

Initial Property Preparation

Checklist

For the Seller

- Create a final Property Preparation list for the seller
- Create a calendar of choice (Word Doc, Excel, etc.) with the following due dates:
 - Inspections
 - Work Completion Targets
 - Final cleaning
 - Staging and photos
 - Listing date and open houses
- Send the *Seller Listing Preparation Email* (*) and attachments
- For longer timelines, determine specific check-in dates and method of those check-ins (Ex: Monday call at 5pm weekly)

For the Listing

- Create a listing transaction in Transaction Desk (use template and Wizard)
- Prepare the Listing Agreement Form 1A and Brokerage Information and Disclosure Packet (show manager for approval)
- Obtain Listing Agreement and Disclosure Packet Signatures
- Turn initial documents into the firm
- Add initial seller check-in days and times to your calendar
- Schedule agreed upon inspections (plan to meet and supervise inspectors)
- Help research and support vendor selection and access if desired by seller
- Schedule a staging consultation
- Schedule a professional photographer
- Initiate Moreland Insurance Check for red flags and claims (optional)