CONSUMER-CENTRIC REAL ESTATE GUIDES

Seller Readiness Checklist

Are You Ready to Put Your Home on the Market? · Part 1: Readiness Scorecard

Use this checklist before you commit to a selling strategy. Mark one box for each category, then use the n
what is still missing and who is responsible for it. Bring it to your first conversation with a real estate pro

Ready · Needs Attention · Guidance Needed
One mark per category. Nothing here is scored — it is a picture of where you stand today.

Goals & Priorities Defined

Net proceeds, timing, certainty, convenience — and the order they matter in.

☐ Ready ☐ Needs Attention ☐ Guidance Needed

Notes .....

Representation & Agreements Reviewed

Every agreement read in writing, with fees and services understood before signing.

☐ Ready ☐ Needs Attention ☐ Guidance Needed

Notes .....

Pricing Analysis Completed

Recent comparable sales, current condition, and market direction behind the number.

☐ Ready ☐ Needs Attention ☐ Guidance Needed

Notes .....

Property Condition Addressed

Repairs, disclosures, and any improvements weighed against real buyer value.

☐ Ready ☐ Needs Attention ☐ Guidance Needed

Notes .....

Marketing Plan Reviewed

Photography, distribution, showing access, and a launch strategy for week one.

☐ Ready ☐ Needs Attention ☐ Guidance Needed

Notes .....

Closing Preparation Begun

Payoff statements, title, HOA, moving logistics, and possession planning.

☐ Ready ☐ Needs Attention ☐ Guidance Needed

Notes .....

Any category marked “Needs Attention” or “Guidance Needed” is worth resolving before y
Those are the items that most often cost sellers money, time, or leverage once the home is on the market.

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Seller Readiness Checklist

Part 1 continued · Priorities, documents, and your net-proceeds estimate

My Three Non-Negotiable Priorities

The ones you will not trade away when offers and timelines compete.

1. .....

2. .....

3. .....

Documents Still Needed

- ☐ HOA documents and contact
- ☐ Permits and warranties
- ☐ Title, trust, or estate documents
- ☐ Solar agreement or lease
- ☐ Loan payoff statement
- ☐ Repair records

Part 2 · Estimated Net Proceeds Worksheet

Complete a separate worksheet for each selling option you are comparing.

ITEM	YOUR ESTIMATE
Expected Sale Price	$
Loan Payoff	– $
Listing-Side Compensation	– $
Buyer-Broker Compensation (if any)	– $
Seller Concessions or Repair Credits	– $
HOA Charges or Transfer Fees	– $
Title & Escrow Expenses	– $
Third-Party or Program Fees	– $
Moving Costs	– $
Estimated Net Proceeds	= $

Actual costs are determined at settlement. Request a formal payoff statement close to closing, and update every line as the contract, inspections, and title figures become known.

This worksheet is not a settlement statement, appraisal, tax calculation, legal opinion, or guarantee of proceeds.