





# Step 1: Find a Real Estate Agent

- Interview a few agents and see if their personality matches your needs/wants. You want to "click"!
- Qualifications your agent should have:
  - Ask about their process (or system) for selling your home
  - Local market knowledge
  - Good reviews or testimonials
  - Financial Knowledge they can walk you through the numbers!
  - Works full time in the industry
  - Great time management and communication skills (ie. did they show up on time & prepared? Do they communicate with you in a way that you understand and feel comfortable with?)
  - Network connections (Effective real estate agents rely on their relationships. Do they work with other agents regularly?)
  - They should ask about your Housing Goals and future vision
  - Ask about their marketing strategies (ie. preparing your home for the market, photography, advertising, pricing the home)
  - Create a list of 10 things you LOVE about your home to share with your agent

### Step 2: Plan Your Timeline

- Determine when would be the best time to put your house on the market with your agent.
- Meet with your agent to discuss the best listing strategy based on the local market.
- Have an idea of where you'd like to move before you put your home on the market, your agent can help you with this.



# Step 3: Walkthrough

- Walkthrough your home with your agent.
- Show them the 10 things you love about your home.
- Point out any repairs or renovations you've done to the home.
- Ask your agent for advice on repairs, upgrades, and staging.
- If you are unsure, ask your agent if a general pre-inspection should be scheduled before the sale.

### Step 4: Determine the Listing Price & Marketing Plan

- Work with your real estate agent to determine the best listing price every home is different! If you overprice a property, it could potentially hurt your chances of getting top dollar for your home.
- Review a comparative market analysis with your agent, which determines price point based on the sale price of similar homes in your neighborhood.
- Determine if any renovations could increase the value of your home.

#### **DID YOU KNOW...?**

The listing price of your home is based on many factors. This includes the lot size, the square footage, location, home's condition, the year the home was built, the current market and so on.



# Step 5: Prepare Your House for Viewing

- Declutter
  - While we love the memories that your home represents, we suggest hiding anything that might be considered "clutter" or "personal items".
- Clean
  - We hire and pay for a deep clean of your property to get to those forgotten places (baseboards, light switches, etc.) because we believe it can help get you thousands in the sale! (And it is one less thing for you to worry about.)
- Neutral / Properly-sized decor and furnishings
  - We want potential buyers to be able to imagine themselves in this space. We can help you make small changes to your furnishings, bring in some of our own, or hire our stager to do a full makeover.
- Improve Curb Appeal
  - Maintain landscaping.
  - Keep sidewalks clear of snow and/or debris.
  - Hide eyesores like trash cans or compost bins.
  - Clean up the front entrance way (consider adding a pop of color to the front door or any other suggestions from your agent).
- Decide with your agent if hiring a professional stager is the right choice.



#### Step 6: Market Your Home

- Discuss your agent's marketing plan with them to create the best strategy for your unique home.
- Your agent will schedule high-quality real estate photography and/or videography for your home. (Buyers look online before anything else and first impressions are often digital these days, resulting in more traffic and qualified buyers).
- Schedule a time with your agent to do the pre-listing marketing they need video walkthroughs, social media blasts, etc.
- Your agent will market your home in various networks and online channels, ask them for the details.

### **Step 7: Showing Your Home**

- Have a plan to tidy, clean and leave the house for showings
- Store important financial documents and valuables in a safe place away from the public eye.
- Discuss whether you want to have open houses.



# **Step 8: Negotiate Purchase Offers**

- Discuss the offers with your real estate agent.
- Prepare a strategy for multiple offers.

#### PRO TIP:

Don't get hung up on only the offer price! There are many terms within an offer that should be taken into consideration.

### Step 9: Sign an Agreement of Purchase and Sale

- After selecting the strongest offer, sign the Agreement of Purchase and Sale and any additional paperwork.
- Buyers will submit the deposit as described in the offer.

#### Step 10: CHOOSE A LAWYER

- Discuss the timeline of the transaction with your agent based on the accepted offer.
- Connect with a real estate lawyer who will do the closing transaction. Need a recommendation? We have a list of preferred vendors we can share



# Step 11: Buyer's Due Diligence Period

- Be prepared to allow the buyer reasonable access to your home and property for them to conduct inspections. They will also likely have one or two access visits in their contract once is firms up, this is normal and allows them to measure for furniture or show it to excited family members.
- After the home inspection, do not be alarmed if the buyer wants to schedule specialists like electricians or plumbers to come in and inspect the home.
- If the buyer submits a request for repairs, work with your agent to negotiate a solution between both parties.
- If any reports were required in the accepted offer, provide the buyer with them.

#### Step 12: Bank Ordered Appraisal

• The buyer's lender may conduct an appraisal to verify that the market value of the home supports the contract price.

#### Step 13: The Home Stretch

- Once the buyer has lifted contingencies and their deposit is locked in, complete any agreed requests before closing.
- Expect the buyer to schedule a final walk-through, where they will verify that the condition of the property is the same as when they made the offer. This also allows the buyer to ensure that any agreed upon repairs have been completed.



# Step 14: Closing a Deal

- Both parties will pay any settlement or adjustment fees and documents are recorded.
- Titles are officially transferred to the new owners.

### Step 15: CELEBRATE!

Congratulations! You sold your home!

