



Home Selling Checklist

Use this checklist to track your progress as you prepare for your move. If you have a question about a particular step in the process, print the checklist and write your question in the *notes and reminders* space below.

Get ready

- Go over your finances to prepare for sale-related expenses.
- Consult with real-estate, tax, and legal professionals for guidance about the sale process.
- Resolve any known problems with your home before a home inspection uncovers them.

Develop a home-selling plan

- Evaluate market conditions to make sure you're selling at a good time.
- Consider using a real estate agent to sell your home for you. He or she will help you set a sales price, market your home, and finalize the sale.

Evaluate these areas and repair if necessary

- Floors
- Plumbing
- Lighting
- HVAC systems
- Doors, windows
- Interior and exterior paint
- Outdoor drainage systems and roof
- Driveway, walkways
- Yard

(Note: If you're working with a real estate agent, you can skip the *price your home* and *market your home* sections.)

Price your home

- Have your home appraised.
- Evaluate the market and price accordingly.

Market your home

- Obtain necessary purchase contract forms; ask attorney to review them.
- Determine contingencies and other contract terms.
- Advertise via online listings and "for sale" signs. You may consider print listings as well.
- Show the house through open houses and walk-throughs.
- Negotiate an offer; ask attorney to review it.
- Sign a purchase contract with the buyer.

Close the sale

- Work with an escrow company or attorney to administer the closing.
- Deliver the legally required disclosure documents to the buyer, including title.
- Meet required inspections.
- Receive loan commitment letter from buyer.
- Arrange to pay off the existing mortgage(s).
- Pay all closing fees.
- Consult a tax advisor to determine tax implications of the sale.

Notes and reminders