



Lauren R. Klein
REALTOR®



REAL ESTATE SERVICES

SELLERS CHECKLIST

Thank you for choosing me to list and sell your property. It is a privilege to work with you, and I look forward to a pleasant and expeditious sale!

Here are a few things to get together before we start the selling process, as well as some helpful tips for a successful sale:

If you have any questions at any time, please don't hesitate to call, email or text. Thank you, again, for the opportunity to be of service. I'm looking forward to working with you.

CHECKLIST

- Have at least one extra key made for your front door (this is for the lockbox that gives other agents and me access).
- If you have a copy of your survey, please have a copy made for your file (or I can make a copy and return your original to you).
- Please make sure to complete the Seller Disclosure and initial the bottom of all nine pages and sign page 8.
- Make a list of any improvements you've made to the property so I can let prospective buyers know (i.e. new kitchen 2010; new roof 2009, etc.).
- Please read my Getting Ready to Sell tips to make your home as marketable as possible, leading to a quicker and higher-priced sale.
- Please keep in mind that it takes about a week to 10 days to get up and running (a sign will be ordered and installed, a lockbox ordered and installed, and marketing materials custom-made and delivered to your home).