

# 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