o *Disclosure and Consent to Dual Agency Disclosure*
 - o *Property Disclosures (There are four disclosures - Real Property, Lead, Radon and Mold)*
 - o *City of Chicago Energy Disclosure*

- o Return all of the above to us. We will send this to you via separate email once we've decided to work together
- o Fill out the following documents (return to us once they are complete):
 - o *Seller's Questionnaire*
 - o *MRED MLS Listing Input Form*
 - o *Top 10 List*
- o Review the following documents (ask us any questions you might have while reviewing these documents):
 - o *Estimated closing costs*
 - o *Purchase contract (this is the contract you'll receive when someone makes an offer on your home)*
 - o *Appropriate contract riders (We will send the ones to you which you're most likely to receive on the sale of your home)*
- o Interview and Hire an Attorney. Our favorites can be found here: <http://www.shayhata.com/real-estate-resources/> Generally real estate attorneys cost between \$500 - \$750.

The attorney I have picked to hire is (email this information to us):

Name: _____ Email: _____

Phone: _____

- o Change privacy settings on Facebook and LinkedIn to highest security settings. Do not post anything about your being for sale as it can be used against us during negotiations
- o Decide whether you will provide a home warranty to the buyer if they ask for one during the negotiations.
- o Decide if you want Open Houses. If so, how often and what day/time is best for you? ie: Saturdays 1-3 pm or Sunday 12-2 pm
- o Make two sets of all house keys for us

- o Have us come and do a staging evaluation. Repair, replace, etc. any items on the staging evaluation checklist before the house goes on the market
- o Deep clean the house the day before it goes on the market or have someone come and clean for you
- o Arrange for pets to be out of the home or contained in a crate, if possible, during showings
- o Hide all valuables including money, passports, jewelry, electronics and prescription medication. Password protect all computers
- o Set up a time to speak with us once per week from now until the house sells
- o Once the above is completed let us know so we can order the photography, virtual tour, make the flyers and order a sign to be put out front
- o Discuss with us the possibility of multiple offers, low appraisals, quick closing dates, etc.
- o Download Shay's mobile app to see the competition when you're out and about (ask her to text it to you)
- o Review the competition listings we will send to you via MLS to get to know your competition, see when they do price reductions, see what price they close for, etc. Decide whether you want to see these daily or weekly and let us know

Once a contract has been accepted

- o We will let you know when the home inspection will occur so you can vacate the property. Home inspections generally take about 2 hours
- o We will send you a receipt showing earnest money has been received, generally within 24 - 48 hours after contract acceptance
- o Start looking for a new home if you need to buy something before moving and continue the mortgage approval process.

- o We will send executed contracts and inspection reports to you and your attorney. If there are inspection issues either our team or your attorney will discuss these items with you before negotiation inspection items with the buyer's agent

Once attorney review has been cleared

- o We will send you a receipt showing second earnest money deposit has been received, generally within 24 - 48 hours after contract acceptance This check is usually due 24-48 hours after attorney review ends
- o Hire a mover and begin packing
- o Call and arrange for utilities to be stopped the day after closing. Phone numbers for the utility companies can be found on our website buyselllovechicago.com under Resources
- o Arrange for home owner's insurance to stop the day **after** closing
- o Gather funds to cover the closing costs
- o Attend closing

Additional Notes