

# Pre-Listing Checklist



It is our goal to market, sell and close the sale of your property efficiently, with as few “surprises” as possible. Having the following items (or copies) available will greatly assist us in achieving this goal.

- The most recent survey of the property.
- The title insurance policy.
- The most recent real estate tax bill.
- Information regarding any association including covenants, bylaws & dues as well as the name, telephone number and contact person at the management company
- Information regarding any well agreement or other agreement that may affect the property including copies of documents and names and telephone numbers of contact persons.
- Two keys to the door that will be used to enter the property, as well as other keys that will be necessary to show the property.
- Information about any mortgages/loans secured by the property including names, telephone numbers and addresses of the lenders.
- Seasonal photos that represent the home during various times of the year.
- Please refer to the Recommendations and Interior/Exterior Pre-Marketing Checklist sheets included in this package for additional information about how you can help the process proceed smoothly.