

Client Discussion Checklist for Seller

In an effort to ensure we give you all the information we feel is important for a smooth road to your celebration day, we have created the following checklist not only for you, but for us to make sure we don't forget to tell you something important!

However, little things come up along the way and you will most certainly have questions. So please feel free to ask all the questions you need, two or three times if necessary, even if you think they are unimportant.. We also understand that there is a lot to absorb, so if you get overwhelmed, don't worry we will tell you again and keep you on track!

Our motto is "Putting Your Needs First" and that is always first in our minds.

1. _____ Agency Relationships (Agency Disclosure)
2. _____ Reticular Activator
3. _____ How we work. Referrals Process
4. _____ Agent Schedule. Hours Available.
5. _____ Product vs Process (100 Types of Turbulance)
6. _____ Members of our Team. Partners. Coordinators. (Team Brochure)
7. _____ Tuesday Update Calls
8. _____ Why are you selling your home
9. _____ Will you be buying another home
10. _____ Searching for a new home. (Client Discussion Checklist for Buyer)
11. _____ Stress Meter (Mood Magnet)
12. _____ Sell First or Buy First
13. _____ Concurrent Closing Challenges. Back up plan.
14. _____ Time Frame.
15. _____ Pricing your Home.
16. _____ Condition of your home. Suggestions. Spruce Ups. Improvements. Repairs (Curb to Curb Checklist)
17. _____ What you like/don't like about your home (Features Checklist)
18. _____ Insurance Claims
19. _____ Marketing your home (Marketing Brochure)
20. _____ Market Conditions. Market Analysis
21. _____ Showing your home. Lockbox. Safety.
22. _____ Presenting Offers. Negotiating.
23. _____ Disclosures
24. _____ 14 Day Review
25. _____ Inspections/Repairs
 - a. _____ Home Inspections
 - b. _____ Termite Inspections
 - c. _____ Roof Inspections
 - d. _____ Heating/Air Inspections
 - e. _____ Chimney Inspections
26. _____ Moving out. Interim Housing. Rent back.
27. _____ Net Sheet. Bottom Line.
28. _____ Marketing Fees & Transaction Fees
29. _____ Home Warranty
30. _____ Existing Loans. Liens. Judgements. Seconds. Home Improvement Loans. (Loan Information Form)
31. _____ Escrow Process
32. _____ Moving. Canceling/Moving Home Owner's Insurance and utilities.
33. _____ Signing your final documents.
34. _____ Celebration Day. When do you get your money

Client Signature: _____ Client Signature: _____

Realty First Consultant: _____ Date: _____