



S E L L E R

workbook

a seller's guide to listing your home

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CHICAGO TITLE<sup>™</sup>  
San Antonio

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BRINGING YOU THE  
MOST PROFESSIONAL,  
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DEDICATED SERVICE  
THAT YOU DESERVE.



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# SELLER *information*

ADDRESS:

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BEDROOMS: 	BATHROOMS: 	SQFT: 
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SPECIAL FEATURES & UPGRADES:

WE WOULD LIKE TO MOVE BECAUSE:

PREFERRED SALE DATE: 	IDEAL SALE PRICE: 	# OF YEARS IN HOME: 
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ARE YOU CURRENT ON YOUR MORTGAGE PAYMENT?

*Owner*

*Co-Owner*

FIRST NAME:

LAST NAME:

PHONE:

EMAIL:

FIRST NAME:

LAST NAME:

PHONE:

EMAIL:

*home info*

*selling info*

*contact info*

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



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# PREPARING YOUR HOME FOR *inspections*

REVIEW THESE ITEMS PRIOR TO 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:

TRASH DAY

POOL CODE

MAIL BOX

GARAGE CODE

SCHOOLS

HELPFUL NEIGHBOR



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