



Agent Appraisal Checklist

How to Help Your Appraisal Appointment Go Smoothly and Efficiently

Please email information to stellarhomeappraisals@gmail.com rather than printing it out to bring to the inspection — we're committed to reducing our environmental footprint.

1. Before the Appointment

- ☐ List all known updates or improvements completed within the past 15 years, including approximate dates and costs. (Examples: roof, windows, siding, HVAC systems, kitchen, bathrooms, flooring, basement finishing, additions, etc.)
- ☐ Seller's Disclosure, if available.
- ☐ Fully executed sales contract, if applicable.
- ☐ Any relevant similar sales or other information that was used in establishing the list price.
- ☐ Information regarding any other offers made on the property, including pricing and terms, as legally allowable.
- ☐ Ensure the appraiser has accurate property access details (lockbox code, showing agent contact info, etc.).

2. Exterior & Interior Readiness

- ☐ Remind your client to have the property clean, accessible, and pet-safe.
- ☐ Verify all utilities are on and that the appraiser can access every room, attic, basement, and mechanical area.
- ☐ Turn on all interior lights prior to the inspection to ensure every space is well illuminated.
- ☐ Ensure that smoke and carbon monoxide alarms are properly installed and functional on each level of the home.
- ☐ Encourage your client to clean up pet waste and restrain overly protective pets — friendly pets are always welcome!

3. During the Inspection

- ☐ Meet the appraiser if possible to provide context about updates, unique features, or comparable sales.
- ☐ Point out any renovations or property characteristics not immediately visible in photos or listing data.

4. After the Inspection

- ☐ Send any additional documentation or clarifications directly to stellarhomeappraisals@gmail.com.