

PAUL A DECARLO, REALTOR®

◆ 3982 S SHADES CREST RD ◆ HOOVER, AL 35244 ◆
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SELLER'S HOME SELLING CHECKLIST

ITEMS TO ORDER / LOCATE

ITEM	Company	Contact / Phone	When to Order	<input checked="" type="checkbox"/> Date Ordered
Termite Contract			If you do not have one, Now	<input type="checkbox"/>
10 Day Mortgage / HELOC Payoffs			10 Days prior to closing	<input type="checkbox"/>
Title Insurance (Re-issue credit)			Who was original company? Now.	<input type="checkbox"/>
Property Survey			Find your original, Now	<input type="checkbox"/>
Last septic cleaning			Now (If applicable)	<input type="checkbox"/>
Offering a home warranty?			Now (Ask Paul for more info)	<input type="checkbox"/>
Any liens on home to be paid?			Now	<input type="checkbox"/>
Arrange for utilities to be turned off			1 Week prior to closing	<input type="checkbox"/>
Arrange for your Insurance to be cancelled.			1 Week prior to closing	<input type="checkbox"/>

GENERAL TO DO LIST

ITEM	Assigned To:	Contact / Phone	Date Completed
Separate important papers. Don't pack them away. You may need them soon.			<input type="checkbox"/>
If on septic, when was it cleaned last?			<input type="checkbox"/>
When was the last time your fireplace chimney was cleaned? Find paperwork.			<input type="checkbox"/>
Landscape / Clean yard, cut grass, remove debris, plant flowers, etc...			<input type="checkbox"/>
Pack all belongings you do not use regularly and put them into storage	You ☺		<input type="checkbox"/>
Clean interior of home. Baseboards, light fixtures, floors, bathrooms, etc...			<input type="checkbox"/>
Touch up paint / re-paint where needed. Use neutral colors that blend			<input type="checkbox"/>
Replace non-working light bulbs, switches, sockets, electrical issues			<input type="checkbox"/>
Address any safety issues in the home. New batteries in smoke detectors, etc...			<input type="checkbox"/>
Clean siding on home and gutters, re-paint exterior where applicable			<input type="checkbox"/>
Clean garage, arrange everything! Clean under, over, around everything!			<input type="checkbox"/>

***Important Note:** Anything you have attached to your home generally stays with the home upon sale. So, if you plan to keep certain items, **remove them prior to showing your home!** This includes chandeliers, window treatments, special bathroom mirrors, outdoor lighting, doors, etc... The items present when you show your home need to stay when you sell your home! (This excludes pictures.)