

# SELLER'S LISTING CHECKLIST



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**Boutique Listings.**

**Expertly Negotiated. Exceptionally Sold.**

**Address:** \_\_\_\_\_

**Client A:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Client B:** \_\_\_\_\_

**Cell #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Target Listing Date:** \_\_\_\_\_

**Target Price: \$** \_\_\_\_\_

**Open House Date(s):** \_\_\_\_\_

- ☐ Relationship Rights Agreement
- ☐ Preliminary List Price Target Range \$ \_\_\_\_\_
- ☐ Exclusive Right to Represent Agreement Form
- ☐ Property Disclosure – Fill out
- ☐ Lead Disclosure – if built before 1978 – fill out
- ☐ Video & Audio Recording Disclosure – fill out
- ☐ Copy of Deed
- ☐ Copy of plot
- ☐ Copy of tax Bill
- ☐ List of improvements; recommended
  
- ☐ Staging Consultation Date: \_\_\_\_\_
- ☐ Home Clean Up – notify Bill when ready for photos
- ☐ Photographer / video tour – Schedule
- ☐ Photographer / video tour – Complete
  
- ☐ What do you like about living here?
- ☐ Agree on Final Price \$ \_\_\_\_\_
- ☐ Utilities sheet
- ☐ Emotional Appeal Letters? Not accepted.
  
- ☐ Agree on Open House date & Showing instructions
- ☐ Set of keys
  
- ☐ **Offer Review & Acceptance Plan**

