



**BADGER**  
real estate

# Seller's Handbook

***YOUR GUIDE TO A SEAMLESS EXPERIENCE***



# Our Commitment

As your representative, We commit:

## **To Guide You From Start to Sold**

- Research your area and provide an in-depth competitive market analysis that will determine the best listing price for your property
- Recommend repairs and cleaning based on typical buyer preferences
- Provide you with a trusted network of recommendations for all services you'll need during the selling process
- Timely presentation and response to all bids
- Keep your needs in mind as we negotiate the best price and terms on your behalf
- Assist you in making informed decisions to achieve a satisfactory sale

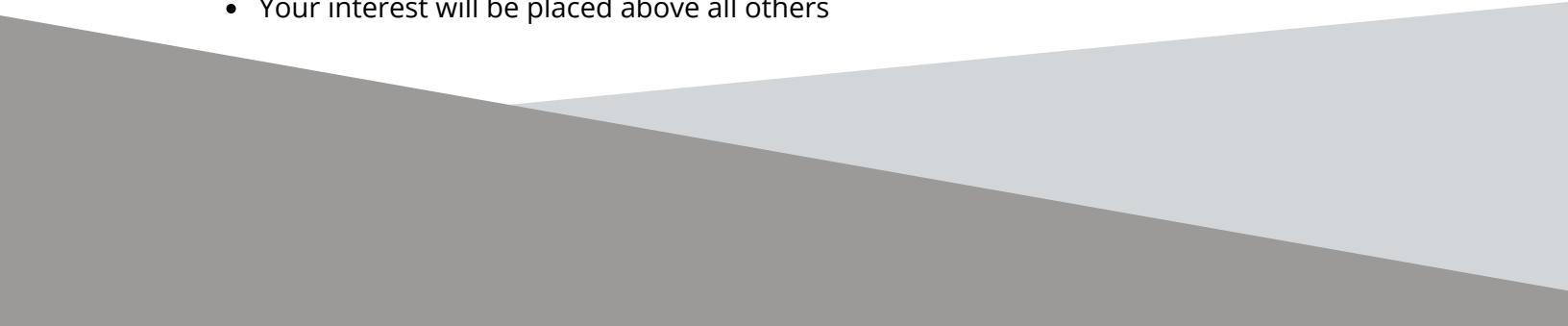
## **To Offer Professional, Reliable Service**

- All representation will be enacted in good faith
- Timely response to emails, texts, and phone calls
- Follow your directions and faithfully represent your concerns
- Adhere to all deadlines and important dates

## **To Be Accountable**

- Record the receipt of Earnest Money Deposit during acceptance of offer
- Obtain and deliver all documents promptly
- Review all settlement documents with you

## **To Prioritize You**

- We will ensure you are fully informed at all times
  - Your information will be kept in the strictest of confidence
  - Your interest will be placed above all others
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# The Inner Workings of Home Selling



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# Listing Outline

## LISTING APPOINTMENT

We will tour your property and provide insights for how to set your sale up for success. We may also discuss initial marketing strategies and we will walk you through the selling process.

## LISTING PAPERWORK/AGREEMENT

Once we've completed the Comparative Market Analysis, we will meet/zoom/call to determine the final list price, discuss your expectations & sign the listing documents that enact the listing contract.

## HOME REPAIRS

After the paperwork is complete, we will make the necessary arrangements to prepare your home for sale. Be prepared to spend money improving your home before it hits the NWMLS, a little improvement can increase offers by \$1,000's!

## HD PHOTOS & 3D TOUR

We're now ready for photography and marketing materials! We will pay for, set up and meet the photographer at your property, be sure your home is ready to photograph including turning on all lights, make beds, clean off all counters etc.

## GO LIVE!

We're ready to go live! Your listing will become accessible to all prospective buyers via Zillow, RedFin, Realtor.com & more. Signage will be installed and all agreed upon marketing materials will be distributed.

## NEGOTIATIONS & AGREEMENT

When an offer is made, we will help you determine the best course of action and respond accordingly until an agreement is reached.

## ESCROW

When mutual is met, Escrow will now take over the transaction. Escrow is a 3rd party which holds the funds before they are transferred to each party. The Listing Agent generally chooses which Escrow is going to be used.

## INSPECTIONS

Your home will likely undergo a series of inspections. We will guide you through any post-contract negotiations required by the inspector's findings.

## LOAN COMMITMENTS

Your property will undergo an appraisal by the lender to ensure the Buyer is not over paying.

## CLOSING PREPARATIONS

We must ensure all lender & Buyer requirements are met before the closing deadline. We will provide any remaining documents to Escrow and Escrow will schedule the official closing appointment. Both Escrow and Badger RE will review the final figures before the appointment. There will likely be a final walkthrough by the Buyer 24 hours before the closing.

## CLOSING

During the appointment, the Escrow Officer will determine what fees are owed by whom and prepare your final closing documents. Part of conducting the closing will also involve ensuring all fees are paid, the seller receives the money owed, and that the Buyer's title is recorded.

# Under Contract Detailed Steps

1. Write up Offer
2. Contract Negotiated
3. Contract Accepted
4. Contract sent to Lender & Escrow Company
5. Earnest Money Deposited
6. Buyer's Inspection period
7. Negotiation of Inspection
8. Appraisal Ordered
9. Receive Escrow Packet—Return ASAP (Possible ID affidavit requested)
10. Appraisal takes place-possible conditions
11. Document go to Lender for Underwriting
12. Lender may request additional verification of documentation
13. Final conditions from Underwriter i.e. bank statements, proof of employment
14. Final walk through/re-inspection
15. Final Approval from Underwriter/possible final conditions
16. Documents drawn by lender & sent to Escrow
17. Escrow works up your documents
18. Signing Appointment set by Escrow-expect a call
19. Signings by Seller & Buyers-separate appointments
20. Escrow sends Lender final signed documents
21. Lender Releases Funds
22. Recording of new owner at County
23. Transfer of Title from Seller to Buyer
24. Property is Closed
25. Keys delivered to Buyer!



## SELLING A CONDO OR TOWNHOME?

There may be restrictions or policies to govern the sale of your property, so be sure to check in with your HOA or condo bylaws. If you have any relevant information from your HOA, such as assessments, certifications, or covenants, be sure to include those in case your buyer requests them. **In WA State, a "resale certificate" is mandatory to sell a condo/townhouse.**

The "resale certificate" can be ordered through your HOA but may take a couple weeks. This should be ordered ASAP to avoid any breaches of contract dates. There is a fee the HOA will charge.

Badger RE will guide you through the ordering process and can assist in ordering if necessary.

# Be Prepared For Showings

## FIRST IMPRESSIONS MATTER

We want your property to stand out!

### AN INVITING EXTERIOR

**Curb appeal is crucial.** Be sure to keep your lawn neat and tidy, weed-free, and water it regularly. You might also consider planting a garden if you don't have one already. But, if you do, be sure to maintain it, and trim and shrubs or bushes so they don't become unruly.

**Clean the exterior of the home;** pressure wash the siding and clean out the gutters. If you need assistance, we have a maintenance team available for hire.

**Inspect the exterior for damage.** Complete any exterior repairs that detract from the appeal - crooked gutters, uneven pathways, loose siding, missing shingles, chipped paint, peeling caulking, or crumbling steps. Remember to reseal the driveway, if needed.

**Refresh your front door with a new coat of paint!** A wreath and a new mat would help make it look more inviting, too.

*Be sure to keep the inside of the home at a comfortable temperature, we want people to be comfortable when viewing!*



### AN INVITING INTERIOR

**Staging.** If your home will be vacant, we highly recommend a staging company to accent the spaces of the home. Staged homes are more likely to sell 7 times faster than non-staged homes, wow!

**Declutter & Organized.** Your space will appear bigger and it will help prospective buyers envision their belongings in the home. Disorganized closets and storage rooms will make it difficult for buyers to determine if the storage space will suit their needs.

**It should sparkle!** Maintain the cleanliness of all spaces, from top to bottom, throughout the selling period. Consider hiring professional cleaners or renting a carpet cleaner.

**Inspect the interior for damage and complete repairs.** Cracks, water damage, leaks, holes, damaged windows, peeling wallpaper, and stains should all be taken care of before buyers have access to view your home.

**Refresh your paint!** Work with neutral tones to appeal to a wide range of buyers. If you're thinking of replacing any flooring, the same suggestion applies.

**Neutralize any bad odors.** You don't need to bake cookies before every showing, but your space should smell welcoming.

*If your spaces are open and connected, tie them together with accent items. For example, a set of yellow throw pillows in the living room would be nicely accented by a bowl of citrus in the kitchen.*



## **BE SHOW READY *EVERY DAY***

- Wipe down all surfaces in your bathroom and kitchen daily. All towels should match, and be clean and tidy.
- Make sure all beds are made before you leave.
- Leave all blinds and curtains open.
- Vacuum, sweep, and dust.
- Ensure there are no lingering odors — including cleaners and air fresheners.
- Leave the thermostat at a comfortable temperature.
- Leave all dining chairs pushed in, throws and pillows should be straight aesthetically positioned.



# The Art of Negotiation

As Buyers begin to take notice of your property, it's important to keep a few things in mind:

## **DISCLOSE, DISCLOSE, DISCLOSE**

Disclose everything. Share all known defects about your home. This is accomplished on Form 17 that needs to be complete prior to listing your home.

## **RESPECT YOUR PRIORITIES AND THEIRS**

You have to look out for yourself but it's important to understand that your buyer may be nervous! They are considering their future in your property and may ask a lot of questions to try and avoid as many unknowns as possible.

## **ASK YOUR OWN QUESTIONS**

Question any terminology you don't understand. Escrow and Badger RE are here to represent your best interests, so if you have any questions about your contract, from dollars to verbiage, do not hesitate to ask.

## **AVOID DELAYED RESPONSES**

If you don't reply promptly to requests, bids, or counter offers, you could risk losing your buyer.

## **SPLIT COSTS**

Don't get hung up about trivial costs and expenses. It's better to compromise and keep moving.

## **BREATHE**

Negotiations can be difficult. Don't let a tense situation get the better of you.



# Under Contract

When all the puzzle pieces fall into place, accept the offer if it feels right!  
Here's a snapshot of the next steps in the selling process:

## UNDER CONTRACT

***Congratulations!*** This is the first big step in selling your home. But now we begin the under contract process, so get out your date book. Over the next 30-60 days, you'll see a host of deadlines for things like inspection, appraisal, title deadlines, and more! It's important you don't miss any of these deadlines or you could risk breaching the contract.

Badger RE will send you a detailed "important dates" outline so that you do not miss any dates.

## INSPECTION

The biggest impact on your sales contract is the inspection. Your

Buyer will contract a home inspector to closely review the condition of your home. You will be asked to leave for the agreed upon time for the inspection.

The duration depends on the size of your home, but these can typically last for 1 to 4 hours.

Following the inspection, you may receive a counter bid on the sale contract if the inspector finds anything that needs to be repaired or replaced. You may choose which issues to address, by either making repairs or offering a reduction to the price at your discretion. Any issues that affect health and safety should be considered priority.

## APPRAISAL

Separately from the inspection, the buyer will likely also need an appraisal in order to secure their mortgage. This is for the lender's piece of mind, ensure that we're not listing the home for more than it's actually worth. Whether the result comes in at value or not, we will assist you in making the right moves if action is required. Once the appraisal process is completed, the loan conditions deadline moves us one step closer to closing.



# Closing Thoughts

## **YOUR CLOSING CHECKLIST:**

- A signing appointment will be scheduled by Escrow. Bring your valid, government-issued.
- Be sure Escrow has your bank account information to where you would like your net proceeds deposited. They can also issue a check.
- Obtain any outstanding documents required by title company or lender.

## **THE FINAL CLOSING PROCESS**

By reviewing your contract of sale, the Escrow Officer will be able to determine what fees are owed by whom and prepare your final closing documents. Part of conducting the closing will also involve ensuring all fees are paid, the seller receives the money owed, and that the Buyer's title is recorded.

## **THE COSTS OF CLOSING**

Both the Buyer and Seller will incur various fees over the course of the sale. For the Seller, these fees typically include:

- Mortgage discharge or prepayment, if required
- Unpaid taxes, fines, or claims against your property
- Unpaid survey or assessment fees
- Title Fees
- Real Estate Commission
- Escrow fees - Check with Escrow for Seller fees in WA State.

## **POST-CLOSE REMINDERS**

Keep all your closing documents and all receipts for home improvements for your previous property.

# Closing Terminology

**APPRAISED VALUE** - an opinion of the value of a property at a given time, based on facts regarding the location, improvements, etc. of the property and surroundings

**LOAN APPLICATION FEE** - paid to lender at time of application; cost varies by lender

**CREDIT REPORT** - a report on the past ability of a loan applicant to pay installment payments

**POINT** - 1% of loan amount

**ORIGINATION FEE** - fee buyer pays lender to originate new loan

**LOAN DISCOUNT** - points lender charges; may be paid by either buyer or seller on conventional loans; number of points fluctuates with mortgage money market

**PHOTOS** - charged by lender for photographing property

**TAX CERTIFICATE** - certificates issued by taxing authorities showing the current years taxes and the last year that taxes were paid

**MORTGAGEE'S TITLE POLICY** - required by lender to ensure that lender has a valid lien; does not protect the buyer

**OWNER'S TITLE POLICY** - insures that buyer has title to property

**ESCROW FEE** - charged by the title company to service transaction and to escrow money and documents; amount varies with company; usually split between buyer and seller

**RESTRICTIONS** - certified copy of deed restrictions required by lender

**TAX PRORATION** - seller credits buyer taxes from January 1st to closing

**DOCUMENT PREPARATION** - fee charged for preparing legal documents for transaction

**SURVEY** - confirms lot size and any encroachments and easements or restriction violations

**INSPECTIONS** - an examination of property for various reasons such as termite inspection; inspection to see if required repairs were made before funds are received, etc.

**REAL ESTATE FEES** - an amount paid to real estate broker as compensation for their services

**PRIVATE MORTGAGE INSURANCE** - insurance against a loss by a lender in the event of default by a borrower (mortgagor)

**RECORDING FEES** - charged by County Clerk to record documents in the public records

**HOMEOWNER'S INSURANCE** - protects property and contents in case of loss; must be for at least loan amount or for 80% of the value of the improvements, whichever is greater

**ESCROW ACCOUNT** - funds held by lender for payment of taxes, maintenance and insurance when due

**MAINTENANCE FEE** - charged by home owners association as set out in subdivision restrictions

**ASSUMPTION TRANSFER FEE** - fee assessed by lender to buyer to assume present loan

**AMORTIZATION SCHEDULE** - schedule showing principal and interest payments throughout the life of the loan

**PREPAYMENT PENALTY** - charged by lender for premature payment of conventional loan balance, payment of taxes, maintenance and insurance when due



*Congratulations!*

**SELLING YOUR HOME IS A MAJOR UNDERTAKING.**

**YOU ARE ONE STEP CLOSER TO SELLING!**

AS YOUR REAL ESTATE AGENTS, YOUR BEST INTEREST IS AT THE HEART OF WHAT WE DO. YOU CAN TRUST BADGER RE TO REPRESENT YOU AND GUIDE YOU THROUGH THIS PROCESS SO YOU CAN HAVE A SEAMLESS EXPERIENCE .



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