

Home Seller Checklist

A step-by-step guide to help you prepare, list, and close with confidence

Use this checklist to stay organized as you prepare to sell your home. Not every item will apply to every property, and your Realtor can help you prioritize what matters most for your specific home and market.

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Seller reminder: Before spending money on major repairs or renovations, discuss the plan with your Realtor so you can focus on improvements that make sense for your sale.

1. Before You List

- Choose your Realtor and discuss your goals, timeline, and priorities.
- Review a Comparative Market Analysis (CMA) and discuss pricing strategy.
- Discuss your estimated selling expenses and potential net proceeds.
- Gather mortgage or loan payoff information.
- Locate available property documents, warranties, permits, surveys, and improvement records.
- Make a list of major upgrades, repairs, and replacements completed during ownership.
- Discuss items that will stay with the property and items you plan to remove.
- Review your anticipated moving timeline and next-housing plans.

2. Prepare the Property

- Walk through the home with your Realtor and identify priority repairs or preparation items.
- Address obvious safety or maintenance issues when appropriate.
- Declutter countertops, closets, storage areas, and rooms.
- Remove excess furniture to improve flow and make rooms feel more spacious.
- Deep clean kitchens, bathrooms, floors, windows, baseboards, fixtures, and appliances.
- Touch up paint, damaged trim, caulk, and minor cosmetic items as needed.
- Improve curb appeal by mowing, edging, trimming, cleaning walkways, and tidying the entry.
- Replace burned-out light bulbs and make sure the home is well lit.
- Address noticeable odors, including pet, smoke, cooking, or moisture odors.
- Secure or remove valuables, medications, important documents, and highly personal items.

3. Get Ready for Photos & Marketing

- Clear kitchen and bathroom counters.
- Make beds and straighten linens.
- Open blinds and curtains to maximize natural light.
- Turn on lights and replace any remaining burned-out bulbs.
- Put away pet bowls, litter boxes, toys, and beds when practical.
- Remove magnets, papers, and clutter from the refrigerator.
- Hide trash cans and unnecessary cords where practical.
- Remove vehicles from the driveway when possible.
- Straighten patios, porches, and outdoor furniture.
- Confirm that rooms are clean and photo-ready before the photographer arrives.

4. Once Your Home Is Listed

- Review the listing details and photos for accuracy.
- Keep the property as clean and show-ready as reasonably possible.
- Create a simple routine for quickly preparing the home before showings.
- Secure pets or make arrangements for them during showings.
- Keep valuables and sensitive documents secured.
- Leave the home during showings when possible so buyers can view comfortably.
- Review showing feedback with your Realtor.
- Stay in regular communication about activity, competition, and market changes.
- Be prepared to discuss adjustments if the market response is different than expected.

5. When You Receive an Offer

- Review the offered purchase price.
- Review financing type and available proof of funds or pre-approval documentation.
- Review requested closing date and possession terms.
- Review earnest-money deposit terms.
- Review inspection and due-diligence terms.
- Review appraisal and financing contingencies.
- Review requested seller concessions, credits, or other costs.
- Review personal-property requests and items included or excluded.
- Discuss the buyer's overall terms, strengths, and potential risks with your Realtor.
- Decide whether to accept, reject, or counter the offer.

6. Under Contract

- Keep all contract deadlines on your calendar.
- Provide requested seller disclosures and property information promptly.
- Prepare for the buyer's inspection and provide reasonable access.
- Review any repair requests or inspection-related negotiations with your Realtor.
- Provide access for appraisal, insurance inspections, surveys, or other required appointments.
- Respond promptly to title, closing-agent, lender, or Realtor requests.
- Avoid making new agreements with the buyer outside the written contract process.
- Continue maintaining the property in the condition required by the contract.
- Confirm moving arrangements and begin packing.

7. Before Closing

- Complete any agreed-upon repairs or obligations by the required deadline.

- Keep receipts or documentation for completed work when appropriate.
- Remove personal belongings and trash unless otherwise agreed in writing.
- Clean the property and leave it in the condition required by the contract.
- Confirm which keys, remotes, access cards, codes, and manuals must be provided.
- Review your final settlement or closing statement when provided.
- Confirm wiring instructions directly with the closing agent using a trusted phone number before sending funds or relying on emailed instructions.
- Arrange utility transfers or shutoff dates based on your closing and possession terms.
- Confirm the date and time for signing closing documents.

8. Closing Day

- Bring government-issued identification and any documents requested by the closing agent.
- Sign required closing documents.
- Provide keys, garage remotes, gate devices, and other access items as instructed.
- Confirm how and when your sale proceeds will be delivered.
- Keep copies of your final closing documents for your records.
- Update your mailing address and other accounts after the move.
- Celebrate a successful closing!

A Few Important Seller Reminders

- **Don't over-improve before listing.** Major renovations do not always produce a dollar-for-dollar return.
- **Keep communication open.** Market conditions, buyer feedback, inspection results, and contract deadlines can affect strategy.
- **Put agreements in writing.** Changes to contract terms, repairs, credits, or personal property should be properly documented.
- **Be cautious with wire instructions.** Real estate transactions can be targeted by wire fraud. Verify instructions directly with the closing agent before transferring funds.
- **Ask questions.** If something is unclear at any point, contact your Realtor before making a decision.

Ready to Talk About Selling Your Home?

Every property and every seller's situation is different. I can help you review your home's condition, current market activity, pricing considerations, preparation priorities, and next steps.

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This checklist is provided for general informational purposes. Contract requirements, disclosures, tax considerations, title matters, inspection issues, and closing obligations can vary. Consult the appropriate licensed or qualified professional when needed.