



## HOMEOWNER REVIEW CHECKLIST

Homeowner(s): \_\_\_\_\_ Tel: \_\_\_\_\_

Property: \_\_\_\_\_

### Prepare for appointment:

- ☐ Print property profile
- ☐ Print comps
- ☐ In MLS print A, B, P, S (or you can use CloudCMA in MLS)
- ☐ Print property tax page from county website to check if current
- ☐ Prepare and print Seller's Net Sheet from website
- ☐ Print Listing Checklist from website
- ☐ Prepare and print listing forms in Winforms
- ☐ About me info sheet / ☐ Top 4 / ☐ Proven results flier

- ☐ Introduction
- ☐ Ask what their plans are:
  - ☐ Why selling? \_\_\_\_\_
  - ☐ Will you be ready to sell now or in the near future? \_\_\_\_\_
  - ☐ Ideal timeframe? Target date? When would be the perfect time? \_\_\_\_\_
  - ☐ Where moving to? \_\_\_\_\_
  - ☐ Have you already looked at homes in that area? \_\_\_\_\_
  - ☐ What are they looking for in their new home? \_\_\_\_\_
- ☐ Go over property amenities, improvements, repairs \_\_\_\_\_

- ☐ Review listing package & comparables  
Notes: \_\_\_\_\_

- ☐ Talk about what we will do to get the property sold in their desired timeframe so they can move on with their plans:
  - ☐ In-house sales agents    ☐ MLS    ☐ Internet    ☐ Direct Mail
  - ☐ Full color fliers    ☐ Open houses    ☐ Social Media    ☐ Door knock

- ☐ Talk about For Sale sign placement \_\_\_\_\_
- ☐ Talk about showing details, lockbox placement and copy of key \_\_\_\_\_
- ☐ Sign paperwork
- ☐ Take pictures / video
- ☐ Ask if they have any other questions or concerns
- ☐ Schedule first open house if applicable \_\_\_\_\_
- ☐ Review each other's best method of contacting each other \_\_\_\_\_
- ☐ Get to work on selling property!