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LOCAL REALTY

YOUR HOME
Seller Guide

A step-by-step guide to selling
with confidence in Regina and area

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HOW THIS GUIDE WORKS

A simple reference for every stage of your sale.

This guide breaks the selling process into simple steps.

Use it as a reference before listing, while on the market, and through possession.

Inside you will find checklists, timelines, tips, and expectations.

Topics include preparing your home, launch day, showings, offers, inspections, moving, and possession.

Our goal is to make the process feel clear, calm and manageable.

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SELLER ROADMAP

A step-by-step look at the journey from planning to possession.

1. Strategy Session
We learn your goals, review the market, and create a customized selling strategy.

2. Pricing Plan
We analyze market data and recommend a competitive price to attract the right buyers.

3. Prepare the Home
Simple improvements and staging guidance to help your home shine.

4. Photos & Video
Professional photography and videography highlight your home's best features.

5. Launch the Listing
Your listing goes live across the MLS and top online platforms with targeted marketing.

6. Showings & Feedback
We coordinate showings and gather feedback to keep your strategy on track.

7. Review Offers
We analyze offers together and advise on the best path forward.

8. Conditions & Inspections
We manage conditions and inspections to keep the deal moving smoothly.

9. Firm Sale
Conditions are met and the sale becomes firm.

10. Lawyer & Move-Out
Your lawyer prepares the closing documents and you plan your move.

11. Possession Day
Closing day! Funds are transferred and possession is officially handed over.

You do not have to navigate this alone —
we guide you through each step.

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WHO DOES WHAT?

The people and roles involved in your sale.

YOU, THE SELLER

You make key decisions, prepare your home for market, provide disclosures, allow access for showings, and plan your move.

YOUR REALTOR®

Provides pricing advice, creates a marketing plan, negotiates on your behalf, and keeps you informed every step of the way.

BROKERAGE / CLIENT EXPERIENCE TEAM

Manages systems and documents, ensures compliance, provides administrative support, and keeps everything on track.

PHOTOGRAPHER / MARKETING PARTNERS

Capture professional photos and video, create compelling visuals, and provide staging input to showcase your home.

BUYER'S REALTOR®

Shows your home to qualified buyers, communicates with their client, and presents offers to you through your REALTOR®.

LAWYER

Prepares closing documents, handles mortgage discharge, adjustments, and ensures the transfer of funds.

A successful sale is a
team effort with clear roles and communication.

PREPARING YOUR HOME

Small details can make a big difference.

- ☑ Declutter and depersonalize
- ☑ Deep clean every room
- ☑ Touch up paint and small repairs
- ☑ Improve lighting and replace burnt bulbs
- ☑ Organize closets and storage areas
- ☑ Freshen entry and curb appeal
- ☑ Put away valuables and private documents
- ☑ Create a pet plan for showings
- ☑ Reduce strong odours
- ☑ Highlight the best features of the home

Preparation **helps buyers picture themselves living in your home.**

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PHOTO & VIDEO DAY CHECKLIST

How to help your home look its best on camera.

- [ ] Make all beds
- [ ] Clear kitchen and bathroom counters
- [ ] Open blinds and curtains
- [ ] Turn on lights and lamps
- [ ] Hide garbage and cleaning supplies
- [ ] Put away pet bowls, toys and litter boxes
- [ ] Move vehicles from the driveway if possible
- [ ] Tuck away cords, remotes and clutter
- [ ] Close toilet lids
- [ ] Remove or secure valuables and personal papers

Strong visuals create strong first impressions online.

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LAUNCH DAY: WHAT HAPPENS

The day your home officially goes to market.

1. **Listing goes live on MLS / realtor.ca**
   Your home is listed on the MLS® System and realtor.ca, reaching thousands of buyers and agents.

2. **Professional photos and property details are published**
   High-quality photos, videos, and compelling property details showcase your home at its best.

3. **Social media and email promotion begin**
   Your listing is shared across social platforms and in our targeted email campaigns.

4. **Signage is installed**
   Eye-catching signage goes up to attract local attention and drive interest.

5. **Showing scheduling opens**
   Buyers and agents can now schedule showings through our system.

6. **Open house plans are activated if appropriate**
   We promote your open house to maximize foot traffic and generate interest.

7. **Buyer and agent activity starts to build**
   Your listing gains visibility, drives showings, and generates early interest and feedback.

A strong launch *creates early momentum and visibility.*

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SHOWINGS:
WHAT TO EXPECT

How showings work and how to be ready.

- Showings may happen with short notice
- Leave the home before buyers arrive
- Keep lights on, blinds open and surfaces tidy
- Have a plan for pets and children
- Secure medications, documents and valuables
- Buyer reactions are not always final decisions
- The easier your home is to show, the more opportunity you create

Every showing is a chance to create a connection with the next buyer.

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SHOWING FEEDBACK: HOW TO READ IT

What buyer comments can tell us.

One comment does not tell the whole story

Every buyer has different needs and preferences.
Look at the bigger picture over time.

Patterns matter more than isolated opinions

When multiple buyers mention the same thing, it's a clue worth paying attention to.

No showings may point to price, presentation or exposure issues

Lack of activity is feedback, too.
It signals something may need adjusting.

Repeated comments can reveal useful opportunities

Use buyer insights to highlight strengths and address areas for improvement.

Stay objective and open-minded

It's not personal—it's perspective.
Great decisions come from staying neutral.

We help interpret the feedback and adjust when needed

We'll guide you through the data and recommend smart, strategic next steps.

Feedback is information — not failure.
It helps us make better decisions.

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WHILE YOU'RE ON THE MARKET

What you can expect while your home is listed.

SHOWING FEEDBACK

We gather and share feedback from showings so you know what buyers are thinking.

MARKET UPDATES

We keep you informed on market conditions, buyer activity and local trends.

LISTING PERFORMANCE STATS

We track key metrics like showings, views, saves and inquiries to measure your home's performance.

REGULAR COMMUNICATION AND CHECK-INS

We stay in touch with updates and are always here to answer your questions.

HONEST CONVERSATIONS ABOUT STRATEGY

We review what's working—and what's not—and talk through smart next steps together.

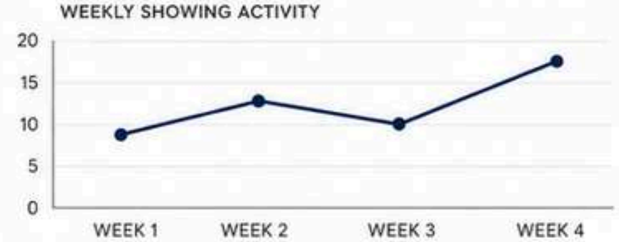
PRICE OR PRESENTATION ADJUSTMENTS IF NEEDED

If needed, we'll adjust price or presentation to help attract more buyers and get results.

LISTING AT A GLANCE

1,248	36	14	22
VIEWS	SHOWINGS	SAVES	INQUIRIES

WEEKLY SHOWING ACTIVITY



RECENT ACTIVITY

- May 12 Showing schedled
- May 11 Feedback received: Loved the natural light and layout.
- May 10 Viewed 87 times online
- May 9 New inquiry from potential buyer

The key to success is staying informed, flexible and focused.

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RECEIVING AN OFFER

What happens when a buyer wants to move forward.

1. PURCHASE PRICE — the amount offered for your home.

2. DEPOSIT — shows seriousness and commitment.

3. CONDITIONS — financing, inspection, condo review or other terms.

4. CONDITION TIMELINE — how long the buyer has to satisfy conditions.

5. POSSESSION DATE — when the buyer wants to take possession.

6. INCLUSIONS / EXCLUSIONS — exactly what stays and what goes.

7. RESPONSE TIME — the deadline to respond.

8. NEGOTIATION OPTIONS — accept, counter, or compare if there are multiple offers.

Price matters — but **terms, timing and certainty** matter too.

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SELLER OFFER SCORECARD

A simple worksheet to compare offers side by side.

	OFFER 1	OFFER 2	OFFER 3
PRICE Purchase price offered.			
DEPOSIT Amount of deposit offered.			
POSSESSION DATE Proposed date you'll receive possession.			
CONDITIONS List of conditions included in the offer.			
CONDITION DEADLINE Date conditions must be removed by.			
INCLUSIONS / EXCLUSIONS What's included in the sale and what's not.			
BUYER STRENGTH Financial position, pre-approval, track record, etc.	○ Strong ○ Moderate ○ Weak	○ Strong ○ Moderate ○ Weak	○ Strong ○ Moderate ○ Weak
RISK LEVEL Overall risk of the deal falling apart.	○ Low ○ Medium ○ High	○ Low ○ Medium ○ High	○ Low ○ Medium ○ High
ESTIMATED NET PROCEEDS Estimated amount you will take home.	$	$	$
NOTES Any other important details to consider.			

The strongest offer is not always the highest one.

We help you compare the full picture — not just one number.

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MULTIPLE OFFERS

How we help you navigate a competitive situation.

1. The seller decides how to respond

You're in control. We provide options and advice — you make the final call.

2. Buyers may not know the other offer terms

Offers vary in price, terms, contingencies, and timelines — details are often unclear.

3. You may receive one chance to respond or improve terms

Opportunities can be time-sensitive. We help you act quickly and strategically.

4. The highest offer is not always the best offer

We look at the full picture to help you choose the offer that best meets your goals.

5. Clean terms and strong certainty can matter as much as price

Offers with fewer contingencies and more financial strength often close more smoothly.

6. Timing and possession still matter

Preferred closing dates or flexible possession can make a big difference in value to you.

7. We will guide you through comparisons, counters, and strategy

We analyze each offer, explain your options, and negotiate on your behalf to achieve the best possible outcome.

Multiple offers can be exciting — our job is to help you stay strategic.

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CONDITIONS & INSPECTIONS

What happens after an offer is accepted conditionally.

1. Home inspections may be scheduled.

The buyer will arrange a professional inspection within the agreed condition period.

2. Buyers may inspect major systems and overall condition.

This includes structure, roof, plumbing, electrical, HVAC and more.

3. Financing and other buyer conditions must be satisfied.

The buyer works to secure financing and fulfill any other conditions in the agreement.

4. Inspections often uncover small items, not just major issues.

Most findings are normal maintenance items and don't jeopardize the deal.

5. Buyers may request repairs, a price adjustment, or simply proceed.

It's part of the negotiation process. Multiple outcomes are possible.

6. Not every issue kills a deal.

We help you understand what matters most to buyers and what they're likely to overlook.

7. We help you respond calmly and strategically.

We'll review options, advise on impact and help you choose the best path forward.

8. Our goal is a smooth path to closing.

We keep communication open, timelines on track and your best interests protected.

Conditional sales are a normal part of the process — **we help you through them.**

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COMMON REGINA INSPECTION ITEMS

Local issues buyers and inspectors often pay attention to.

1. Foundation Movement and Bracing

Cracks, shifting or settling, and outdated bracing are common concerns in Regina's clay soils.

4. Roofing and Shingles

Inspectors look for missing or curling shingles, wear, granule loss, and signs of past leaks.

2. Basement Moisture and Grading

Watch for efflorescence, damp areas, and proper grading and downspout drainage.

5. Furnace and Air Conditioning Age

Older systems may be less efficient and more likely to need repair or replacement.

3. Sewer Line Condition

Root intrusion, cracks or bellied sections can lead to costly drainage problems.

6. Electrical Panels and Wiring

Inspectors check panel capacity, knob-and-tube/alu wiring, and overall safety.

7. Windows and Insulation

Drafty windows, failed seals, and low insulation levels affect comfort and energy costs.

8. Plumbing Issues and Sump Pumps

Leaky fixtures, corroded pipes, and working sump pumps are key things to verify.

9. Garage Condition

Check for slab cracks, poor drains, door operation, and structural integrity.

10. Older Renovations and Permits

Unpermitted work or DIY updates may raise questions for buyers and insurers.

Not every item is a problem.
Understtanding them helps you be prepared and present your home with confidence.

Being prepared helps reduce surprises.

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FROM CONDITIONAL TO SOLD

What it means when conditions are removed.

Congratulations! This is a major milestone.
Once conditions are removed, the sale is firm and binding — subject to the closing process. You're in the home stretch!

1. **CONDITIONS SATISFIED**
   The buyer completes all due diligence and is happy to move forward.
2. **BUYER REMOVES CONDITIONS IN WRITING**
   The buyer provides formal written waiver(s) to remove all conditions.
3. **SALE BECOMES FIRM**
   The agreement is now binding on both sides, subject to closing.
4. **SOLD SIGN GOES UP**
   We celebrate your success and share the great news!
5. **LAWYERS AND CLOSING STEPS CONTINUE**
   Your lawyer will handle title, documents, funds, and final details.
6. **MOVE-OUT AND POSSESSION PLANNING BEGINS**
   We'll confirm dates, key handover, and any special instructions for a smooth transition.

This is the moment your sale becomes official.

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SELLER COSTS & NET PROCEEDS

A simple look at the costs that can affect your final bottom line.

1 Sale Price	$ ________
2 Mortgage Payout	$ ________
3 Mortgage Penalty *if applicable*	$ ________
4 REALTOR® Fees / Commission	$ ________
5 GST / PST on fees *if applicable*	$ ________
6 Legal Fees	$ ________
7 Property Tax Adjustments	$ ________
8 Moving / Cleaning Costs	$ ________
9 Estimated Net Proceeds What you walk away with.	**$** ________

Your lawyer will help confirm final adjustments and closing figures.

Knowing the numbers helps you plan your next move with confidence.

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PRE-POSSESSION CHECKLIST

What to do before possession day arrives.

☐	**1. Book movers or moving help**	Reserve your moving truck or book professional movers early to secure your preferred date and time.
☐	**2. Begin packing and labeling**	Start packing non-essentials and label boxes by room to make unpacking easier.
☐	**3. Arrange utility changes or cancellations**	Schedule transfers or cancellations for utilities, internet, cable, and other services.
☐	**4. Update mailing address**	Update your address with Canada Post, banks, subscriptions, and important contacts.
☐	**5. Confirm lawyer appointment and documentation**	Confirm your closing appointment time and ensure all required documents and ID are ready.
☐	**6. Gather keys, remotes, and manuals**	Collect all keys, garage door openers, remotes, and appliance manuals to leave for the buyer.
☐	**7. Finish agreed repairs or tasks**	Complete any repairs or tasks agreed to in the purchase agreement.
☐	**8. Clean the home thoroughly**	Leave the home clean and tidy for the buyer's final walkthrough.
☐	**9. Remove all belongings not included in the sale**	Ensure the home and all storage areas are clear of personal items and trash.
☐	**10. Confirm what stays with the buyer**	Double-check the agreement for included items and leave them in place.

A little preparation now makes possession day much smoother.

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WHAT TO LEAVE FOR THE BUYER

Helpful items that make the handoff easier.

- [ ] All keys
- [ ] Mailbox keys
- [ ] Garage remotes
- [ ] Alarm or keypad codes
- [ ] Appliance manuals
- [ ] Warranty information
- [ ] Paint colours or touch-up supplies if available
- [ ] Garbage and recycling information
- [ ] Condo contacts or building information if applicable
- [ ] Any items specifically included in the contract

A thoughtful handoff leaves a great final impression.

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POSSESSION DAY FOR SELLERS

What to expect on closing day.

The home should be vacant unless otherwise agreed.

Remove all personal belongings and ensure the property is ready for the buyer.

Leave it clean and in the condition promised.

A clean, well-maintained home reflects well and helps ensure a smooth closing.

Keys are released once lawyers confirm closing is complete.

We will coordinate with your lawyer to ensure a secure and seamless key handover.

Funds may arrive after legal completion depending on timing.

Your lawyer will confirm when the funds are sent and when to expect them.

Do not cancel insurance too early.

Keep your home insured until possession is officially transferred to the buyer.

Buyer walkthroughs may happen before possession.

Your agent will coordinate any access needed with proper notice.

This is the final step before your next chapter.

Celebrate what you've accomplished—you're officially moving forward!

Once the lawyers confirm completion, the keys can be released.

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AFTER THE SALE

What to do next.

1 CONFIRM INSURANCE CANCELLATION

After your funds are received, contact your insurance provider to cancel your policy and avoid future charges.

2 UPDATE YOUR ADDRESS

Notify your bank, credit cards, subscriptions, employers, and government agencies of your new address.

3 KEEP IMPORTANT DOCUMENTS

Store your sale documents and statements in a safe place for your records. You may need them for taxes or future reference.

4 UPDATE UTILITIES & SERVICES

Confirm any final utility readings and update or close service accounts if needed.

5 CELEBRATE YOUR NEXT CHAPTER

You've accomplished something big! Take time to enjoy this milestone and look forward to what's ahead.

6 STAY IN TOUCH

We're always here if you need real estate advice, a market update, or help with your next move.

Thank you for trusting us to guide you through this important move.

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KEEPING IN TOUCH

We're here for you.

Our relationship doesn't end when the sale does. We're here to support you long after you've moved on to your next chapter.

1. **MARKET UPDATES**
   We'll keep you informed on local market trends that may impact your future plans.

2. **FUTURE BUYING OR SELLING HELP**
   Thinking of a move down the road? We're here whenever you need guidance.

3. **REFERRALS FOR FRIENDS & FAMILY**
   Your trust means the world to us. We're grateful for the opportunity to help those you care about, too.

4. **CONTRACTOR & SERVICE RECOMMENDATIONS**
   Need a trusted plumber, painter, or landscaper? We're happy to share our go-to pros.

5. **QUESTIONS AFTER POSSESSION?**
   If anything comes up after you've moved in, don't hesitate to reach out. We're here to help.

6. **STAY CONNECTED**
   We love staying in touch with our clients. Follow us on social media or say hello anytime!

We're always just a call, text, or email away.

Thank you for trusting us with such an important move.

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SELLER QUICK REFERENCE

A few reminders to keep things simple.

1. **HAVE QUESTIONS? JUST ASK.**
   We're here to help and always happy to explain.

2. **FEEDBACK IS INFORMATION, NOT CRITICISM.**
   It helps us make smart adjustments to attract the right buyers.

3. **STAY FLEXIBLE AND OPEN-MINDED.**
   The market moves—adaptability leads to better results.

4. **THE RIGHT BUYER WITH THE RIGHT TERMS IS THE GOAL.**
   It's not just about the highest price.

5. **PRICE AND PRESENTATION WORK TOGETHER.**
   A well-priced, well-presented home stands out and sells.

6. **WE GUIDE YOU THROUGH EVERY STAGE.**
   From prep to closing, you're never in this alone.

Thank you for trusting us to guide you through this important move.

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SELLER HOME PREP BINGO

Small steps = a big impact.

Complete tasks across, down, or diagonally and get your home show-ready!

Declutter Closets	Clean Windows	Fresh Linens	Deep Clean Kitchen	Touch Up Paint
Remove Personal Photos	Organize Cabinets	Clear Counters	Tidy Garage	Mow & Edge Lawn
Shine Bathrooms	Vacuum Floors	**FREE**	Hide Pet Items	Store Kids' Toys
Wash Duvets	Clean Appliances	Add Fresh Flowers	Power Wash Exterior	Tidy Entry Way
Remove Odours	Stage Key Areas	Improve Lighting	Donate or Discard	Final Walk-Through & Check

Every square you check off brings you one step closer to a successful sale.

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BEFORE EACH SHOWING

Quick checklist.

1. **LIGHTS & BLINDS OPEN**
   Let in natural light and turn on lights in darker rooms.
2. **TEMPERATURE COMFORTABLE**
   Set the thermostat to a comfortable temperature.
3. **CLEAR COUNTERS & SURFACES**
   Keep kitchens, bathrooms, and other surfaces clean and clutter-free.
4. **BEDS MADE & TIDY ROOMS**
   Make beds and straighten furniture and décor.
5. **PET ITEMS PUT AWAY**
   Remove pet toys, bowls, litter boxes, and any signs.
6. **TOILET LIDS DOWN**
   A small detail that makes a big difference.
7. **SECURE VALUABLES & DOCUMENTS**
   Lock away jewelry, important papers, and personal items.
8. **MUSIC & TV OFF**
   Create a calm environment so buyers can focus.
9. **GARBAGE HIDDEN**
   Empty trash, hide bins, and remove odors.
10. **DOORS UNLOCKED (AS AGREED)**
    Ensure agreed-upon doors and spaces are accessible.

Thank you for trusting us to guide you through this important move.

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BUYER FIRST IMPRESSION GAME

What will buyers notice in the first 10 seconds?

CURB APPEAL
Does the exterior look well maintained and inviting? ☐

CLEANLINESS
Is the home clean, tidy, and well cared for? ☐

SMELLS GOOD OR BAD?
Does the home smell fresh and neutral? ☐

LIGHTING & BRIGHTNESS
Is the home well lit with natural and artificial light? ☐

ENTRYWAY
Is the entry welcoming, open, and clutter free? ☐

CLUTTER & PERSONAL ITEMS
Have excess items been removed to create a spacious feel? ☐

TEMPERATURE
Is the home comfortable and inviting? ☐

OVERALL FEELING
Does the home feel warm, welcoming, and move-in ready? ☐

First impressions matter.
A few small touches can make a big impact.

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REGINA SELLER SEASONAL PREP

Helpful reminders through the year.

WINTER

- ✓ Keep driveways and walkways clear of snow and ice.
- ✓ Use salt or sand for traction and safety.
- ✓ Check heating system and change furnace filters.
- ✓ Ensure smoke and carbon monoxide detectors are working.

SPRING

- ✓ Clean eavestroughs and downspouts.
- ✓ Check grading to ensure proper water drainage away from the home.
- ✓ Tidy up the yard—trim shrubs, rake, and refresh garden beds.
- ✓ Inspect exterior for any winter damage and make needed repairs.

SUMMER

- ✓ Keep lawn healthy and mowed.
- ✓ Tidy patios, decks, and outdoor furniture.
- ✓ Clean windows and screens for the best natural light.
- ✓ Check and maintain A/C units.

FALL

- ✓ Rake leaves and keep eavestroughs clear.
- ✓ Trim trees and shrubs away from the home.
- ✓ Clean up exterior surfaces and store outdoor items.
- ✓ Winterize outdoor taps and irrigation systems.




A little *seasonal care* goes a long way in helping your home look its best.

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FREQUENTLY ASKED QUESTIONS

Answers at a glance.

Q **DO I NEED TO BE PRESENT FOR SHOWINGS?**

A No, you don't need to be present. In fact, it's often best if you're not. Buyers feel more comfortable asking questions and exploring the home when the seller isn't there.

Q **CAN I REFUSE AN OFFER?**

A Yes. You have the right to accept, counter, or reject any offer. We'll help you evaluate each offer based on price, terms, conditions, and your goals.

Q **HOW LONG WILL IT TAKE TO SELL?**

A Every market is different. Some homes sell in days, while others take longer. Your agent will help set realistic expectations based on current market conditions and your home.

Q **SHOULD I TAKE THE HIGHEST OFFER?**

A Not always. The best offer isn't just about price—it's about the buyer's financing, timeline, contingencies, and likelihood of a smooth closing. We'll help you look at the big picture.

Q **WHEN WILL I GET MY MONEY?**

A You'll receive your proceeds at closing, once all conditions are met and the transaction has funded—typically 1–2 business days after closing.

Q **WHAT HAPPENS IF THE BUYER FINDS ISSUES DURING THE INSPECTION?**

A The buyer may request repairs, a credit, or a price adjustment. You can accept, negotiate, or decline the request. We'll guide you through your options and help you make the best decision for your situation.

Knowledge brings confidence.
We're here to answer every step of the way.

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THANK YOU FOR YOUR *Trust*

WE WORKED HARD FOR YOU.
We've prepared your home and put together a plan designed to achieve your goals.

WE'LL COMMUNICATE EVERY STEP.
You'll always know what's happening and what's next.

WE'LL HELP YOU GET THE BEST RESULT POSSIBLE.
Our goal is to deliver the strongest outcome for your home sale.

LET'S GET YOUR HOME SOLD.
We're excited to move forward together and get great results.

We're honored to guide you through this important step.

Thank you for trusting us.
We can't wait to help you achieve your next chapter.

IMPORTANT CONTACTS

Keep this page handy.

YOUR REALTOR®
Phone: ______________________
Email: ______________________

BROKERAGE OFFICE
Phone: ______________________
Email: ______________________

YOUR LAWYER
Phone: ______________________
Email: ______________________

MORTGAGE CONTACT
Phone: ______________________
Email: ______________________

UTILITIES
Electricity: ______________________
Gas: ______________________
Water: ______________________
Internet/Cable: ______________________
Other: ______________________

MOVING COMPANY / OTHER IMPORTANT CONTACTS
Phone: ______________________
Email: ______________________

We're here for you.
Thank you for trusting us to guide you through this important move.

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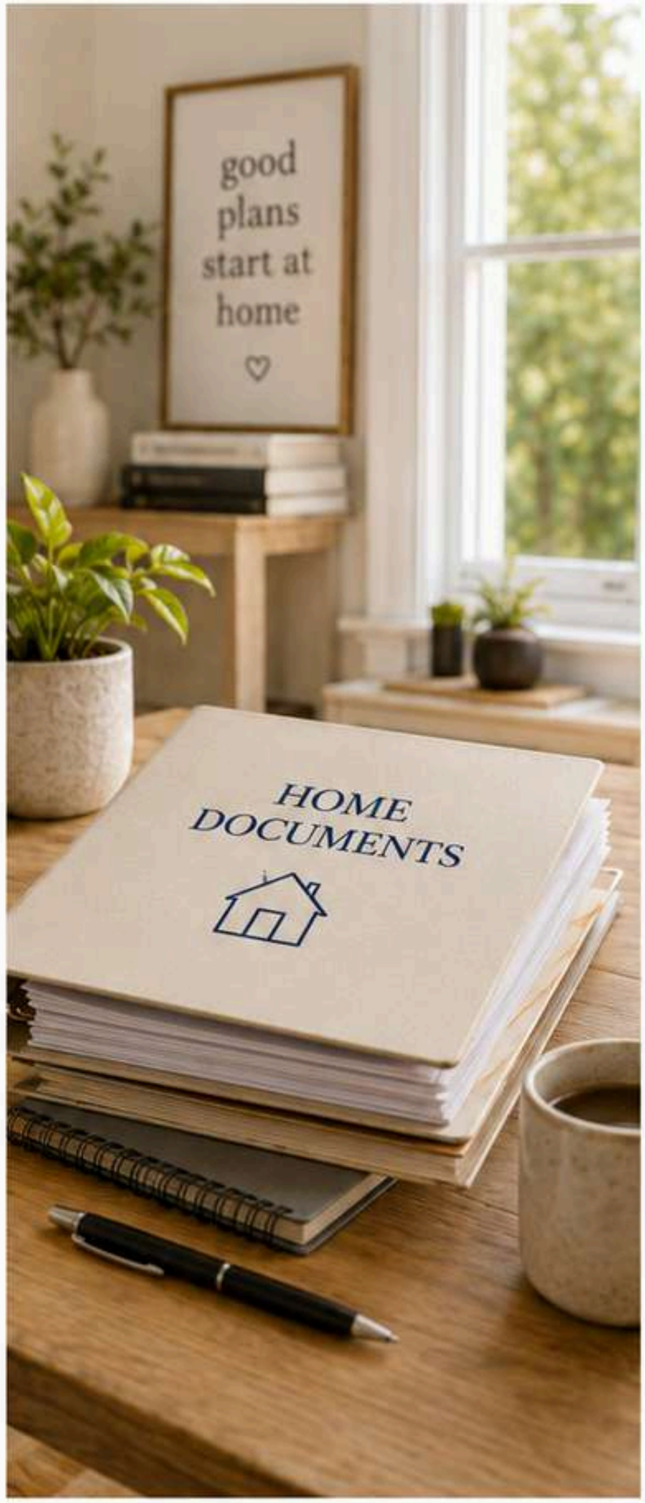
DOCUMENTS TO GATHER

Helpful items to have ready during the selling process.

- [ ] **MORTGAGE INFORMATION & PAYOUT STATEMENT**
  Lender contact info and an updated payoff statement.
- [ ] **UTILITY BILLS & ACCOUNT NUMBERS**
  Recent statements for electricity, gas, water, sewer, trash, and internet/cable.
- [ ] **PROPERTY TAX NOTICE**
  Your most recent tax bill or statement.
- [ ] **HOME WARRANTY OR APPLIANCE WARRANTIES**
  Provide any active home or appliance warranty information.
- [ ] **PERMITS FOR RENOVATIONS OR ADDITIONS**
  Include any permits for major updates or structural changes.
- [ ] **SURVEY OR CONDO DOCUMENTS (IF APPLICABLE)**
  Lot survey, HOA documents, or condo association info if applicable.
- [ ] **KEYS, REMOTES & ALARM CODES**
  Spare keys, garage openers, mailbox keys, and security system codes.
- [ ] **MANUALS FOR MAJOR APPLIANCES**
  User manuals for HVAC, water heater, appliances, and other major systems.
- [ ] **RECEIPTS OR RECORDS FOR IMPORTANT UPGRADES**
  Keep records of improvements that add value to your home.



Being organized helps the sale go more smoothly.

NOTES

Questions, reminders, and thoughts along the way.

Use this space to jot down feedback, questions for your REALTOR®, lawyer reminders, moving tasks, or anything else you want to remember.

HELPFUL PROMPTS

- Showing feedback
- Questions for my lawyer
- Things to finish before possession
- Follow-up items
- People to contact

You're never alone in this process.

We're here to support you every step of the way.

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LOCAL KNOWLEDGE. GLOBAL REACH.

GUIDING YOU HOME.

Selling your home is a big decision, and we're honored you've trusted us to be part of your journey. From our local expertise to the strength of the Coldwell Banker® network, we're here to deliver results and support you every step of the way.

COLDWELL BANKER LOCAL REALTY

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Yourtown, ST 12345

YOUR PHOTO HERE

YOUR REALTOR®

Phone: ____________________

Email: ____________________

Website: ____________________

Let's connect!

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