

# Thinking of Selling Your Home?

## Here's Your Homework When You Work With Us

Your Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Your property address: \_\_\_\_\_

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

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

### Things We Need You to Do Now:

- 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 preferred lenders can be found on our website at:

<http://www.homesinsouthfloridaforsale.com/Our-Preferred-Mortgage-Brokers>

- We'll need you to review and sign the following documents:

Exclusive Right to Sell Agreement. This agreement is required for us to put the property into the MLS.

Seller's Disclosure - this document gives us information about everything you know about your house that needs to be disclosed such as a roof leak, liens, etc.

Various addendums - Lead based paint if property was built prior to 1978, Mold addendum, Housing for Older persons, HOA addendum, etc.

What I Love about my home - We will ask you to complete a form highlighting all the things you loved about your home and your neighborhood.

- Decide whether you will provide a home warranty to the buyer if they ask for one during the negotiations.
- 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

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- Make two sets of all house keys for us
- 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.
- Deep clean the house the day before it goes on the market or have someone come and clean for you.
- Arrange for pets to be out of the home or contained in a crate, if possible, during showings.
- Hide all valuables including money, passports, jewelry, electronics and prescription medication. Password protect all computers
- Set up a time to speak with us once per week from now until the house sells.
- 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.
- Discuss with us the possibility of multiple offers, low appraisals, quick closing dates, etc.
- 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, we will let you know when the home inspection will occur so you can vacate the property. Home inspections generally take about 2 hours.
- We will send you a receipt showing earnest money has been received, generally within 24 - 48 hours after contract acceptance.

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- Start looking for a new home if you need to buy something before moving and continue the mortgage approval process.
- We will send executed contracts and inspection reports to you for your review. If there are inspection issues, we will discuss these items with you before negotiation inspection items with the buyer's agent. Once inspection has been cleared, we will send you notification of 2<sup>nd</sup> deposit due if stated in the contract.
- Hire a mover and begin packing.
- Call and arrange for utilities to be stopped the day after closing.
- Gather funds to cover the closing costs.
- Attend closing

#### Additional Notes