



The **Top 101 Services** Warren James Realty Provides its Listing Sellers



Pre-Listing

1. Prepare listing presentation
2. Explain buyer/seller agency relationships
3. Research property tax info
4. Research property zoning restrictions
5. Research comparable properties
6. Determine average days on market
7. Tour your home and gather information on its features
8. Discuss your goals
9. Provide and discuss listing presentation
10. Provide home seller prep checklist
11. Advise on repairs, landscaping & agree on any issues
12. Provide overview of current market conditions
13. Explain my personal value to you
14. Create listing agreement for transaction
15. Create internal file for transaction
16. Investigate any unreported property easements
17. Discuss property inclusions and exclusions
18. Verify ownership of alarm system, water softener
19. Obtain current mortgage loan information
20. Explain marketing options
21. Explain video marketing strategies
22. Confirm lot size, obtain survey if available
23. Describe the buyer screening process
24. Discuss different types of buyer financing
25. Discuss appraisal process
26. Confirm water source and status of any well/septic inspections, if applicable
27. Obtain average utility costs
28. Gather transferable warranty information
29. Calculate estimated transfer tax based on value of list price
30. Verify interior room sizes
31. Verify existence of any lawsuits regarding HOA and/or Condo Association

Listing Your Home

32. Explain and sign Agency Disclosure & Exclusive Right to Sell documents
33. Review and complete the Residential/Condo Listing Form
34. Review and have you complete the Payoff Mortgage Form
35. Review and have you complete the Title Insurance Request Form
36. Review and have you complete the Association Information Form
37. Review and have you complete the Sellers Disclosure form
38. Review and have you complete the Lead-Based Disclosure form
39. Verify homeowners' association dues
40. Establish showing times and instructions for buyers
41. Explain home warranty options
42. Obtain copy of HOA and/or Condo bylaws
43. Set up photography shoot
44. Meet photographer at property
45. Advise photographer on neighborhood shots
46. Write detailed property description
47. Create marketing ad(s)
48. Gather all finished marketing materials
49. Organize photos in best order



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50. Enter property into MLS
 51. Have listing proofread
 52. Return all calls as soon as possible
 53. Send out “just listed” marketing materials (email, postcard?)
 54. With permission, door knock and personally tell neighbors about listing
 55. Discuss type and install lockbox
 56. Discuss putting sign in yard & place sign
 57. Gather and share feedback on all showings
 58. Discuss and advertise any price changes
 59. Update MLS listing as necessary
 60. Schedule regular status update calls/ meetings
- ## Post-Contract
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61. Conduct Open House if desired
 62. Research potential existence of lawsuits if HOA and/or Condo Association
 63. Facilitate preparation of Certificate of Trust Existence—if property is titled in trust
 64. Review, present and advise on all offers
 65. Provide net sheets for all offers
 66. Obtain pre-approval/proof of funds from buyer’s agent
 67. Examine and verify buyer’s qualification
 68. Examine and verify buyer’s lender
 69. Review marketing data weekly
 70. Discuss possible price change if warranted
 71. Negotiate all offers on your behalf
 72. Send accepted signed offer to title company
 73. Verify buyer’s agent has received copies
 74. Verify buyer’s earnest money deposit has been received
 75. Change property status in MLS when transaction is pending
 76. Deliver copies of contract & addendums
 77. Track and keep copies of all paperwork in office files
 78. Make sure title commitment is received
 79. Schedule home inspection
 80. Review home inspection report and discuss your response/resolution
 81. Refer contractors
 82. Schedule appraisal and meet appraiser at home
 83. Negotiate any unsatisfactory appraisal issues
 84. Resolve any last minute problems
 85. Verify clear to close
 86. Coordinate closing time and location
 87. Remind/verify to schedule utilities shut-off
 88. Schedule final walk-through of buyers
 89. Make sure all documents are fully signed
 90. Make sure any Power of Attorney and Certificate of Trust documents are submitted
 91. Verify that title company has everything needed to close
 92. Receive and carefully review closing statements and closing package
 93. Review closing figures with you
 94. Make sure your proceeds are correct
 95. Verify all repairs have been made
 96. Provide home warranty at closing if utilized
 97. Ensure all keys and garage door openers are provided to buyers
 98. Upload all signed closing documents to office records
 99. Follow up on post occupancy/key exchange, if any
 100. Check-in after closing
 101. **Request feedback from you**