

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