

Checklist for Selling a House: Your Comprehensive Guide

This checklist will guide you through each stage of the home-selling process, from initial planning to the final closing day.

Phase 1 : Preparation and Planning

This phase is about laying the groundwork for a successful and profitable sale.

☐ Hiring a Real Estate Agent

- ☐ Research and identify top-rated local real estate agents.
- ☐ Interview at least three different agents to compare their strategies and personalities.
- ☐ Check references and review their sales history in your neighborhood.
- ☐ Request a Comparative Market Analysis (CMA) from each potential agent.
- ☐ Review and understand all terms of the listing agreement before signing.

☐ Setting a Competitive Price

- ☐ Review the CMA with your agent to understand local market values.
- ☐ Analyze recent sales of comparable homes ("comps") in your area.
- ☐ Factor in your home's unique features, upgrades, and condition.



- ☐ Discuss pricing strategy (e.g., pricing to attract multiple offers vs. pricing at the top of the market).
- ☐ Agree on a final listing price.

☐ **Gathering Necessary Documents**

- ☐ Locate the original deed or sales contract for your home.
- ☐ Gather recent property tax statements.
- ☐ Compile average utility costs (gas, electric, water).
- ☐ Collect homeowner's association (HOA) documents and fee information, if applicable.
- ☐ Find warranties and manuals for appliances and home systems (HVAC, water heater).
- ☐ Secure copies of permits for any major renovations or additions.
- ☐ Obtain a copy of your property survey.

☐ **Home Inspections and Repairs**

- ☐ Consider a pre-listing inspection to identify potential issues upfront.
- ☐ Address any known major issues (e.g., leaky roof, faulty HVAC, plumbing problems).
- ☐ Complete minor repairs: fix leaky faucets, repair broken tiles, patch holes in walls, replace cracked window panes.
- ☐ Ensure all doors and windows open and close properly.
- ☐ Repaint walls with a fresh coat of neutral-colored paint.
- ☐ Replace any burned-out light bulbs.



Phase 2: Home Presentation and Staging

This phase focuses on making your home look its absolute best for potential buyers.

☐ Enhancing Curb Appeal

- ☐ Mow the lawn, trim hedges, and weed flower beds.
- ☐ Plant seasonal flowers or add potted plants to the porch.
- ☐ Pressure wash the siding, driveway, walkways, and deck.
- ☐ Paint the front door a fresh, welcoming color.
- ☐ Clean the exterior of all windows.
- ☐ Ensure house numbers are clean, visible, and stylish.

☐ Decluttering and Depersonalizing

- ☐ Remove personal items like family photos, diplomas, and memorabilia.
- ☐ Clear all countertops in the kitchen and bathrooms.
- ☐ Pack away seasonal clothing and items to make closets look more spacious.
- ☐ Remove excess or oversized furniture to make rooms appear larger.
- ☐ Organize pantries, cabinets, and storage areas (buyers will look!).
- ☐ Consider renting a temporary storage unit for excess belongings.





Staging Your Home for Sale

- ☐ Deep clean the entire house from top to bottom (carpets, floors, windows, baseboards).
- ☐ Arrange furniture to create a good traffic flow and define each space.
- ☐ Let in as much natural light as possible by opening curtains and blinds.
- ☐ Add lamps to brighten any dark corners.
- ☐ Use neutral decor and add tasteful pops of color with pillows, throws, or art.
- ☐ Eliminate any odors from pets, cooking, or smoke.
- ☐ Set the dining room table for a simple, elegant meal.



Photography for Listings

- ☐ Schedule a professional real estate photographer.
- ☐ Ensure the home is perfectly clean and staged before the photographer arrives.
- ☐ Turn on all lights and open all window coverings for the photoshoot.
- ☐ Hide trash cans, pet beds, and any remaining clutter.
- ☐ Confirm the photos highlight your home's best features.



Phase 3: Marketing and Showings

This phase is about getting the word out and managing buyer visits.

☐ Listing on MLS and Real Estate Platforms

- ☐ Review your home's online listing for accuracy (price, square footage, photos, description).
- ☐ Ensure the listing is active on the Multiple Listing Service (MLS) and major sites like Zillow, Trulia, and Realtor.com.

☐ Social Media and Online Marketing

- ☐ Share the professional listing on your personal social media profiles.
- ☐ Ask your agent about their digital marketing plan, including social media ads or virtual tours.

☐ Organizing Open Houses and Showings

- ☐ Establish a showing schedule and availability with your agent.
- ☐ Secure valuables, prescription medications, and sensitive documents.
- ☐ Have a plan to quickly tidy up and vacate the house for showings.
- ☐ Before leaving for a showing: turn on lights, open blinds, and do a quick wipe-down of surfaces.



☐ **Handling Buyer Inquiries**

- ☐ Direct all buyer questions and communications to your real estate agent.
- ☐ Let your agent manage showing feedback and follow-ups.

Phase 4: Negotiation and Closing

This is the final phase of finalizing the sale and transferring ownership.

☐ **Evaluating Offers and Counteroffers**

- ☐ Carefully review all offers with your agent, considering price, financing, contingencies, and proposed closing date.
- ☐ Decide whether to accept, reject, or make a counteroffer.
- ☐ Sign the purchase agreement once you have an accepted offer.

☐ **Handling Contingencies and Negotiations**

- ☐ Prepare for the buyer's home inspection and any subsequent repair requests.
- ☐ Negotiate repair credits or fixes with the buyer through your agent.
- ☐ Ensure the property appraises for at least the sale price.
- ☐ Monitor the status of the buyer's mortgage approval.





Closing Process and Final Walkthrough

- ☐ Hire a real estate attorney or title company as required.
- ☐ Schedule the closing date and time.
- ☐ Begin packing and arrange for movers.
- ☐ Schedule to have utilities transferred or shut off as of the closing date.
- ☐ Complete any agreed-upon repairs.
- ☐ Ensure the home is clean and empty for the buyer's final walkthrough.
- ☐ Gather all keys, garage door openers, and manuals for the new owner.
- ☐ Attend the closing to sign the final paperwork.
- ☐ Receive the proceeds from the sale. Congratulations!

