



SELLER *workbook*

A SELLER'S GUIDE
TO LISTING
YOUR HOME



CHICAGO TITLE
— SAN ANTONIO —

CHICAGOTITLESA.COM | 210.482.3500

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COMMITTED TO
BRINGING YOU THE
MOST PROFESSIONAL,
INFORMATIVE,
TRUSTWORTHY &
DEDICATED SERVICE
THAT YOU DESERVE.



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SELLER *information*



HOME INFO

ADDRESS:

BEDROOMS:



BATHROOMS:



SQFT:



SPECIAL FEATURES & UPGRADES:

WE WOULD LIKE TO MOVE BECAUSE:

SELLING INFO

PREFERRED SALE DATE:



IDEAL SALE PRICE:



OF YEARS IN HOME:



ARE YOU CURRENT ON YOUR MORTGAGE PAYMENT?

☐

YES

☐

NO

CONTACT INFO

Owner

FIRST NAME:

LAST NAME:

PHONE:

EMAIL:

Co-Owner

FIRST NAME:

LAST NAME:

PHONE:

EMAIL:



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PREPARING YOUR HOME FOR *real estate photos*



EXTERIOR

- ☐ CLEAN UP THE YARD AND LANDSCAPING
- ☐ CLEAR FRONT PORCH AND FRESHEN UP POTTED PLANTS AND ENTRY RUG
- ☐ SWEEP PORCH, DECK, AND PATIO
- ☐ CLEAR ALL VEHICLES FROM DRIVEWAY AND WINDOWS VIEW
- ☐ HIDE ALL LAWN EQUIPMENT, TOOLS, AND GARBAGE RECEPTACLES
- ☐ REMOVE BBQ COVERS
- ☐ ARRANGE PATIO FURNITURE PILLOWS AND COVERS
- ☐ OPEN UP PATIO UMBRELLAS

INTERIOR

- | | |
|--|--|
| ☐ CLEAR AND CLEAN ALL COUNTERS (KITCHEN, BATHROOMS, ETC.) | ☐ OPEN ALL BLINDS AND WINDOW TREATMENTS |
| ☐ CLEAR KITCHEN SINK | ☐ TURN OFF ALL CEILING FANS, TVS, AND COMPUTER MONITORS |
| ☐ REMOVE MAGNETS, PICTURES AND CLUTTER FROM APPLIANCES | ☐ REMOVE UNNECESSARY FLOOR MATS AND RUGS |
| ☐ CLEAR & CLEAN ALL BATHROOM SURFACES (SHOWER & TUB) | ☐ REMOVE ALL PERSONAL PHOTOS, PERSONAL ITEMS, AND LAUNDRY BASKETS INTO CLOSET |
| ☐ REMOVE TOOTHBRUSHES, SOAPS, & DRINKING GLASSES | ☐ MAKE ALL BEDS |
| ☐ CLOSE ALL TOILET LIDS | ☐ TUCK ALL ITEMS UNDER THE BED SECURELY AS NOT TO BE SEEN |
| ☐ TURN ON ALL LIGHTS AND LAMPS THROUGHOUT THE HOUSE | ☐ REMOVE PET ITEMS |
| ☐ REPLACE BURNED OUT LIGHT BULBS | ☐ PUT ALL JACKETS, COATS, PURSES, AND PET ITEMS IN A CLOSET |



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PREPARING YOUR HOME FOR

inspections



EXTERIOR

- ☐ GARAGE DOOR
- ☐ AIR CONDITIONER
- ☐ ROOF
- ☐ WINDOWS & SCREENS
- ☐ PEELING PAINT
- ☐ CRACKED CAULKING
- ☐ SIDING & TRIM
- ☐ DECKS & FENCES
- ☐ DRAINAGE
- ☐ GUTTERS

INTERIOR

- ☐ CEILING FANS
- ☐ LIGHT BULBS & SWITCHES
- ☐ ELECTRICAL
- ☐ PLUMBING
- ☐ SHOWERS/TUBS
- ☐ TOILETS
- ☐ SAFETY DETECTORS
- ☐ STAIRS
- ☐ APPLIANCES
- ☐ WATER HEATER



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WELCOME *Home*



ADDRESS: _____

SERVICE PROVIDERS



CABLE: _____



ELECTRIC: _____



GAS: _____



INTERNET: _____



PHONE: _____



TRASH: _____



WATER/SEWER: _____

AVG. UTILITY COSTS

MONTH	YEAR	AVG. TEMP	ELECTRIC	GAS	WATER/SEWER



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WELCOME *Home*



ADDRESS:



TRASH DAY



POOL CODE



MAIL BOX



GARAGE CODE



SCHOOLS



HELPFUL NEIGHBOR



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