

Real Estate Agent Checklist for New Sellers

By Checklister

- ☐ Client Information
 - ☐ Full Name
 - ☐ Contact Number
 - ☐ Email Address
 - ☐ Preferred Method of Contact
- ☐ Property Details
 - ☐ Property Address
 - ☐ Type of Property e.g., house, condo, apartment
 - ☐ Number of Bedrooms
 - ☐ Number of Bathrooms
 - ☐ Total Square Footage
 - ☐ Year Built
 - ☐ Recent Renovations or Upgrades
 - ☐ Unique Features e.g., solar panels, smart home technology
- ☐ Financial Information
 - ☐ Asking Price
 - ☐ Basis for Pricing e.g., market analysis, appraisal
 - ☐ Outstanding Mortgage Amount
 - ☐ Property Tax Information
 - ☐ Monthly Utility Costs
- ☐ Legal Documentation
 - ☐ Property Deed
 - ☐ Recent Property Tax Bill
 - ☐ Home Inspection Reports
 - ☐ Warranties for Major Appliances or Systems
 - ☐ Certificate of Occupancy
- ☐ Marketing Information
 - ☐ Desired Listing Date
 - ☐ Preferred Marketing Strategies e.g., open houses, online listings
 - ☐ High-Quality Photos of the Property
 - ☐ Virtual Tour File

- ☐ Property Brochure or Fact Sheet
- ☐ Timing and Availability
 - ☐ Seller's Availability for Meetings and Showings
 - ☐ Flexibility in Sale Date
 - ☐ Timeline for Moving Out
- ☐ Additional Information
 - ☐ HOA Details Homeowners' Association
 - ☐ Disclosure of Known Issues e.g., repairs needed
 - ☐ Neighbourhood Features e.g., schools, parks
 - ☐ List of Included and Excluded Items in the Sale e.g., appliances, furniture
- ☐ Agreement Acknowledgment
 - ☐ Confirmation of Understanding Seller Responsibilities
 - ☐ Agreement to Agency Terms and Conditions
- ☐ Notes and Comments Any additional remarks or specifications