



Condo Seller Checklist

1. GATHER CONDO ASSOCIATION DOCUMENTS

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| <input type="checkbox"/> Resale Certificate / Condo Questionnaire
<i>Usually includes budget, insurance info, litigation disclosures, and rules/regulations</i> | <input type="checkbox"/> HOA Contact Sheet
<i>(names, phone numbers, emails)</i> |
| <input type="checkbox"/> Bylaws, Declaration, Rules & Regulations | <input type="checkbox"/> Master Insurance Certificate
<i>(for buyer's lender)</i> |

 *Tip: Order these early — they can take 1–2 weeks to get.*

2. CONFIRM ASSESSMENTS & FEES

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|--------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Monthly HOA fee amount / inclusions
<i>(heat, water, trash, insurance, etc.)</i> | <input type="checkbox"/> Special Assessments |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------|

 *Tip: Always disclose any known upcoming assessments — hiding them can delay or kill the sale.*

3. PREPARE THE UNIT ITSELF

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|---------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Declutter & deep clean | <input type="checkbox"/> Check smoke/CO detector compliance |
| <input type="checkbox"/> Touch up paint & minor repairs | <input type="checkbox"/> Arrange for child and pet care on moving day |
| <input type="checkbox"/> Service HVAC systems | <input type="checkbox"/> Stage lightly |

5. LOGISTICS BEFORE LISTING

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|---------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Locate extra keys, fobs, garage remotes, mailbox keys. | <input type="checkbox"/> Make sure pets are secured during showings. |
| <input type="checkbox"/> Gather utility info and average costs for buyers. | <input type="checkbox"/> Ensure HOA allows sign placement and lockbox access |