

SELLERS GUIDE WORKBOOK



Pascalli Dilett

REAL ESTATE AGENT

 (855) 351-3700

 office@omglistings.com

 www.omglistings.com

 Realty Hub (Florida)
Agent Lic #3251834
7635 Ashley Park Circle
Suite 503
Orlando FL, 32835

 Realty Hub of Georgia
Agent Lic # 414258
1200 W Peachtree Street
Suite 2300
Atlanta GA, 30309

Index

1

HOME SELLERS GUIDE

2

PRE-LISTINGS CHECKLIST

3

SHOWINGS

4

DOCUMENTS TO CLOSE

5

TIME TO CLOSE

6

PASS THE TORCH TO YOUR BUYER

7

MOVING CHECKLIST & TIPS

8

CHECKLISTS



1

FIND A REAL ESTATE AGENT

- Research real estate agents in your area
- Explore online reviews about agent
- Make sure agent knows the market



2

RENOVATE REPAIR STAGE

- Define home repairs and fixes
- Complete repairs with high return on investment
- Ask the real estate agent about the fixes and repairs



3

DECIDE SELLING PRICE

- Research recently sold properties in your neighbor
- Ask your real estate agent about the market
- View the Comparative Market Analysis report
- Don't set a price higher than home value



4

GET PROFESSIONAL PHOTOS

- Remove all superfluous items to create more space
 - Deep clean and declutter
 - Remove all family photographs
 - Remove all children and pet toys



5

LIST YOUR HOME

- Home go live on LMS, Zillow, Trulia etc.
- Market your home online & offline
- Prepare your home for showing day

the HOME SELLER GUIDE

6

PREPARE YOUR HOME FOR SHOWING

Make beds, put all dishes away
Do laundry, sweep floors/vacuum carpets
Wipe down all countertops & sinks
Depersonalize your home

7

REVIEW AND NEGOTIATE OFFERS

Review all offers
Accept it or make a counter-offer or reject the offer
Look closely type or payment, deposit amount

8

PURCHASE AND SALE AGREEMENT

Sure about conditions that must be met for the sale to go through
Closing costs and who is responsible for paying
Conditions under which the contract can be terminated

9

APPRAISAL AND INSPECTION

Before these parts, ask your agent or lawyer about your rights
Make sure you do everything in the sales agreement
After inspection report be prepared to negotiate price

10

SIGN AND CLOSE THE SALE

Buyer's final walkthrough
Signing final documents
Prep for closing
Make the sale official

A modern, minimalist house with a large, flat roof and a glass wall. The house is situated on a hillside overlooking the ocean. In the foreground, there is a large, rectangular infinity pool with a concrete deck. The pool is illuminated by several small, round, recessed lights. The sky is a deep blue with some clouds. The overall atmosphere is serene and luxurious.

Pre-Listing Checklist

Pre-Listing Checklist

KITCHEN

- ☐ Deep clean appliances, countertops, and cabinets
- ☐ Declutter and organize pantry, cabinets, and drawers
- ☐ Check and repair any plumbing or electrical issues
- ☐ Touch up paint and seal any cracks or holes
- ☐ Replace outdated fixtures or hardware
- ☐ Ensure proper lighting
- ☐ Remove refrigerator magnets

BATHROOM

- ☐ Remove any odors and use air fresheners
- ☐ Clean the bowl and seats on the toilets.
- ☐ Remove stains from the shower and walls
- ☐ Change out old rugs and towels
- ☐ Replace caulk around sink and tub
- ☐ Check to see that the sink and tub both drain properly.
- ☐ Deep clean tiles, grout, fixtures, and surfaces
- ☐ Check and repair any plumbing or electrical issues

LIVING ROOM

- ☐ Deep clean carpets, floors, and windows
- ☐ Touch up paint and seal any cracks or holes
- ☐ Stage with neutral furniture and decor
- ☐ Ensure proper lighting
- ☐ Check and repair any electrical issues
- ☐ Declutter and remove personal items

DINING ROOM

- ☐ Deep clean carpets, floors, and windows
- ☐ Declutter and remove personal items
- ☐ Stage with a neutral table setting and decor
- ☐ Touch up paint and seal any cracks or holes
- ☐ Ensure proper lighting
- ☐ Check and repair any electrical issues

Pre-Listing Checklist

BEDROOM

- ☐ Deep clean carpets, floors, and windows
- ☐ Declutter and remove personal items
- ☐ Stage with neutral bedding and decor
- ☐ Touch up paint and seal any cracks or holes
- ☐ Ensure proper lighting
- ☐ Check and repair any electrical issues

GARAGE

- ☐ Declutter and organize tools, equipment, and storage
- ☐ Sweep and clean the floor
- ☐ Check and repair any electrical issues
- ☐ Touch up paint and seal any cracks or holes
- ☐ Ensure proper functioning of the garage door

BALCONY

- ☐ Sweep and clean the floor or surface
- ☐ Remove any debris or clutter
- ☐ Clean and repair outdoor furniture
- ☐ Check and repair any structural issues
- ☐ Ensure proper functioning of railings or fences

GARDEN

- ☐ Mow the lawn and trim hedges or bushes
- ☐ Add fresh mulch and plant seasonal flowers
- ☐ Remove weeds and dead plants
- ☐ Clean and repair any outdoor furniture or structures
- ☐ Ensure proper functioning of the irrigation system

CURB APPEAL

- ☐ Power wash exterior surfaces, sidewalks, and driveways
- ☐ Paint or touch up the front door and trim
- ☐ Update or repair exterior lighting
- ☐ Replace or repair mailbox, house numbers, and door hardware
- ☐ Add seasonal plants or flowers near the entrance

Pre-Listing Checklist

LAUNDRY ROOM

- ☐ Deep clean appliances, countertops, and cabinets
- ☐ Declutter and organize storage spaces
- ☐ Check and repair any plumbing or electrical issues
- ☐ Touch up paint and seal any cracks or holes
- ☐ Ensure proper lighting

HOME OFFICE

- ☐ Deep clean carpets, floors, and windows
- ☐ Declutter and remove any personal items
- ☐ Stage with neutral furniture and decor
- ☐ Touch up paint and seal any cracks or holes
- ☐ Ensure proper lighting
- ☐ Check and repair any electrical issues
- ☐ Clean and maintain the pool or spa
- ☐ Check and repair any plumbing or filtration issues
- ☐ Ensure the pool area is free of debris and clutter
- ☐ Check and repair any structural issues with the pool deck
- ☐ Ensure the pool area is safe and secure, with proper fencing or barriers

BASEMENT

- ☐ Declutter and remove any personal item
- ☐ Check for and address any moisture or water issues
- ☐ Ensure proper lighting
- ☐ Touch up paint and seal any cracks or holes
- ☐ Check and repair any electrical issues

ATTIC

- ☐ Declutter and remove any personal items
- ☐ Ensure proper insulation and ventilation
- ☐ Check for and address any pests or leaks
- ☐ Touch up paint and seal any cracks or holes
- ☐ Check and repair any electrical issues

MUDROOM

- ☐ Deep clean floors, surfaces, and storage
- ☐ Declutter and organize shoes, coats, and other items
- ☐ Touch up paint and seal any cracks or holes
- ☐ Add hooks or storage solutions if necessary

Showings





Showing

A SPARKLING FIRST IMPRESSION

- ☐ Ensure your home's exterior is clean and inviting.
- ☐ Mow the lawn, trim the hedges, power-wash the driveway, and add some potted plants near the entrance.
- ☐ A fresh coat of paint on the front door and a new doormat can also make a world of difference

LIGHT IT UP

- ☐ Open all the curtains and blinds, allowing natural light to flow in
- ☐ Turn on all the lights, including accent and under-cabinet lighting, to create a warm and welcoming atmosphere.

DECLUTTER AND DEPERSONALIZE

- ☐ Remove personal items
- ☐ Remove family photos so potential buyers can envision themselves living in the space
- ☐ Tidy up and organize rooms, closets, and cabinets to give the impression of ample storage

A CLEAN SLATE

- ☐ Clean all surfaces, including countertops, appliances, and floors
- ☐ Don't forget to dust, vacuum, and remove any pet odors or stains

SET THE STAGE

- ☐ Stage your home with neutral furnishings and décor to help buyers visualize the potential of each room
- ☐ Arrange furniture in a way that maximizes space and creates a comfortable flow.
- ☐ Add a few decorative items like pillows, plants, and artwork to make the space feel more inviting



Showing

MAKE NECESSARY REPAIRS

- ☐ Fix any leaking faucets, running toilets, or malfunctioning appliances
- ☐ Repair any damaged walls, doors, or windows

PLEASANT AROMAS

- ☐ Bake cookies or brew a pot of coffee to fill your home with inviting scents
- ☐ Avoid using strong air fresheners or candles, as some buyers may be sensitive to strong fragrances

TEMPERATURE CONTROL

- ☐ Ensure the temperature in your home is comfortable for visitors
- ☐ If it's cold outside, keep the home warm and cozy
- ☐ If it's hot, make sure the air conditioning is running and the home feels cool and inviting

KEEP IT QUIET

- ☐ Turn off any loud appliances, such as washing machines or dishwashers
- ☐ Refrain from playing loud music or watching television during showings
- ☐ This allows potential buyers to focus on the home without distractions

PROVIDE INFORMATION

- ☐ Create a concise information sheet highlighting your home's key features and recent updates
- ☐ Include details about the neighborhood, schools, and nearby amenities.
- ☐ Leave this sheet in a visible location for potential buyers to take with them



Showing

BE FLEXIBLE

- ☐ Be accommodating to showing requests and be prepared to leave your home on short notice
- ☐ The more buyers that view your home, the higher the chance of receiving an offer.

LEAVE IT TO THE PROS

- ☐ During showings, give the buyers space to explore your home on their own
- ☐ Allowing the buyers and their agent to discuss the property freely without feeling pressured

PETS AWAY

- ☐ If you have pets, make arrangements for them to be out of the house during showings
- ☐ Not everyone is a pet lover, and some buyers may have allergies
- ☐ Remove any pet-related items, such as food dishes and toys, to minimize distractions

CURB APPEAL

- ☐ Regularly maintain the landscaping and ensure walkways are free of debris, leaves, and snow
- ☐ Keep the exterior of your home looking its best throughout the entire selling process
- ☐ Mow the lawn, trim bushes, and remove any debris from the yard
- ☐ Refresh paint or touch up any areas that need attention.

PERSONAL TOUCH

- ☐ Leave a handwritten note welcoming potential buyers

The background image shows a luxurious outdoor patio. In the foreground, there's a large, dark, circular stone fire pit with a fire burning inside. To the right, two modern lounge chairs with light-colored fabric are positioned on a light-colored stone tile floor. A small, low-profile coffee table sits between them. In the background, a white stone wall or ledge separates the patio from a view of the ocean under a clear blue sky. Palm trees are visible on the left and right sides of the frame.

Documents For Closing



Documents For Closing

The necessary documents for closing on a home may vary depending on your specific situation and location, but here's a general list of documents you can expect during the closing process.

PROPERTY DEED

- ☐ A legal document that proves ownership of the property. Make sure you have the original or a certified copy

PROPERTY SURVEY

- ☐ A document showing the legal boundaries of the property, including any improvements or encroachments

TITLE INSURANCE POLICY

- ☐ This document protects the buyer and lender against any claims or disputes over the property's title

MORTGAGE PAYOFF STATEMENT

- ☐ A document from your mortgage lender that shows the outstanding balance of your mortgage and any fees associated with paying it off

TRANSFER TAX DECLARATIONS

- ☐ Documents required by local or state authorities for tax purposes when transferring ownership of the property

HOMEOWNERS ASSOCIATION (HOA) DOCUMENTS

- ☐ If applicable, provide the buyer with copies of HOA bylaws, rules, financial statements, and any other relevant documents

PROPERTY TAX STATEMENT

- ☐ A document showing the current property taxes and any unpaid amounts or liens



Documents For Closing

The necessary documents for closing on a home may vary depending on your specific situation and location, but here's a general list of documents you can expect during the closing process.

UTILITY BILLS

- ☐ Provide copies of recent utility bills to help the buyer understand the costs associated with maintaining the property

HOME WARRANTY

- ☐ If offering a home warranty, provide the buyer with the warranty documentation and contact information for the warranty company

SELLER'S DISCLOSURE STATEMENT

- ☐ A legally required document in which you disclose any known issues or defects with the property

PEST INSPECTION REPORT

- ☐ If required by the buyer or their lender, provide a copy of the pest inspection report

CERTIFICATE OF OCCUPANCY OR COMPLIANCE

- ☐ If required by local laws, provide the buyer with the certificate that confirms the property meets local building codes

RECEIPTS FOR REPAIRS OR IMPROVEMENTS

- ☐ Provide the buyer with receipts for any repairs or improvements made to the property, especially those requested during the inspection process

FINAL WALKTHROUGH

- ☐ A list of items the buyer should review during the final walkthrough to ensure the property's condition has not changed since the initial inspection



Documents For Closing

The necessary documents for closing on a home may vary depending on your specific situation and location, but here's a general list of documents you can expect during the closing process.

CLOSING STATEMENT OR SETTLEMENT STATEMENT

- ☐ A detailed accounting of all the financial transactions between the buyer, seller, and lender, including credits, debits, and the final amount due at closing

BILL OF SALE

- ☐ A document that transfers ownership of any personal property included in the sale, such as appliances, window treatments, or outdoor furniture

KEYS, GARAGE DOOR OPENERS, AND SECURITY CODES

- ☐ Ensure you have all keys, garage door openers, and security codes ready to hand over to the buyer at closing

CONTACT INFORMATION

- ☐ Provide the buyer with a list of important contact information, such as utility companies, local schools, and emergency services

ADDITIONAL DOCUMENTS

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐



Common Closing Delays

Lenders asking for more information or documents at the last minute

The home can't be insured – a hurricane is approaching and insurance companies stop insuring property

Errors in documents

The property doesn't appraise

The Buyer doesn't have enough money to close

Tenant or seller hasn't moved out of the property

Discovery of a lien on the property

Discoveries during a final walkthrough

Large differences between the good faith estimate and closing statement or closing disclosure

Unfinished repair work

Realtor commission disputes

The Seller doesn't show up to closing and/or no keys are given to the buyer at closing

Payoff figures from the existing lender are in dispute

Bank proceeds have not been received by the closing agent

The seller's new home purchase falls through

The buyer's existing home sale fell through

Inspections Reveal Major Problems with the House

Seller or buyer doesn't bring identification to the closing

FIRPTA withholding requirements – Seller doesn't want sale proceeds held and paid to the IRS

A modern lounge area with a large window overlooking a pool and ocean. The room features a long, low sofa with dark cushions, a large wicker ottoman with a bowl of snacks, and a ceiling fan. The view outside shows a pool, palm trees, and the ocean under a blue sky.

Time To
Close



Seller Closing

REVIEW AND CONFIRM CLOSING DATE

- ☐ Double-check the closing date with your real estate agent, lawyer, and buyer to avoid any miscommunication or last-minute changes.

COMPLETE ALL REQUIRED REPAIRS

- ☐ Make sure all agreed-upon repairs and improvements from the home inspection have been completed and documented

GATHER IMPORTANT DOCUMENTS

- ☐ Have all necessary paperwork ready for the closing
- ☐ Property deed
- ☐ Title report
- ☐ Property tax records
- ☐ Home inspection reports
- ☐ Mortgage payoff statement
- ☐ Home warranty documents (if applicable)
- ☐ Any other relevant legal documents

CANCEL OR TRANSFER UTILITIES AND SERVICES

- ☐ Notify utility providers water, gas, electricity, etc.
- ☐ Other service providers lawn care, security system, etc. of your move-out date
- ☐ Arrange for services to be canceled or transferred to the new owner.

PREPARE FOR FINAL WALKTHROUGH

- ☐ Remove all personal belongings and ensure the property is clean and in the same condition as when the buyer last viewed it.

Seller Closing

PREPARE A LIST OF SERVICE PROVIDERS

- ☐ Compile a list of service providers and emergency contacts for the new owner, including the utility company, plumber, electrician

PLAN FOR KEYS, GARAGE DOOR OPENERS

- ☐ Gather all keys, garage door openers, and security system codes to hand over to the new owner at closing

CONFIRM PAYMENT METHOD FOR PROCEEDS

- ☐ Coordinate with your real estate agent, attorney, or escrow officer to confirm the preferred method for receiving the proceeds from the sale

BRING NECESSARY IDENTIFICATION TO CLOSING

- ☐ Make sure you have a valid government-issued ID to present at the closing.

ATTEND CLOSING APPOINTMENT

- ☐ Attend the closing appointment with your real estate agent and/or attorney, and bring all required documents, identification, and keys

SIGN CLOSING DOCUMENTS

- ☐ Carefully review and sign all closing documents. Ensure you understand each document before signing

KEEP COPIES OF ALL CLOSING DOCUMENTS

- ☐ Request copies of all signed closing documents for your records.

UPDATE YOUR ADDRESS

- ☐ Notify the post office, banks, credit card companies, insurance providers, and other important contacts of your change of address

CELEBRATE

- ☐ Congratulations on the successful sale of your property! It's time to celebrate and move on to your next adventure



A photograph of a modern interior space, likely a lounge or waiting area, with large glass windows and a dark wooden bench in the foreground. The text is overlaid on a semi-transparent white rectangle.

Pass The Torch On To Your Buyer

UTILITY *Providers*

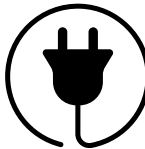


WATER

Company Name:

Tel:

Web:



ELECTRIC

Company Name:

Tel:

Web:



TRASH

Company Name:

Tel:

Web:



PHONE

Company Name:

Tel:

Web:



GAS

Company Name:

Tel:

Web:



CABLE & INTERNET

Company Name:

Tel:

Web:



GARDENING

Company Name:

Tel:

Web:

YOUR NEIGHBORHOOD FAVORITES

Everyone loves getting a local's recommendations!
What are your favorites?

TOP 3 THINGS YOU LOVE MOST ABOUT YOUR NEIGHBORHOOD

1

2

3

FAVORITE LOCAL HOT SPOTS

Coffee Shop _____ Bakery _____

Brunch _____ Happy Hour _____

Parks _____ Gym/Fitness Studio _____

Farmer's Market (when & where) _____

Restaurants _____

Date Night _____

Brewery &/or Wine Bar _____

Places to Take the Kids _____

Places to Take Out of Town Guests _____

FAVORITE FRIENDLY NEIGHBORS

Name _____ House # _____ Phone _____

Name _____ House # _____ Phone _____

INFO FOR THE NEW OWNERS

Help the new owners feel right at home by providing information you would find helpful when you first moved in. Be sure to leave the new owners any warranty paperwork that goes with the house as well.

OTHER HELPFUL INFORMATION

Trash Day _____ Recycle Day _____

Alarm Code _____ Garage Code _____ Pool Code _____

Mailbox # _____ Mail Delivery/Pickup Time of Day _____

Any additional tips or information you would like to give the future owners

COMMUNITY AMENITIES

Wow potential buyers with a list of all the amenities your community has to offer. You can add additional items if they are not on the list.

AMENITIES

- | | | |
|--|---|---|
| ☐ Gated Community | ☐ Security | ☐ Fitness Center |
| ☐ Pool | ☐ Hot Tub Community | ☐ Playground |
| ☐ Clubhouse | ☐ Kitchen | ☐ Movie Room |
| ☐ Picnic Area | ☐ Lake Access | ☐ Dog Park |
| ☐ Walking Path | ☐ Hiking Trails | ☐ Bike Path |
| ☐ Golf Course | ☐ Sports Courts: _____ | |
| ☐ Scheduled Community Activities: _____ | | |
| ☐ Other: _____ | | |

HOME OWNERS ASSOCIATION

Does the neighborhood have a Home Owners Association? ☐ Yes ☐ No

If yes, what is the amount due? \$ _____

Paid ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually

HOA Name _____ Phone/Email _____

A photograph of a luxurious house at night. The house features a central arched doorway with a wooden double door and ornate glass panels. The entrance is flanked by two large potted plants with white flowers. The house is illuminated by warm lights, and the sky is dark. Two large palm trees are visible in the foreground, framing the house. A semi-transparent white rectangle is overlaid on the image, containing the word "MOVING" in a large, black, serif font.

MOVING

Packing Tips

- ☐ Make a timeline for packing before moving like week by week or day by day
- ☐ Create a packing plan room by room
- ☐ Start packing in an area of your home that is not often used. So it will not be difficult to decide
- ☐ Put heavy items at the bottom of the box. Fragile items should be on top
- ☐ Wrap dishes individually, one by one, in enough newspaper to fully envelop the item
- ☐ Label each box with both its contents & the room it came from
- ☐ Mark the top and one side of the box
- ☐ Also label according to the order of unpacking.
- ☐ Use the hangers to fill the space in the boxes
- ☐ Pack an overnight bag for your family and pets
- ☐ Create a packing calendar
- ☐ Be sure to double-check every room when you're done
- ☐ Defrost your refrigerator at least 48 hours before moving day
- ☐ Pack the sensitive hardware like TV, monitors with towels
- ☐ Bulky furniture, holiday decor, seasonal clothes, and fine dishes should be moved first
- ☐ Don't overpack a moving box 40 or 50 lbs enough for one box
- ☐ Be careful about piece of arts, actually carry them with you
- ☐ Use bubble wrap for fragile items or items that can be damaged
- ☐ Take pictures of box contents, it will help you when you unpack your box
- ☐ Pack a small bag for your personal items for first night
- ☐ Be careful when packing your shoes and make sure the shoe boxes are at the top
- ☐ Transport plants in car if you can. Inform the moving company if your plants are big
- ☐ Ask any questions you have to the moving company about the moving process.
- ☐ If you have a jewelry box, keep your accessories inside it
- ☐ If you have dirty materials at your garage or garden, clean them before

Inventory Checklist

LIVING ROOM

- | | |
|---------------------------------------|------------------------------------|
| ☐ Couch(es) | ☐ Mirror(s) |
| ☐ Coffee Table | ☐ Redliner |
| ☐ End Tables | ☐ Cabinet |
| ☐ Area Rug | ☐ Shelves |
| ☐ Television | ☐ Lamp(s) |
| ☐ Bookcase | ☐ Ottoman |
| ☐ TV Stands | ☐ Decor |
| ☐ Armchair(s) | ☐ Wall Art |
| ☐ Loveseat(s) | ☐ |
| ☐ Stereo | ☐ |

DINING ROOM

- | | |
|--|--------------------------------------|
| ☐ Curio | ☐ Mirror(s) |
| ☐ Huck | ☐ Wall Art |
| ☐ Dining Table | ☐ Dry Sink |
| ☐ Chairs | ☐ Lamp(s) |
| ☐ China Cabinet | ☐ Corner Desk |
| ☐ Chandelier | ☐ |
| ☐ Area Rug | ☐ |
| ☐ Shelves | ☐ |
| ☐ Table Leaf | ☐ |
| ☐ Decor | ☐ |

BEDROOM

- | | |
|---------------------------------------|---------------------------------------|
| ☐ Bed(s) | ☐ Mattress(es) |
| ☐ Armoire | ☐ Chair(s) |
| ☐ TV | ☐ Wardrobe |
| ☐ Headboard(s) | ☐ Canopy |
| ☐ Rocker | ☐ Shelves |
| ☐ Vanity | ☐ Curtains |
| ☐ Bedding | ☐ Decor |
| ☐ Dresser(s) | ☐ Wall Art |
| ☐ Lamp(s) | ☐ |
| ☐ Night Stand | ☐ |

BATHROOM

- | | |
|--------------------------------------|---|
| ☐ Cabinet(s) | ☐ Towels |
| ☐ Mirror(s) | ☐ Hair Dryer |
| ☐ Trash Can | ☐ Electric Razor |
| ☐ Shower Head | ☐ Decorative Items |
| ☐ Curtains | ☐ Curlers |
| ☐ Bath Mat(s) | ☐ Toothbrush |
| ☐ Cleaners | ☐ Shampoo |
| ☐ Fixtures | ☐ |
| ☐ Hamper | ☐ |
| ☐ Toiletries | ☐ |

Inventory Checklist

KITCHEN

- | | |
|---------------------------------------|---------------------------------------|
| ☐ Table | ☐ Toaster Oven |
| ☐ Chairs | ☐ Shelves |
| ☐ Microwave | ☐ Pots / Pans |
| ☐ Refrigerator | ☐ Curtains |
| ☐ Bar | ☐ Blender |
| ☐ Bar Stools | ☐ Mixer |
| ☐ Dishwasher | ☐ Coffee Maker |
| ☐ Stove | ☐ Cutlery |
| ☐ Cabinet(s) | ☐ Utensils |
| ☐ Wine Rack | ☐ Glassware |
| ☐ | ☐ |
| ☐ | ☐ |

OFFICE

- | | |
|---|--|
| ☐ Desk | ☐ Shredder |
| ☐ Computer | ☐ Books |
| ☐ Desk Chair | ☐ Book Cases |
| ☐ Printer | ☐ Sofa/Couch |
| ☐ Filing Cabinet | ☐ Decor |
| ☐ Lamp(s) | ☐ Stereo |
| ☐ Fax Machine | ☐ Mouse Pads |
| ☐ Telephone | ☐ Penholder |
| ☐ Shelves | ☐ Monitor Stand |
| ☐ Copier | ☐ Cables |
| ☐ | ☐ |
| ☐ | ☐ |

GARAGE

- | | |
|--------------------------------------|---|
| ☐ Edger | ☐ Sport Gear |
| ☐ Patio Table | ☐ Garden Tools |
| ☐ Patio Chair | ☐ Power Tools |
| ☐ Bikes | ☐ Tool Chest |
| ☐ Lawnmower | ☐ Ladder |
| ☐ Table Saw | ☐ BBQ Grill |
| ☐ Power Tools | ☐ Auto Equipment |
| ☐ Bins | ☐ Table Saw |
| ☐ ATV | ☐ |
| ☐ Motorcycrle | ☐ |

OTHER

- | | |
|---------------------------------------|---|
| ☐ Washer | ☐ Exercise Equipment |
| ☐ Dryer | ☐ Shoes |
| ☐ Coat Rack | ☐ Furs |
| ☐ Treadmill | ☐ Camping Equipment |
| ☐ Iron / Board | ☐ Toys |
| ☐ Trash Can | ☐ Baby Carrier |
| ☐ Vacuum | ☐ |
| ☐ Aquarium | ☐ |
| ☐ Fan(s) | ☐ |
| ☐ Piano | ☐ |

Moving Checklist

2 MONTHS OUT

- ☐ Deal with a reliable shipping company
- ☐ Start budgeting for shipping
- ☐ Research schools in the area of your new home
- ☐ Donate your unused items or sell the ones that are in good condition
- ☐ Visit every room in the house and decide what you want to get rid of

1 MONTH OUT

- ☐ Order the boxes and wrapping paper needed for the move
- ☐ If you're moving a long distance, book your airline, car, and hotel reservations
- ☐ Try to finish your chilled food and pantry items.
- ☐ Visit the area of the new house
- ☐ Learn about the advantages of the area where the new home is located.
- ☐ Learn about the advantages of the area where the new home is located.
- ☐ End your subscriptions. Community organization, gym, club etc.
- ☐ Pre-order large items such as furniture and cabinets for your new home to arrive on time.
- ☐ If you're moving out of state, have your vehicle serviced before the long trip.

2 WEEKS OUT

- ☐ Pack your nonessential, infrequently used items
- ☐ Before you move, make sure your new home has essential services like electricity and water turned on.
- ☐ Inspect the old house with the landlord. If there is a problem it is always good to deal with it face to face.
- ☐ Have the carpets and curtains cleaned for your new home.
- ☐ Handle minor home repairs
- ☐ Donate unwanted items to charity

1 WEEK OUT

- ☐ Finish your last minute chores. Dry cleaning, returns etc.
- ☐ Number and name your packages for convenience.
- ☐ Tag products that need quick access
- ☐ Clean your home for new residents
- ☐ Type the name of the room where you want the boxes to be placed.
- ☐ Notify carriers of any special circumstances.
- ☐ Complete any necessary repairs
- ☐ Review bathroom items and discard any expired items.

Moving Day at Old Home

- | | |
|--|---|
| ☐ Pack a moving day bag | ☐ Take pictures of furnitures |
| ☐ Collect remaining items | ☐ Inspect boxes |
| ☐ Confirm details and make final preparations | ☐ Do a pre-loading walk-through |
| ☐ Check utilities | ☐ Drop off kids and pets with caregivers |
| ☐ Protect surfaces and clear the way for safety | ☐ Greet your movers and examine paperwork |
| ☐ Confirm destination and contact information | ☐ Close and lock windows |
| ☐ Do a walk-through | ☐ Turn off lights |
| ☐ Choose practical clothes | ☐ Carry cash for tips and possible payments |
| ☐ Gather equipment | ☐ Hand over the key to the new landlord |
| ☐ Check old home one last time | ☐ Leave a note to the new landlord with your home address and phone number for possible situations |
| ☐ Say good-bye your old home | ☐ Check your furniture for any damage that may occur during transportation. |
| ☐ Secure your moving truck | |
| ☐ Pay carriers | |
| ☐ Look through all the closets in the house to make sure nothing is left. | |
| ☐ Notify carriers of any special circumstances. | |

☐

☐

☐

☐

Moving Tips

GENERAL TERMS

- ☐ Decide what the move will be like. By yourself or a moving company?
- ☐ Create a moving checklist
- ☐ Set your budget for moving costs. (boxes, company etc.)
- ☐ Decide how much packaging material you need
- ☐ Check your neighborhood or local grocery store for free cardboard boxes
- ☐ If you have old newspapers in the house, keep them to prevent glasses
- ☐ Don't buy more than the food you need before moving.
- ☐ Go through your belongings room by room and make a list of what you don't need
- ☐ Decide on clothes that are not worn for a long time in your wardrobe
- ☐ List items that are unnecessary and that you wouldn't buy again
- ☐ Consider donating unused items on your list

MOVING COMPANY AND COSTS

- ☐ Go online to search for discounts & coupons. Many moving companies offer Internet-only offers
- ☐ Get price and service quotes from at least three different moving companies
- ☐ Hire the moving company as early as possible.
- ☐ Getting rid of unused items reduces the weight to be carried. This also affects the price.
- ☐ Be careful of deposit and cash before moving
- ☐ Never sign a blank or skinny contract
- ☐ Most expensive time to move is summer months. So consider moving before or after
- ☐ Check out online reviews for the company and how they respond
- ☐ Review companies licenses and insurance to make sure they're legitimate

EXPENSES ITEM	BUDGET	ACTUAL	DIFFERENCE
TOTAL EXPENSES			

CHECKLISTS



Photography Checklist

- ☐ Clean and declutter the space before taking photos.
- ☐ Use natural light for brighter and more attractive photos.
- ☐ Edit photos for brightness, contrast, and color correction.
- ☐ Highlight unique and standout features, like built-ins or fireplaces.
- ☐ Avoid using filters or distorting lenses.
- ☐ Stage each room to showcase its best features.
- ☐ Take photos from multiple angles and at various heights.
- ☐ Highlight unique and standout features, like built-ins or fireplaces.
- ☐ Avoid using filters or distorting lenses.
- ☐ Use a wide-angle lens to capture the entire room.
- ☐ Take exterior photos during the day with clear skies.
- ☐ Use a tripod for stable and level shots.

Open House Checklist

- ☐ Put Open House signs everywhere so guests find the property with no hassles.
- ☐ Broadcast the Open House using Facebook Live or Instagram Stories.
- ☐ Bake a sweet treat to offer visitors when touring the property.
- ☐ Arrive a few minutes prior to the start of the Open House and set up.
- ☐ Turn lights/fireplaces on/
- ☐ Set the thermostat to a comfortable temperature.
- ☐ Have each guest sign in using a sheet or an iPad.
- ☐ Gather feedback and contact details from each guest

Change of Address Checklist

Home Services/Utilities

- ☐ Telephone (Mobile and Landline)
- ☐ Cable Provider
- ☐ Internet Provider
- ☐ Electrical Utility
- ☐ Gas Utility
- ☐ Residential Propane Delivery
- ☐ Water Utility
- ☐ Water Delivery
- ☐ Garbage and Recycling
- ☐ Sewer Utility
- ☐ Septic System Maintenance
- ☐ Home Security Company

Community

- ☐ Employers
- ☐ Schools
- ☐ PTA
- ☐ Daycare Providers
- ☐ Church, Synagogue, Mosque, etc.
- ☐ HOA, Condo Association, or Co-Op
- ☐ Board
- ☐ Professional Memberships
- ☐ Civic Clubs and Organizations
- ☐ Country Club
- ☐ Health Club/Gym
- ☐ Alumni Organizations
- ☐ Fraternal Organizations
- ☐ Charitable Organizations

Professional Services

- ☐ Medical Clinic or Doctor's Office
- ☐ Optometrist or Ophthalmologist
- ☐ Therapist, Counselor, or Psychiatrist
- ☐ Pharmacist
- ☐ Veterinarian
- ☐ Attorney
- ☐ Accountant or Financial Planner
- ☐ Insurance Agent

Residential Services

- ☐ Maid Service or Housekeeper
- ☐ Lawn and Garden Service
- ☐ Pool Maintenance
- ☐ Pest Control

Financial Services

- ☐ Banks
- ☐ Credit Unions
- ☐ Automobile Loan or Finance
- ☐ Companies
- ☐ Credit Card Companies
- ☐ Student Financial Aid Accounts
- ☐ Retail Credit Account Services
- ☐ Pension Plan, Annuity, and 401K
- ☐ Administrators
- ☐ Credit Reporting Agencies

Financial Services

- ☐ Airline Frequent Flyer Programs
- ☐ Roadside Assistance (AAA)

Commercial Services

- ☐ Membership or Cost-Savings Clubs (BJs, Costco)
- ☐ Periodicals and Catalogs
- ☐ Online Retailers (Amazon, Wayfair, eBay, etc.)

A modern, minimalist living room with large floor-to-ceiling windows. The room features a light-colored sofa, a white coffee table with a small potted plant, and a white floor lamp. The floor is made of large, light-colored tiles. The ceiling has recessed circular lights. The view outside the windows shows a bright, sunny day with a clear blue sky and a body of water.

Sellers Questionnaire

Seller Questionnaire

SELLER INFORMATION

Owner: _____

Address: _____

E-mail: _____

Mobile: _____ Work Phone: _____ Home Phone: _____

City: _____ St: _____ Zip Code _____

Marital Status ☐ Single ☐ Married

PREFERRED CONTACT TYPE

☐ Email ☐ Phone call ☐ Text

PREFERRED CONTACT TIME

☐ Morning ☐ Afternoon ☐ Evening ☐ Anytime

SHOWING AVAILABILITY

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐

OPEN HOUSE AVAILABILITY

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐

Open House & Showings Info

INSTRUCTIONS FOR AGENTS SHOWING YOUR HOME

Advanced notice before showings? ☐ No ☐ Yes, _____ min/hr minimum

Require guests to ☐ Remove Shoes ☐ Wear Shoe Covers

☐ Wear Face Masks ☐ Use Hand Sanitizer

Special instructions regarding pets

Any additional information you would like for us to know

Seller Questionnaire

SELLER INFORMATION

Property Type: ☐ Residential ☐ Commercial ☐ Land
☐ Single-Family ☐ Multi-Family ☐ Apartment
Type of Home: ☐ Townhouse ☐ Co-op ☐ Villa
☐ Mobile Home ☐ Other ☐
House Type: ☐ Primary ☐ Vacation Home ☐ Investment Property
Condition: ☐ Good ☐ Fair ☐ Poor
Bedroom _____ Bathroom _____ Garage Spaces _____
Living Spaces _____ Lot Size _____ How Many Stories? _____
Age of Home _____ Age of Roof _____ Garden Size _____

PROPERTY INFO

Is property part of a condominium or subject to a homeowners association? (HOA)

☐ Yes ☐ No \$

☐ Monthly ☐ Quarterly ☐ Semi-annual ☐ Annual

HOA Name: _____ Phone: _____

Is this property a rental? ☐ Yes ☐ No

If the property is occupied, what is the amount owed monthly? \$

What do you think your house is worth? \$

How much are you asking for your house? \$

Seller Questionnaire

SELLER INFORMATION

Why are you selling your home?

How long have lived in your home?

When did you purchase your home?

How long has the house been on the market?

What is the ideal move out date?

What are your motivates to sell your home?

What renovations have you done since your purchase?

How much do you estimate the repairs?

Do you currently have a mortgage on your home?

☐ Yes ☐ No

Are you current on all your mortgage payments?

☐ Yes ☐ No

Mortgage amount owed

Mortgage monthly payment

What is the name of your lender?

What is the name your 2nd lender?

ANYTHING ELSE YOU WANT TO SAY?

Seller Questionnaire

CONDITION AND IMPROVEMENTS

What improvements have you made to the house since you've owned it?

When were the significant items updated or replaced (like roof, windows, electrical)?

Are there any ongoing maintenance issues or upcoming major repairs that you're aware of?

Are there any fixtures or features not included in the sale?

Have there been any issues with water in the basement or foundation (leaks, flooding,, etc.)?

If the property has a pool or hot tub, what is the condition? When were they last serviced?

Have you had any issues with the electrical system (flickering lights, circuit breakers, etc.)?

Have there been any pest infestations (termites, rodents, etc.) in the past? If yes, when and how were they addressed?

Have there been any modifications to the layout or structural changes to the property?

Seller Questionnaire

LEGAL QUESTIONS

Are there any deed restrictions on the property?

Have you ever received any notices from the city or HOA (zoning changes, construction, violations)?

Are there any restrictive covenants or homeowner's association agreements that a buyer should be aware of?

Has there ever been a bankruptcy or foreclosure process started on the property?

Are there any rental, lease, or purchase contracts or tenants currently in place on the property?

Are there any shared amenities or areas (like driveways, gardens, etc.) with a neighbor?

Is the property subject to any property tax exemptions or credits?

If the property is co-owned, has each owner agreed to sell the property?

Do you have title insurance for the property?

Seller Questionnaire

SELLING PREFERENCES

Are you looking to buy another property after this one sells?

If an offer is received quickly at or near asking price, are you prepared to move out promptly?

Are you comfortable with home showings, open houses, and visits by potential buyers and their agents? Do you have any restrictions regarding time or day?

Would you be open to completing a pre-inspection of your home to expedite the sales process?

How would you like to handle requests for repairs or concessions based on a buyer's inspection?

What are your biggest concerns about selling your home?

Would you be open to professional staging or photography to enhance your home's appeal?

Are you willing to carry out home improvements before the sale?

What additional services or support do you hope to receive from me as your real estate agent?

Seller Questionnaire

COMMUNITY AND NEIGHBORHOOD

How would you describe the community culture or spirit in your neighborhood?

Are there any parks, playgrounds, or public spaces within walking distance?

How would you describe the noise level in the neighborhood? Are there specific times when it is noisier or quieter?

What are the demographics of the neighborhood (e.g., families, retirees, singles)?

Are there any pet restrictions in the neighborhood or building (if it's a condo or similar)?

Are there any upcoming developments or changes in the neighborhood?

What school district is the house located in? How are the local schools rated?

What are the crime rates in the neighborhood? Do you consider the neighborhood safe?

Are there any popular community events or traditions in the neighborhood?

Seller Questionnaire

COMMUNITY AMENITIES

If applicable, are there retirement or senior services in the community?

Are there local community groups or organizations that a new owner might be interested in?

Are there any community facilities such as a pool, clubhouse, or gym? If so, are there any associated fees for use?

What dining and entertainment options are available in the vicinity (restaurants, theaters etc.)

DICLOSURES

Is the property located in a flood, earthquake, or other natural disaster zone?

Are there any noise issues, such as from airports, trains, highways, or local businesses?

Have there been any violations of local, or federal regulations while you've owned the property?

Are there any hazardous materials or conditions in the home or on the property (asbestos, etc.)?

Seller Questionnaire

HOME STYLE

- ☐ Single-family
- ☐ Multi-family
- ☐ Tiny Home
- ☐ Townhome
- ☐ Victorian
- ☐ Cape Cod
- ☐ Colonial
- ☐ Contemporary
- ☐ Cottage
- ☐ Craftsman
- ☐ Greek-revival
- ☐ Farmhouse
- ☐ Frenc Country
- ☐ Mediterranean
- ☐ Other

FENCING

- ☐ Wood
- ☐ Iron
- ☐ Chain link
- ☐ Steel
- ☐ Vinyl

DRY CONNECT

- ☐ Gas
- ☐ Electric

FLOORING

- ☐ Carpeting
- ☐ Marble
- ☐ Wood
- ☐ Concrete
- ☐ Bamboo
- ☐ Stone
- ☐ Tile
- ☐ Laminate
- ☐ Cork
- ☐ Viny
- ☐ Other

ROOF

- ☐ Wood
- ☐ Stone
- ☐ Tile
- ☐ Shingles
- ☐ Metal
- ☐ Composition
- ☐ Other

SEWER

- ☐ City
- ☐ Septic
- ☐ MUD
- ☐ Other

FOUNDATION

- ☐ Slab
- ☐ Pier
- ☐ Other

FLOORPLAN

- ☐ Yes
- ☐ No

EXTERIOR

- ☐ Pool
- ☐ Patio
- ☐ Deck
- ☐ Backyard
- ☐ Outdoor kitchen
- ☐ Hot tub
- ☐ Waterfall
- ☐ Pergola
- ☐ Fire pit
- ☐ Curb
- ☐ Carport

WATER

- ☐ City
- ☐ Septic
- ☐ MUD
- ☐ Other

VIEW

- ☐ Greenbelt
- ☐ City
- ☐ Coast
- ☐ Hills
- ☐ Waterfront
- ☐ Suburban
- ☐ Golf Course
- ☐ None

SIDING

- ☐ Brick
- ☐ Wood
- ☐ Metal
- ☐ Fiber cement
- ☐ Insulated
- ☐ Vinyl
- ☐ Stucco
- ☐ Stone
- ☐ Glass
- ☐ Concrete

SECURITY SYS

- ☐ Owned
- ☐ Leased
- ☐ None



Your Realtor



+305-928-7300

Pascalli Pittett



www.omglistings.com

Seller Questionnaire

LOCATION

- ☐ School
- ☐ Shopping
- ☐ Hospital
- ☐ Transportation
- ☐ Police department
- ☐ Fire department
- ☐ Gated community
- ☐ Gated community
- ☐ Dead-end street

COMMUNITY AMENITIES

- ☐ Greenspace
- ☐ Pool
- ☐ Lake
- ☐ Coast
- ☐ Tennis courts
- ☐ Golf course
- ☐ Hike / bike trail
- ☐ Community center
- ☐ Park / playground
- ☐ Senior centers
- ☐ Historic districts

TYPE OF ROOMS

- ☐ Loft
- ☐ Den
- ☐ Basement
- ☐ Home Office
- ☐ Home Theater
- ☐ Media Room
- ☐ Family Room
- ☐ Gym
- ☐ Library
- ☐ Sunroom
- ☐ Guest Quarters
- ☐ Wine Storage

APPLIANCES

- ☐ Cooktop
- ☐ Range
- ☐ Vent Hood
- ☐ Dishwasher
- ☐ Microwave
- ☐ Disposal
- ☐ Gas
- ☐ Electric

COUNTERTOPS

- ☐ Granite
- ☐ Marble
- ☐ Ceramic
- ☐ Stone
- ☐ Wood
- ☐ Laminate
- ☐ Manufactured
- ☐ Synthetic
- ☐ Quartz

KITCHEN

- ☐ Wood
- ☐ Laminate
- ☐ Carpet
- ☐ Tile
- ☐ Vinyl
- ☐ Island
- ☐ Pantry
- ☐ Breakfast Bar
- ☐ Molding
- ☐ Built-ins
- ☐ Light fixtures
- ☐ Warming drawer
- ☐ Gourmet kitchen
- ☐ Wine refrigerator

Seller Questionnaire

BREAKFAST ROOM

- ☐ Wood
- ☐ Laminate
- ☐ Vinyl
- ☐ Tile
- ☐ Carpet
- ☐ Molding
- ☐ Open
- ☐ Other

FAMILY ROOM

- ☐ Wood
- ☐ Laminate
- ☐ Vinyl
- ☐ Tile
- ☐ Carpet
- ☐ Molding
- ☐ Fireplace
- ☐ Ceiling fan
- ☐ Vaulted Ceiling
- ☐ Built-ins

WINDOWS

- ☐ Single Pane
- ☐ Double Pane
- ☐ Skylights

UTILITY ROOM

- ☐ Sink
- ☐ Inside
- ☐ Outside
- ☐ Drying rack
- ☐ Built-ins
- ☐ Buildings
- ☐ Freezer Space
- ☐ Gym
- ☐ Library

GAME ROOM

- ☐ Wood
- ☐ Laminate
- ☐ Vinyl
- ☐ Tile
- ☐ Carpet
- ☐ Molding
- ☐ Fireplace
- ☐ Ceiling Fan
- ☐ Built-ins

HVAC

- ☐ Central heating
- ☐ Air conditioning
- ☐ Propane
- ☐ Gravity
- ☐ Floor

MASTER SUITE

- ☐ Wood
- ☐ Laminate
- ☐ Vinyl
- ☐ Tile
- ☐ Carpet
- ☐ Molding
- ☐ Fireplace
- ☐ Ceiling Fan
- ☐ Vaulted Ceiling
- ☐ Built-ins
- ☐ Others

DOORS

- ☐ Single
- ☐ Front
- ☐ Double
- ☐ Side
- ☐ Openers

DINING ROOM

- ☐ Wood
- ☐ Laminate
- ☐ Vinyl
- ☐ Tile
- ☐ Carpet
- ☐ Molding
- ☐ Fireplace
- ☐ Ceiling Fan

BEDROOM

- ☐ Wood
- ☐ Laminate
- ☐ Vinyl
- ☐ Tile
- ☐ Carpet
- ☐ Molding
- ☐ Fireplace
- ☐ Ceiling Fan
- ☐ Vaulted Ceiling
- ☐ Built-ins
- ☐ Others

BATHROOM

- ☐ Shover
- ☐ Bathtub
- ☐ Separate shower
- ☐ Rain shower head
- ☐ Tile surfaces
- ☐ Wood surfaces
- ☐ Storage space
- ☐ Updated fixtures

A modern bathroom interior featuring a large, round, backlit mirror mounted on a wall of light-colored, vertically-oriented rectangular tiles. Below the mirror is a white rectangular sink with a chrome faucet. To the left of the sink is a chrome soap dish with a white soap bar, and to the right is a chrome soap dispenser with a white soap bar. The mirror reflects the opposite wall, showing a glass shower door and a white towel hanging on a rack.

Listings Features

Listing Features

SELLER: YEAR BUILT:

ADDRESS:

NEIGHBORHOOD SCHOOL DISTRICT

PROPERTY DETAILS

☐ SINGLE FAMILY ☐ MULTI-FAMILY ☐ CONDO ☐ TOWNHOUSE ☐ LAND ☐ MOBILE HOME

SQ. FT. GARAGE SPACES: LOT SIZE

BEDS: BATHS: WATERFRONT ☐ YES ☐ NO

EXTERIOR

STYLE OF HOME

☐ 2 STORY ☐ RANCH ☐ COLONIAL ☐ QUAD-LEVEL ☐ TRI-LEVEL ☐ COTTAGE/BUNGALOW
☐ CONTEMPORARY ☐ VICTORIAN

STRUCTURE

☐ FRAME ☐ CONCRETE ☐ BRICK ☐ STONE ☐ WOOD

FOUNDATION

☐ CONCRETE SLAB ☐ RAISED WITH CRAWLSPACE ☐ BASEMENT

SIDING

☐ STONE ☐ SYNTH STUCCO ☐ CEDAR ☐ CEDAR SHAKE ☐ HARDIPLANK ☐ SHINGLE ☐ VINYL
☐ BRICK ☐ STUCCO ☐ BRICK VENEER ☐ WOOD

ROOF

☐ ASPHALT ☐ COMPOSITION ☐ DIMENSIONAL ☐ SHINGLE ☐ METAL ☐ TILE

WINDOWS ☐ SINGLE PANE ☐ DOUBLE PANE

GARAGE

☐ ATTACHED ☐ DETACHED ☐ AUTO DOOR OPENER ☐ DIRECT ENTRY ☐ FINISHED ☐ OVERSIZED

FENCE

☐ WOOD ☐ CHAIN LINK ☐ WROUGHT IRON ☐ VINYL ☐ PRIVACY

YARD FEATURES

☐ POOL ☐ DECK/PATIO ☐ OUTDOOR KITCHEN ☐ HOT TUB ☐ SPRINKLERS

Listing Features

INTERIOR

ENTRY WAY/FOYER

DIMENSIONS

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ CARPET ☐ TILE ☐ OTHER

FORMAL LIVING ROOM

DIMENSIONS

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ CARPET ☐ TILE ☐ FIREPLACE ☐ OTHER

FAMILY ROOM

DIMENSIONS

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ CARPET ☐ TILE ☐ FIREPLACE ☐ OTHER

DINING ROOM

DIMENSIONS

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ TILE ☐ OTHER

OFFICE/STUDY

DIMENSIONS

LEVEL

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ CARPET ☐ TILE ☐ FIREPLACE ☐ OTHER

GAME/REC ROOM

DIMENSIONS

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ TILE ☐ OTHER

BASEMENT

DIMENSIONS

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ TILE ☐ OTHER

ATTIC

☐ ACCESS PANEL ☐ FINISHED ☐ NO ATTIC ☐ PART FINISHED ☐ PULL DOWN ☐ WALK-IN ☐ WALK-UP

Listing Features

INTERIOR

BEDROOM #1/MASTER

DIMENSIONS

LEVEL

☐ WOOD ☐ CARPET ☐ CEILING FAN ☐ WALK-IN CLOSET ☐ BUILT-INS ☐ OTHER

BEDROOM #2

DIMENSIONS

LEVEL

☐ WOOD ☐ CARPET ☐ CEILING FAN ☐ WALK-IN CLOSET ☐ BUILT-INS ☐ OTHER

BEDROOM #3

DIMENSIONS

LEVEL

☐ WOOD ☐ CARPET ☐ CEILING FAN ☐ WALK-IN CLOSET ☐ BUILT-INS ☐ OTHER

BEDROOM #4

DIMENSIONS

LEVEL

☐ WOOD ☐ CARPET ☐ CEILING FAN ☐ WALK-IN CLOSET ☐ BUILT-INS ☐ OTHER

BEDROOM #5

DIMENSIONS

LEVEL

☐ WOOD ☐ CARPET ☐ CEILING FAN ☐ WALK-IN CLOSET ☐ BUILT-INS ☐ OTHER

LAUNDRY/UTILITY ROOM

DIMENSIONS

LEVEL

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ TILE ☐ OTHER

BASEMENT

DIMENSIONS

☐ WOOD ☐ LAMINATE ☐ VINYL ☐ TILE ☐ OTHER

OTHER

DIMENSIONS

☐ HOME THEATRE ☐ GYM ☐ LIBRARY ☐ OTHER

HOME FEATURES

Kitchen

	1	2	3
Cabinets	☐	☐	☐
Counter Space	☐	☐	☐
Trash Compactor	☐	☐	☐
Island	☐	☐	☐
Tile Flooring	☐	☐	☐
Countertops	☐	☐	☐
Oven - Stove	☐	☐	☐
Light Fixtures	☐	☐	☐
Pantry	☐	☐	☐
Dining Bar	☐	☐	☐
Wining Refrigerator	☐	☐	☐
Gourmet Kitchen	☐	☐	☐

Dining

	1	2	3
Eat in Kitchen	☐	☐	☐
Breakfast nook	☐	☐	☐
Formal Dining Room	☐	☐	☐
Family Dining Room	☐	☐	☐
Pantry	☐	☐	☐
Dining Bar	☐	☐	☐
Wining Refrigerator	☐	☐	☐
Gourmet Kitchen	☐	☐	☐

Bathroom

	1	2	3
Shower	☐	☐	☐
Bathtub	☐	☐	☐
Separate Shower	☐	☐	☐
Rainshower	☐	☐	☐
Tile Surfaces	☐	☐	☐
Wood Surfaces	☐	☐	☐
Storage Space	☐	☐	☐
Updated Fixtures	☐	☐	☐

System

	1	2	3
Electrical	☐	☐	☐
Air Conditioning	☐	☐	☐
Heating	☐	☐	☐
Security System	☐	☐	☐
Plumbing	☐	☐	☐
Smart Home	☐	☐	☐
Energy Efficient	☐	☐	☐
Speaker Systems	☐	☐	☐

HOME FEATURES

<i>Location</i>	1	2	3
Privacy	☐	☐	☐
View	☐	☐	☐
Quietness	☐	☐	☐
Natural Neighbour	☐	☐	☐
Downtown Area	☐	☐	☐
Residential Area	☐	☐	☐
Gates Community	☐	☐	☐
Family Neighbourhood	☐	☐	☐
Public Transportation	☐	☐	☐
Close to Restaurants	☐	☐	☐
Close to Hospital	☐	☐	☐
Close to shopping	☐	☐	☐
Close to School	☐	☐	☐
Close to Highways	☐	☐	☐
Close to Airport	☐	☐	☐
Close to Subway	☐	☐	☐
Close to Kindergarden	☐	☐	☐
Close to Airport	☐	☐	☐
Close to Subway	☐	☐	☐
Close to Gym	☐	☐	☐

<i>Master Suite</i>	1	2	3
Large Bedroom	☐	☐	☐
Walk-in Closet	☐	☐	☐
Balcony	☐	☐	☐
Outside Access	☐	☐	☐
Private Patio	☐	☐	☐
Fileplace	☐	☐	☐
Dressing Table	☐	☐	☐
Wet Bar	☐	☐	☐
Ceiling Fan	☐	☐	☐

<i>Extras</i>	1	2	3
Theater Room	☐	☐	☐
Safe Room	☐	☐	☐
Utility Room	☐	☐	☐
Home Gym	☐	☐	☐
Extra Storage	☐	☐	☐
Solar Panels	☐	☐	☐
Quartz Counters	☐	☐	☐
Tennis Court	☐	☐	☐
Ceiling Fan	☐	☐	☐

HOME FEATURES

Flooring

- ☐ Carpeting
- ☐ Marble
- ☐ Wood
- ☐ Concrete
- ☐ Bamboo
- ☐ Stone
- ☐ Tile
- ☐ Laminate
- ☐ Cork
- ☐ Vinyl
- ☐ Other

Roof

- ☐ Wood
- ☐ Stone
- ☐ Tile
- ☐ Shingles
- ☐ Metal
- ☐ Composition
- ☐ Other

View

- ☐ Greenbelt
- ☐ City
- ☐ Coast
- ☐ Hills
- ☐ Waterfront
- ☐ Suburban
- ☐ Golf Course
- ☐ None

Siding

- ☐ Brick
- ☐ Wood
- ☐ Metal
- ☐ Fiber cement
- ☐ Insulated
- ☐ Vinyl
- ☐ Stucco
- ☐ Stone
- ☐ Glass
- ☐ Concrete

Countertops

- ☐ Granite
- ☐ Marble
- ☐ Ceramic
- ☐ Stone
- ☐ Wood
- ☐ Laminate
- ☐ Manufacture
- ☐ Synthetic
- ☐ Quartz

Game Room

- ☐ Wood
- ☐ Laminate
- ☐ Vinyl
- ☐ Tile
- ☐ Carpet
- ☐ Molding
- ☐ Open
- ☐ Ceiling Fan
- ☐ Vaulted Ceiling
- ☐ Other

FAVORITE FEATURES OF YOUR HOME

An important part of our marketing strategy is to showcase what you love about your home and neighborhood. The information you provide in this packet will enable us to highlight your home's best features, and tell a story that will help buyers fall in love with the house just as you did.

TOP 3 THINGS YOU LOVE MOST ABOUT YOUR HOME

1

2

3

UNIQUE FEATURES OF YOUR HOME

BEST MEMORIES IN YOUR HOME

FAVORITE SPOT TO HANG OUT IN YOUR HOME AND WHY

INTERIOR RENOVATIONS & UPGRADES

Check off any applicable upgrades to the interior of the house, note what year each one was completed and include a brief description.

UPGRADED?	YEAR	DESCRIPTION & APPROXIMATE COST
☐ Flooring	_____	_____
☐ Paint	_____	_____
☐ Kitchen	_____	_____
☐ Appliances	_____	_____
☐ Water Heater*	_____	_____
☐ A/C* / Heating	_____	_____
☐ Plumbing	_____	_____
☐ Electrical	_____	_____
☐ Master Bath	_____	_____
☐ Other Baths	_____	_____
☐ Windows	_____	_____
☐ Doors	_____	_____
☐ Other	_____	_____
☐ Other	_____	_____

*Age of water heater if it has not been replaced _____

*Age of A/C if it has not been replaced _____

WHAT STAYS & WHAT GOES

In order to be clear about what you would like to take with you when you sell the house, please check off the items that will be included in the sale and which are excluded that you plan on taking with you. Fixtures (anything permanently attached) are not included on the list as it is customary that they stay in the home unless otherwise noted.

ITEM	INCLUDED	EXCLUDED	NEGOTIABLE	N/A
Refrigerator	☐	☐	Yes / No	☐
Washer/Dryer	☐	☐	Yes / No	☐
Dehumidifier	☐	☐	Yes / No	☐
Curtains	☐	☐	Yes / No	☐
Speakers	☐	☐	Yes / No	☐
Cameras	☐	☐	Yes / No	☐
Patio Awning	☐	☐	Yes / No	☐
Yard Decor	☐	☐	Yes / No	☐
_____	☐	☐	Yes / No	☐
_____	☐	☐	Yes / No	☐

VALUABLE FIXTURES INCLUDED IN THE SALE

ANY OTHER INFORMATION THAT YOU WOULD LIKE TO ADD

SHOWINGS & OPEN HOUSE INFO

INSTRUCTIONS FOR AGENTS SHOWING YOUR HOME

Advanced notice before showings? ☐ No ☐ Yes, _____ min/hr minimum

Require guests to ☐ Remove Shoes ☐ Wear Shoe Covers

☐ Wear Face Masks ☐ Use Hand Sanitizer

Special instructions regarding pets _____

Any additional information you would like for us to know

Thank you

for trusting us with your real estate needs.



Tel: (855) 351-3700



info@omglistings.com



www.omglistings.com



Change of Address Checklist

UTILITY COMPANIES

- | | |
|--------------------------------------|--|
| ☐ GAS | ☐ SEWAGE |
| ☐ ELECTRICITY | ☐ INTERNET AND CABLE |
| ☐ WATER | ☐ PHONE |
| ☐ GARBAGE | ☐ HOME SECURITY SERVICE |

WE ARE GETTING
CLOSE TO YOUR
CLOSING DATE.
IT IS TIME TO
START UPDATING
YOUR IMPORTANT
INFORMATION.

GOVERNMENT ORGANIZATIONS

- | | |
|---|---|
| ☐ DMV | ☐ VETERAN AFFAIRS (IF APPLICABLE) |
| ☐ IRS | ☐ OTHER GOVERNMENT BENEFITS (I.E.
RETIREMENT, DISABILITY, MEDICARE) |
| ☐ SOCIAL SECURITY | |
| ☐ VOTER REGISTRATION | |

FINANCIAL INSTITUTIONS

- | | |
|--|---|
| ☐ BANK AND CREDIT UNION | ☐ RETAIL CREDIT ACCOUNTS |
| ☐ LOAN COMPANY | ☐ FINANCIAL ADVISORS |
| ☐ CREDIT CARD COMPANY | ☐ ACCOUNTANTS |

INSURANCE COMPANIES

- | | |
|---|---|
| ☐ HEALTH INSURANCE | ☐ LIFE INSURANCE |
| ☐ DENTAL INSURANCE | ☐ HOMEOWNER'S INSURANCE (OR
RENTER'S INSURANCE) |
| ☐ CAR INSURANCE | |

SUBSCRIPTION SERVICES

- | | |
|---|--|
| ☐ AMAZON PRIME | ☐ OTHER LOCAL MEMBERSHIPS |
| ☐ STREAMING SERVICES | ☐ RETAIL WEBSITES |
| ☐ SUBSCRIPTION BOXES | ☐ MAGAZINES AND CATALOGS |
| ☐ GYM MEMBERSHIPS | |

HEALTH SERVICES

- | | |
|----------------------------------|---------------------------------------|
| ☐ DOCTOR | ☐ VETERINARIAN |
| ☐ DENTIST | ☐ PEDIATRICIAN |

OTHER

- | |
|---|
| ☐ YOUR CURRENT EMPLOYER |
| ☐ CLOSE FRIENDS AND FAMILY |
| ☐ SMART HOME APPS |

