

SPENCER GRP • LOS ANGELES

The Home Seller Checklist

A practical step-by-step guide from preparation to closing.

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HOW TO USE THIS GUIDE

Your Sale, Organized.

Selling a home involves preparation, disclosures, pricing, marketing, negotiations and transaction deadlines. Use this guide as a working checklist from the first planning conversation through closing.

Important: Every property and transaction is different. Your listing agreement, purchase agreement, escrow instructions and transaction-specific professional advice control.

MY SELLING GOAL

Property address	_____
Ideal list date	_____
Target move date	_____
Reason for selling	_____
Mortgage / lien notes	_____
Questions for Monica (your REALTOR®)	_____

STEP 01

Define Your Selling Plan

Start with timing, priorities and what a successful sale needs to accomplish.

- ☐ Identify your preferred selling timeline and ideal closing window.
- ☐ Decide whether you need to buy or relocate before, during or after the sale.
- ☐ Identify any timing constraints involving work, school, travel, tenants or another property.
- ☐ Gather approximate mortgage, HELOC or other lien information for payoff planning.
- ☐ Discuss your priorities with your REALTOR® (Monica): price, timing, certainty, flexibility or a combination.
- ☐ Identify items or fixtures you may want to exclude from the sale and discuss them with your REALTOR® (Monica) before marketing begins.
- ☐ Discuss occupancy or possession needs with your REALTOR® (Monica) after closing if applicable.

MY TOP PRIORITIES

1. _____
2. _____
3. _____

STEP 02

Prepare Your Property Information

Good preparation includes paperwork, not just presentation.

- ☐ Gather ownership and vesting information available to you.
- ☐ Gather records for significant improvements, additions or renovations.
- ☐ Locate permits, plans, warranties, invoices and contractor information you have retained.
- ☐ Gather information about solar, leased equipment or financed improvements if applicable.
- ☐ Gather HOA contact information and documents if applicable.
- ☐ Gather existing inspection reports or specialist reports in your possession.
- ☐ Make a list of known property conditions, repairs, insurance claims or other matters to discuss with your REALTOR® (Monica).
- ☐ If the property is tenant-occupied, discuss the tenancy and applicable requirements with your REALTOR® (Monica) before setting a marketing plan.

California residential sellers can have substantial disclosure obligations. The Transfer Disclosure Statement is a disclosure of property condition and is not a substitute for buyer inspections. Complete transaction forms carefully and accurately with guidance from your REALTOR® (Monica) and other appropriate advisers.

STEP 03

Walk the Property Before Launch

Look at the home through a buyer's eyes before photography and showings.

- ☐ Walk every room with your REALTOR® (Monica) and identify presentation priorities.
- ☐ Identify obvious maintenance items worth addressing before launch.
- ☐ Repair simple items such as loose hardware, burned-out bulbs or visibly unfinished touch-ups where appropriate.
- ☐ Address active leaks or known safety concerns with qualified professionals as appropriate.
- ☐ Declutter countertops, shelves and visible storage areas.
- ☐ Remove excess furniture where it makes rooms feel crowded.
- ☐ Depersonalize selectively while keeping the home warm and inviting.
- ☐ Deep clean kitchens, bathrooms, floors, windows and high-touch areas.
- ☐ Improve curb appeal: entry, landscaping, visible exterior surfaces and house numbers.
- ☐ Discuss staging, partial staging or styling adjustments with your REALTOR® (Monica).
- ☐ Create a plan for pets, valuables, medications and sensitive documents during showings.

STEP 04

Pricing Strategy

The list price is a positioning decision, not simply a number.

- ☐ Review recent comparable sales with your REALTOR® (Monica).
- ☐ Review current competing listings and relevant pending sales.
- ☐ Consider condition, location, lot, upgrades and features that affect comparability.
- ☐ Review current market pace and buyer competition in your area.
- ☐ Discuss the risks of overpricing and the tradeoffs of different launch strategies with your REALTOR® (Monica).
- ☐ Choose a list price based on current evidence and your selling objectives.
- ☐ Agree with your REALTOR® (Monica) on how market response will be evaluated after launch.

PRICING NOTES

Recommended range	_____
Chosen list price	_____
Key comparable 1	_____
Key comparable 2	_____
Key positioning point	_____

STEP 05

Photography & Marketing Preparation

Launch only after the property is ready to make its strongest first impression.

- ☐ Complete agreed cleaning, repairs, styling and staging before photography.
- ☐ Remove vehicles, bins, hoses and temporary clutter from key exterior views when possible.
- ☐ Prepare beds, counters, towels and surfaces before the photography appointment.
- ☐ Confirm with your REALTOR® (Monica) which property features and upgrades should be highlighted in marketing.
- ☐ Review factual property details for accuracy before publication.
- ☐ Discuss professional photography and additional media appropriate to the property.
- ☐ Prepare MLS remarks and marketing copy.
- ☐ Prepare online, social, agent-to-agent and open-house marketing as appropriate.
- ☐ Confirm showing instructions and access procedures.

STEP 06

Before the Listing Goes Live

Complete the launch checklist before buyers see the property online.

- ☐ Review and sign the listing agreement and required agency disclosures.
- ☐ Review the final list price with your REALTOR® (Monica).
- ☐ Confirm inclusions and exclusions.
- ☐ Confirm showing schedule and notice requirements.
- ☐ Confirm lockbox/access arrangements if used.
- ☐ Confirm open-house strategy if appropriate.
- ☐ Review MLS facts for accuracy.
- ☐ Review marketing photos and presentation.
- ☐ Confirm seller disclosures are being prepared and delivered as required.
- ☐ Remove or secure valuables, personal documents, prescription medications and sensitive information.

STEP 07

Showings & Open Houses

Make it easy for qualified buyers to experience the home at its best.

- ☐ Keep the property reasonably show-ready during the active marketing period.
- ☐ Open blinds/curtains and use appropriate lighting before showings when possible.
- ☐ Keep counters and floors clear.
- ☐ Control strong odors and avoid overpowering fragrances.
- ☐ Arrange pets safely and appropriately.
- ☐ Leave the property during buyer showings when practical.
- ☐ Keep valuables and sensitive documents secured.
- ☐ Review showing feedback with your REALTOR® (Monica) without overreacting to one isolated opinion.
- ☐ Track patterns in buyer response, questions and objections.

STEP 08

Reviewing Offers

Compare the entire offer - not only the price.

- ☐ Review offered purchase price.
- ☐ Review financing or cash terms and available supporting documentation.
- ☐ Review deposit amount and timing.
- ☐ Review proposed closing date and possession terms.
- ☐ Review investigation/inspection terms and timelines.
- ☐ Review appraisal and financing terms if applicable.
- ☐ Review requested seller credits, concessions or costs.
- ☐ Review included/excluded property and personal-property requests.
- ☐ Review sale-of-buyer-property or other special contingencies if present.
- ☐ Discuss strengths, risks and uncertainties of each offer with your REALTOR® (Monica).
- ☐ Review counteroffer strategy with your REALTOR® (Monica) if appropriate.
- ☐ Read all terms before signing.

OFFER COMPARISON NOTES

Offer A	
Offer B	
Offer C	
Best terms to clarify	
My decision factors	

STEP 09

Offer Accepted & Escrow

Once you accept an offer, deadlines and document requests begin moving quickly.

- ☐ Receive the fully executed purchase agreement.
- ☐ Confirm escrow is opened and note the escrow officer/contact information.
- ☐ Provide requested seller information to escrow promptly.
- ☐ Cooperate with title and payoff requests.
- ☐ Track buyer contingency and contractual dates with your REALTOR® (Monica).
- ☐ Continue maintaining the property during escrow.
- ☐ Do not remove agreed fixtures or included items.
- ☐ Keep your REALTOR® (Monica) informed of any new property issue that arises during escrow.

IMPORTANT DATES

Acceptance	_____
Buyer deposit due	_____
Investigation period	_____
Appraisal / loan dates	_____
Contingency dates	_____
Final walkthrough	_____
Signing	_____
Estimated closing	_____

STEP 10

Disclosures

Complete disclosures carefully and do not minimize known material information.

- ☐ Complete seller disclosure forms applicable to your transaction carefully and truthfully.
- ☐ Disclose known property conditions and material facts as required.
- ☐ Provide information about known repairs, alterations or additions where required.
- ☐ Provide Natural Hazard Disclosure information as applicable.
- ☐ Provide HOA/common-interest documents as required if applicable.
- ☐ Provide existing reports in your possession when required or appropriate.
- ☐ Ask your REALTOR® (Monica) about any question you do not understand rather than guessing.
- ☐ Update disclosures if material information changes before closing.

California's statutory Transfer Disclosure Statement states that buyers may rely on seller information in deciding whether and on what terms to purchase. Disclosure requirements vary by property and transaction; this checklist is not a substitute for the actual forms or legal advice.

STEP 11

Inspections, Requests & Negotiation

Buyer investigations can lead to questions, repair requests or further negotiation.

- ☐ Provide reasonable access for agreed buyer inspections and investigations.
- ☐ Review buyer requests with your REALTOR® (Monica) when received.
- ☐ Separate health/safety or material concerns from cosmetic preferences.
- ☐ Obtain contractor or specialist input when useful before agreeing to work.
- ☐ Decide whether to repair, credit, adjust terms, decline or otherwise respond as permitted by the contract.
- ☐ Put negotiated changes in writing through the appropriate transaction documents.
- ☐ Keep receipts, invoices and documentation for agreed work.

STEP 12

Appraisal, Title & HOA

Several transaction tracks may be moving at the same time.

- ☐ Provide access for the appraiser if the buyer is financing.
- ☐ Keep the property reasonably presentable for the appraisal appointment.
- ☐ Respond promptly to title or escrow questions.
- ☐ Work with escrow/title on payoff demands for mortgages or liens.
- ☐ If applicable, order/provide HOA documents and required common-interest disclosures promptly.
- ☐ Discuss any title, HOA, assessment or property issue that could affect closing with your REALTOR® (Monica) as soon as it appears.

STEP 13

Prepare for Closing

Do not wait until the final day to organize the move.

- ☐ Confirm your signing appointment and identification requirements.
- ☐ Review seller closing figures and ask questions about unfamiliar charges or credits.
- ☐ Confirm payoff information is being handled through escrow/title.
- ☐ Complete agreed repairs or obligations on time.
- ☐ Remove personal property not included in the sale.
- ☐ Leave included fixtures and agreed items in place.
- ☐ Arrange movers and utility transition.
- ☐ Gather keys, remotes, access devices and available manuals for turnover.
- ☐ Clean the property as required by your agreement.
- ☐ Coordinate possession timing carefully with your REALTOR® (Monica) if you will remain after closing.

STEP 14

Final Walkthrough, Closing & Handover

- ☐ Prepare the property for the buyer's final walkthrough.
- ☐ Confirm agreed repairs/items have been addressed as applicable.
- ☐ Keep the property in the agreed condition through closing.
- ☐ Complete seller signing.
- ☐ Confirm escrow has what it needs from you.
- ☐ Wait for confirmation of recording/closing before treating the transaction as complete.
- ☐ Transfer keys, remotes and access items according to the agreed possession terms.
- ☐ Keep copies of final closing documents for your records.

YOUR SELLING TEAM

REALTOR® - Monica Spencer	_____
Escrow officer	_____
Title contact	_____
CPA / tax adviser	_____
Attorney if applicable	_____
Moving contact	_____

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A GUIDE, NOT A SUBSTITUTE FOR PROFESSIONAL ADVICE.

Every California real estate transaction is different. This checklist is a general organizational and educational resource. It does not replace the listing agreement, purchase agreement, transaction-specific disclosures, escrow instructions, tax advice, legal advice, insurance advice or other professional guidance. Follow the terms and deadlines of your actual transaction.