

DANIEL TERHUNE SELLER'S CHECKLIST

- Find a Real Estate agent that you like and trust
- Figure out where you are going to go to when your house sells.
- Have them do a walkthrough of your home, so that they can point out items you might want to update or take care of before listing
- Find your Title Search and Survey
- If you have a well and/or septic check out Health Dept. requirements for both of them, and locate your last receipt for pumping the tank.
- Declutter your house and get it prepared for pictures.
- Make sure your agent has a professional photographer for pictures (hopefully they are not using their phone).
- Sit down with the agent and go over the paperwork for the listing. You will have forms such as Agency Disclosure, Fair Housing Disclosure, Property Condition Disclosure, Lead Paint Disclosure, Agricultural Disclosure, Gas Well Disclosures, and the Listing Agreement
- Determine who you would like to use for an attorney for the closing. If you do not have an attorney your agent should have a couple of recommendations that they work with.
- Schedule and take pictures - the agent will also have to gather info about your home for the MLS listing.
- When your agent has the listing all done review and give them feedback if anything needs to be adjusted.
- Keep your home in show-ready condition - lots of times, showings could happen out of the blue and you want your home ready.
- Now showings will start. Your agent will get permission from you for showings and give you whatever feedback they get from the showings.
- Review any and all offers with your agent, if there are things you are not sure about, don't be afraid to ask your attorney.
- When you are happy with an offer, accept the offer.
- If there is a home inspection on your house, you might be proposed with some repairs.
- The appraiser (for bank loans) will reach out to your agent to set up an appointment for the appraisal. Have your home in show-ready condition for the appraiser.
- If the appraiser calls out for any repairs, try to make them as quickly as possible as there will have to be a re-inspection before a clear to close can be issued.
- Your attorney will now need copies of your Title search and Survey
- Fill out the Water/Sewer Survey (if applicable) from the County Health Dept., (found on county website or your agent should be able to provide it), send it in with a check for the appropriate amount.
- Your attorney will let you know if they need anything else from you along the way, if they ask for something, provide it in as timely of a manner that is possible.
- When they have everything ready to go and the buyer has a clear to close they will call you in to sign transfer documents
- Arrange with the attorney how you are going to get your check.
- Leave a review for your agent.

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