

ULTIMATE HOME

SEATTLE'S GUIDE



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HOW WE WILL SERVE YOUR BEST INTEREST

We are Keith and Sheila, a husband-and-wife REALTOR® team. When it comes to selling your home, you need an experienced realtor team who will always fight for your best interest. Keith & Sheila have 12+ years' experience as a top producing spouse team having closed almost 300 transactions. We work every deal together, so you get two professionals working on your behalf.

Before becoming a professional real estate agent in 2012, Keith was a professional home inspector for 13 years and inspected almost 4,000 homes, commercial buildings, hotels, and apartment buildings.

Keith has also been an IRC licensed general contractor, having renovated and remodeled over 100 homes (mostly historical homes) from 2006-2020. We have a deep understanding of home construction, home maintenance, and cost of ownership that allows us to serve you with a high level of knowledge, insight, and experience.

Sheila has been a licensed real estate professional since 2012 and was an elementary grade school teacher for 11 years, which enabled her to connect with clients in an engaging and comforting way.

Keith & Sheila are committed to ensuring YOU have the best possible experience, we serve, educate, and empower you in the process of selling your home, so you to make the best decision for your family, future, and finances.

When you choose Keith & Sheila to help you sell your home, you are working with two empathetic, knowledgeable, experienced, and motivated professionals who will provide you with exceptional real estate service. We've been in your shoes! We are people first and realtor's second, we know what it's like to be intimidated by the questions, terminology, and complexities that surround real estate. However, we now have professional insight, knowledge, and experience, and we want to give you the service you deserve!

Essentially, we'll treat you how we wished our past realtors would have treated us. When you choose us, you'll get extraordinary, authentic service, including:

- Honest, straightforward answers to your questions
- Innovative, technology-driven marketing that maximizes your home's exposure.
- Professional, polite service, promptness, passion, experience, and dedicated passion, and experience
- Strong negotiation skills w/ 25+ years combined experience in housing marketing knowledge.
- Exceptional support from listing to closing.
- We're your real estate advocates, and we will always value your interest over making a commission.

We Are Veteran Advocates - Keith is an U.S. Army Veteran with MPR, CMR®, and CMRS designations and certifications. We are proud to serve our military and fellow veterans. We are familiar with the PCSing process and will work with you closely to best serve your needs. We are very knowledgeable about VA Loans and have the best lender partners in the industry ready to serve your best interest!

Driven & guided by our faith, we are committed to providing you with an exceptional real estate experience!




Texas Home Seller Roadmap

1. Schedule a Seller Consultation

Meet with us (in person, phone, Zoom, or Facetime) to discuss your selling goals, timeline, pricing expectations, and property condition. We'll review market data, your home's unique features, and map out a custom plan to get your property sold quickly and for top dollar.


2. Prepare Your Home for the Market

First impressions matter. We'll guide you through essential pre-listing steps like decluttering, deep cleaning, minor repairs, staging, and curb-appeal improvements to make your home stand out online and in person.  **Pro Tip:** Homes that are professionally photographed & marketed sell faster and for more money.

3. Set the Right Price


We'll complete a Comparative Market Analysis (CMA) to help you price your home competitively based on recent sales, market trends, and buyer demand. Pricing correctly from the start is one of the most critical steps in a successful sale.

4. Launch a Strategic Marketing Plan

Once your home is show-ready, we launch a multi-channel marketing campaign including professional photography, drone video, targeted social media ads, MLS syndication, print media, neighbor post cards, and more — designed to reach the right buyers fast.  **Seller Tip:** Begin gathering key documents early — such as HOA details, warranties, utility info, and repair receipts — to keep the process smooth.

5. Go Live & Schedule Showings

Your home goes live on the MLS and major real estate platforms. We'll coordinate showings, open houses, and private tours while keeping you updated on buyer feedback and interest.

 **Tip:** Flexibility with showing times increases buyer traffic and improves your odds of receiving strong offers.

6. Review Offers & Negotiate Terms

When offers come in, we'll carefully review each one together — evaluating not just price, but contingencies, financing, closing timelines, and buyer strength. We'll negotiate skillfully to secure the best possible deal for you.

Texas Home Seller Roadmap - Page 2

7. Under Contract & Option Period (Texas Only)

Once you accept an offer, the buyer typically pays an option fee for the right to cancel within a negotiated timeframe (usually 5–10 days). During this period, they'll conduct inspections and request any repairs or credits. ✅ We'll advise you on which repair requests are reasonable and help negotiate terms that protect your bottom line.

8. Appraisal & Buyer Financing

If the buyer is financing the purchase, their lender will order an appraisal. If the appraised value is lower than the contract price, we'll help navigate solutions such as price adjustments, concessions, or appraisal gap strategies.

9. Title Work & Closing Preparation

The title company will conduct a title search, clear any liens, and prepare final documents. We'll ensure all paperwork, disclosures, and contractual obligations are handled correctly and on time.

10. Final Walk-Through

Just before closing, the buyer will conduct a final walk-through to verify the home's condition and that all agreed-upon repairs have been completed. We'll help you prepare and address any last-minute concerns.

11. Closing & Funding

At closing, you'll sign the necessary documents, transfer the deed, and hand over the keys. Once the buyer's lender funds the loan and the transaction is recorded, your proceeds are disbursed - Usually same day if closing before 2pm. ✅ Bring a valid ID (driver's license, state ID, or passport) to closing.

12. Celebrate Your Successful Sale 🎉

Congratulations—your home is officially sold! Whether you're moving up, downsizing, or relocating, we'll be here every step of the way to ensure your next chapter begins smoothly.

THE 5 BIG SELLING TRUTHS

1. THE HOMES PRICE The real estate market ultimately determines the price a home sells for based on the home's location, condition, schools, curb appeal, upgrades, home inventory, neighborhood, and other market factors.

2. MARKETING & EXPOSURE We get your home maximum exposure by marketing to all agents through our membership to both the San Antonio & Central Texas MLS's, by direct marketing through organic and paid ads on Facebook, Instagram, YouTube, and LinkedIn, Direct email to our 13,000+ local agent network, and exposure on Zillow, Trulia, Homes.com, REALTOR.com, and many more.

3. SALE TERMS All terms on the sale of your home are negotiable. We are experts in negotiating. We know how to get you the maximum sales price and fastest closing.

4. HOME CONDITION The condition of the home is crucial to getting a top dollar for the property. **Only YOU can decide the condition of your home.**

5. LOCATION You cannot change where your home is located. However, you can change the curb appeal, condition, show ability, etc... of your home. Make sure your home shows the best it possibly can.



THE 4 PILLARS OF MARKETING

1. In-Home Activation When it comes to marketing your property, your home is the epicenter around which all other efforts revolve — the core of the campaign. At the In-Home Activation level, your Local Expert's property promotion tactics will include takeaway flyers with photos of your home and their direct contact information, as well as an eye-catching yard sign to draw potential buyers in as they drive or walk by your home.



2. Neighborhood Canvass Taking the campaign beyond your front door, it's time to let your neighbors know your home is on the market. By posting flyers on community boards, putting outdoor hangers, and connecting to potential buyers with handwritten thank you cards, the Neighborhood Canvass tier of your Local Expert's marketing campaign can tap individuals looking to stay in the area but searching for a new home, as well as those whose friends or family want to move to your neighborhood.



3. Direct Mail With direct mail marketing, your HomeValue.com local expert can target people in strategic areas around your property using full-color mailers featuring interior and exterior photos of your house. This pillar of our Active Marketing Plan builds recognition through repetition by bringing your listing directly to the mailboxes of potential buyers who may have seen your yard sign or a flyer at a local coffee shop. With a “Just Listed” headline, your postcards work to create a sense of urgency, letting hopeful buyers in your area know your home could be theirs right now.



4. Digital Marketing Your Active Marketing Plan also works to reach buyers by digital billboards, online, displaying ads for your home on top news sites, social media platforms, and other high-profile pages, not just real estate websites, expanding the reach for potential buyers even further. We use our footprint on Facebook, Instagram, LinkedIn, YouTube, and other social media platforms to share your home with potential buyers.



PILLAR #1 - IN HOME ACTIVATION

Our Neighborhood Report is a must-have as part of our Listing Power Tools arsenal. These detailed reports show an array of nearby businesses and professional services prospective buyers will want to know, all within a 5-mile radius of the listing.

Locations shown on your Neighborhood Report include:

- Restaurants, categorized by cuisine type.
- Gas stations & grocery stores.
- Hospitals & pharmacies.
- Schools & libraries.
- Gyms, dry cleaning services & even movie theaters.



Highly customizable, you can include up to four images of your listing in addition to:

- The listing's location.
- Your dedicated text number & ID code.
- Your photo & additional contact information.

WHAT'S NEARBY?

- RESTAURANT 0.5 MI
- GAS STATION 1.2 MI
- GROCERY STORE 1.5 MI
- HOSPITAL 2.1 MI
- SCHOOL 2.5 MI
- LIBRARY 3.0 MI
- GYM 3.5 MI
- DRY CLEANING 4.0 MI
- MOVIE THEATRE 4.5 MI

RESTAURANTS IN THE AREA

NAME	TYPE	ADDRESS	PHONE
RESTAURANT	ITALIAN	1234 MAIN ST	555-1234
RESTAURANT	AMERICAN	5678 MAIN ST	555-5678
RESTAURANT	MEXICAN	9012 MAIN ST	555-9012
RESTAURANT	INDIAN	3456 MAIN ST	555-3456
RESTAURANT	CHINESE	7890 MAIN ST	555-7890

WHERE DID WE EAT?

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For Sale

123 Sam Pl E
Maitland, FL 32751

TEXT 863-777-4801 WITH MESSAGE 1001
For more information and photos

FOR PRICE, PHOTOS AND PROPERTY DETAILS:
CALL OR TEXT 863-777-4801 WITH MESSAGE 1006

For Sale, photos and property details:
TEXT 863-777-4801 WITH MESSAGE 1001

Text for:
Francine Ridgeway
Broker
863-777-4801
526-964-7180

PILLAR #2 - NEIGHBORHOOD CANVASS

Taking the campaign beyond your front door, it's time to let your neighbors know your home is on the market. By posting flyers on community boards, putting outdoor hangers, and connecting to potential buyers with handwritten thank you cards, the Neighborhood Canvass tier of your Local Expert's marketing campaign can tap individuals looking to stay in the area but searching for a new home, as well as those whose friends or family want to move to your neighborhood.



Large Flyer



Thank You Card



Door Hanger



Folding Business Card

PILLAR #3 - DIRECT MAIL

With direct mail marketing, your HomeValue.com local expert can target people in strategic areas around your property using full-color mailers featuring interior and exterior photos of your house. This pillar of our Active Marketing Plan builds recognition through repetition by bringing your listing directly to the mailboxes of potential buyers who may have seen your yard sign or a flyer at a local coffee shop. With a “Just Listed” headline, your postcards work to create a sense of urgency, letting hopeful buyers in your area know your home could be theirs right now



Postcard



Small Flyer



Business Card

PILLAR #4 - DIGITAL MARKETING

INTERNET & DIGITAL BILLBOARD MARKETING

Real estate related searches on Google.com have grown 253% in the past few years. Your listing will be featured its own website. Our YouTube page has over 2500 subscribers, Facebook business page has about 3,000 followers and our LinkedIn account has about 5,000 connections. These pages will show photos, a video tour, give pricing and specs, give Google map location, and provide enticing information about your home. We have learned the most effective methods to purchase marketing ads on social media.



AMAZING PROFESSIONAL PHOTOGRAPHY

We hire only seasoned professional photographers who employ HDR photography that utilizes three exposures of each shot that are blended to make each photo amazing and show your property in the best light possible.



DRONE PHOTOGRAPHY & VIDEO

We use aerial drone photography & video footage on all our listings to give a unique perspective of your home and property.



MLS's & SYNDICATED SITES

Real estate related searches on Google.com have grown 253% over the past few years. *Your listing will be featured on our website as well as have its own personal page within the site.* Your dedicated site will show photos and a virtual video tour, give pricing and specs, give Google map location, school information, and provide an enticing written description.

Multiple Listing Service (MLS) – We pay to be members of both the San Antonio MLS and the Central Texas MLS. Listing on both MLS's will maximize your homes exposure to all the agents and buyers in the area.



SYNDICATED REALTY WEBSITE – We pay to be on syndicated real estate websites like Realtor.com, Zillow, Trulia, Hot Pads, Yahoo Homes, RedFin, and many more. (Over 100 sites)



MILITARY & VETERAN ADVOCATES – We are Veteran advocates. Keith is an Army veteran, and it is our honor to serve our active duty, retired & military veterans. We love to serve those who have served us!

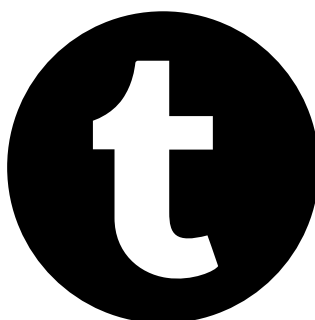
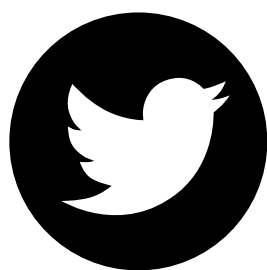


SOCIAL MEDIA MARKETING

Since 2005 social networking is the fastest growing online activity with a 712% increase. We use organic and paid advertising on Facebook, Instagram, YouTube, and LinkedIn advertising for every listing we represent.

These advertisements are promoted to a designated target audience, regardless of their association with our company, business page, or if they are our “friends”

. BELOW ARE SOME OF THE SOCIAL MEDIA WE ADVERTISE WITH



YARD SIGNS AND SIGN RIDERS

YARD SIGNS - After viewing a home on the internet 76% of buyers drive by the property to view the neighborhood and the curb appeal of the home. We have large professional For Sale signs, and **instant information rider** sign with easy to use “text for more information” on the sign.

If they would prefer not to call us, they have the ability to text a code to a number, and receive a page full of information, including pictures, video, and other information regarding your property.



OPEN HOUSE MARKETING & EXPOSURE

We persuade potential buyers and agents to come see your house by providing an Open House on a designated date and time. Potential Buyers and Agents are much more likely to remember your home after they have seen it in person.

If allowable by law, based on the city you live in, we will also put-up arrow signs on the path towards your house to better drive traffic to the property for your Open House.



OUR PROMISE TO YOU

- **Advocates** - We will always put your best interest before making money.
- **Professionalism** – We will always be professional.
- **Communication** – We will always keep you informed of the progress of your listing.
- **Integrity** – We will serve you with integrity “We Treat Others the Way We Want To Be Treated”.
- **Knowledge** – We will be experts in our craft, or we will find the expert to help us.
- **Exceptionalism** – We will do our best to serve you with the best service in the industry.
- **Work Ethic**– We will work hard and smart to help you meet your real estate goals.
- **Honesty** – We will tell you the truth no matter what. To always tell you the truth. If you ask a question, we will tell you our honest opinion or the facts as we know them.
- **Negotiate** - To fight tooth and nail to get you the biggest return on your investment.



- **To tell you what you NEED to hear**, not necessarily what you want to hear. To never force you into a deal - but please take our professional opinion seriously as we have your best interest in mind.
- **To LISTEN to you.**
- **To return your call quickly** if we miss your call. You will always get a return call as soon as we are available.
- **To be with you** through every step of the sale including the dreaded “where do we go from here” stage of your listing.
- **To give you our full attention** during meetings (i.e. not taking phone calls, etc.)
- **To not abandon you** after the sale is complete. We are your lifelong real estate professionals and will be there whenever you need us.

YOUR COMMITMENT TO US

- **To read this sellers guide** and know what to expect in this process.
- **To understand** that this could be a very fast paced or drawn-out process, depending on the location of your home, price range, and the current market conditions at the time your house is listed for sale.
- **To NOT panic.** We know this is stressful, but we are professionals who deal with this every day.
- To trust us and understand that we have your best interest in mind.
- **To LISTEN to us.** We know you love your home, and we do too, but our job is to get you the most money in the shortest period of time, and this can only happen if you trust our experience, knowledge, and expertise.
- **To keep your home clean and neat during showings.** Please do not turn down a showing unless it is absolutely necessary. Always give the potential buyer another time or day.
- **To make us aware of any defects your home has,** including previous damage that has since been repaired. (By State Law, you **MUST** disclose any damage, repairs or non-functioning systems/items in the seller's disclosure)
- **To ask us any questions** you may have at any stage of this process.
- You may have been through this process, but it may have been years since you last sold a home or it was in another state (each state has different laws), so **PLEASE** don't feel embarrassed, if you don't understand anything, always **ASK US** :)



INSIDE YOUR HOME PREPARATION

- **Go through your home and de-clutter.** This means packing up about 30% of your stuff. Only 5% of buyers can see past clutter so this step is extraordinarily important. It may be best to rent a pod or storage unit for the time being. Packing up 30% of your decor and then placing it in the closet or storage areas is ineffective as the buyers want to see how large these spaces are.
- **If your closets are cluttered,** take some storage bins and remove as much as possible, including items that are currently not in season.
- **Evaluate the furniture** in each room and either move or remove anything that interrupts the flow of the room or makes the room appear smaller.
- **Have carpets cleaned and hardwood floors/tile scrubbed.** If carpet cleaning doesn't remove stains, it would be advisable to consult a rug company about removing pieces of carpet, or replacing the whole thing entirely.
- **If you have electric or brightly colored walls,** consider repainting them and toning the color down. Each color palette has more neutral shades, so try sticking with those, remember we want people to see the space, not your decorating or paint choices. NEVER repaint the rooms white though, this can make the room feel cold. Repainting a room may be a tedious task, but you will be surprised how much better a room looks with a fresh coat of paint.
- **Replace any light bulbs that have burnt out,** even in those hard-to-reach recessed lighting fixtures.
- **Remove any odors in the home,** this may mean throwing them out and/or replacing rugs. Pet, smoke, and dirty laundry odors are a major factor in the stagnation of a home's listing.
- **Deep clean the whole home.** You would be surprised by the number of buyers who notice that cobweb in the corner of your closet.
- **Make sure shower/tub are spotless.** If the tub is old and stained, consider having the tub repainted to make the bathroom seem newer.
- **If you have old cabinetry,** consider repainting or staining them for a fresh new look.

OUTSIDE YOUR HOME PREPARATION

- **Spruce up** the lawn by cutting, trimming, weeding and removing all yard clutter.
- If your yard isn't the envy of any neighbor, then consider how you can make your yard look inviting and pleasing.
- **Add fresh colorful flowers** to your flower beds, especially around the front door. Weed and apply fresh mulch to flower beds.
- **Apply fresh paint** to wooden fences, doors, and shutters. A fresh coat of paint will do wonders since the current colors have faded from weathering.
- **Power wash** home's exterior, driveway, walkway, patio and deck. Dirty concrete makes the buyer question the age of the structure.
- **Buy a new classy welcome mat.** Don't purchase the latest Mickey Mouse welcome mat because your child loves it, make sure it is neutral and attractive to all potential buyers.
- **Place potted flowers** near the front door, this draws the eyes towards the entrance, almost welcoming them inside.
- **Clean windows** inside and out – make them sparkle.
- **Make sure your house numbers** are easy to see and consider getting new ones if it would improve the look from the street.
- **If you have Flag** outside, consider getting a new one if its old or has the potential for being offensive to some buyers.
- **Make sure all sidewalks stay swept** and the yard stays clear of debris, this means after a storm you may need to pick up branches that have fallen or turn back over the pot that didn't withstand the wind.
- **Have your insurance company** send out an adjuster to check the condition of your roof. If your roof has wind or hail damage, we want to know before we get your home under contract.

As you look at your home, always look at it from the eye of a buyer and make the changes as needed.

THE HOME SELLING PROCESS 1.0

WHO SHOWS YOUR HOME While we will be showing your home, most times, it will be another agent showing your home to potential buyers. Each agent has their own Supra Box key, and when they trigger the box to release the key we get an email with all their information, including time of entry — this is a safety feature for you as the seller.

WE NEVER USE A COMBO BOX ON OUR CLIENTS OCCUPIED HOME, it is dangerous for you the homeowner and is unacceptable!

WHAT TO EXPECT If your home is in a central location, and competitively priced, you will need to expect a lot of showing. Inventory is down and sales are up, which means your home will possibly be shown numerous times within a few weeks. We want you to understand this upfront, so you are not blindsided later.

We always ask that agents give us reasonable notice when setting up a showing. In more than one occasion we have had the buyer who purchased the house call and set up a showing less than 2 hours prior to the time they would like to see it. With all this said, it is advised that you try and keep your house as clean and tidy as possible, this includes making the beds and keeping dishes out of the sink.

GAINING FEEDBACK Feedback is a crucial part to understanding what buyers think of your home. If you have an email address, we will set you up with an automatic feedback system.

This system will automatically email the showing agent and ask them to answer a variety of questions including rate the exterior, rate the interior, what do you think of the price, is your client considering another showing, is your client considering making an offer, and finally, what additional information the agent has for us.

As soon as the agent responds, the information will be sent to your email as well as ours.

THE HOME SELLING PROCESS 1.1

STAGNAT OR COLD LISTINGS

Stagnated listings are a home sellers' worst scenario! The longer a home sits, the more the value can decrease. Stagnated listing can result from a number of circumstances. More often than not, a stagnated listing is due to the listings being overpriced. The threat of stagnation is why it is especially important to listen to us and set a competitive price right from the beginning. If, for some terrible reason, your home does begin to appear to be stagnating, we will meet with you ASAP to go over the options. If you price your property competitively from the beginning based on actual comparable homes sold, the market demand will raise the price. We have sold over 275+ homes, trust us. :)

RECEIVING AN OFFER

Experience has taught us your first few offers can many times be your best. If this offer isn't what you want, you need to at least counter as this buyer who is obviously eager. When you receive a contract, do not panic over the price offered or closing cost requested. Both numbers are a starting point for negotiation.

Don't ever feel "offended" by anyone's offer. They are offering a lower price to see how much they can get out of you and that isn't necessarily a true indicator of how much they are willing to pay for your home. Depending on the market conditions, you may need to pay part or all the buyer's closing cost. In a buyers' market, often a buyer will raise their offer just to get the seller to pay their closing cost.

Buyers usually have closing costs between 4%-6% of the contracted price. This is the money they will have to bring to the table at closing. Some buyers will ask the seller to cover some or all their closing cost. This is all part of the negotiation process; we will walk you through the process, so you know your options and the ramifications of how different deals affect the bottom line.

THE HOME SELLING PROCESS 1.2

NEGOTIATION PROCESS

Often a contract is not accepted as is and the offer goes into a negotiation period. This is where the real estate agents will attempt to come to a compromise that suits both the seller and the buyer. Each agent will need to receive permission from their clients to proceed with verbal negotiation.

If the negotiation is done verbally, and both parties have come to an agreement, then the changes will be made, and both the buyer and seller will then need to initial changes and sign the contract to make the contract legally binding and executed.

Be advised though, a contract is not EXECUTED until all parties have initialed, signed and only then is the contract executed. Contracts can be signed digitally through Digital Ink or Dotloop through an email account or in person by ink signatures.



EXECUTED CONTRACT

An EXECUTED CONTRACT means you and your family no longer have to make the beds every morning if you don't want to! We will be sending the executed contract to you and the title company. The title company will be in touch with you to get your detailed seller information.

The title company only gets paid if you close, so they will make sure you close properly. Also, please keep in mind that you may have to pay your own closing cost such as title insurance policy for the buyer, your escrow fee, HOA resale certificate, survey, etc... ***The seller's closing cost is usually about 1.5% of the contracted sales price.***

THE HOME SELLING PROCESS 1.3

Buyers Option Period

Buyers will usually ask and pay for an option period or due diligence period to have the home inspected and possibly have a Wood Destroying Insect (Termite) inspection during this option period. This option period is a buyer's un-restricted right to terminate the contract during that negotiated time period. Most option periods are 3-10 days long and the buyer pays the seller \$10-\$100 a day for each day of the option period.

Buyers Earnest Money

Earnest money is good faith money that the sellers deliver to the title company to hold as security. If the buyer terminates the contract during the option period, then the buyer gets their earnest money refunded, but they do not get the option fee that was paid directly to you.

Buyers can get their earnest money back also under the Third-Party Finance Addendum if their loan is not approved during the negotiated time frame both parties agreed to in the original contract. The buyers may also get their earnest money back if the home does not appraise for the contracted price.

There are several potential scenarios where buyers may be entitled to get their earnest money refunded.

The majority of contracts move forward to closing if the seller's agents have done their due diligence by contacting the buyer's lender and confirming the level of qualification of the contracted buyer and the reputation of the lender to get loans closed.

There is no substitute for experience, knowledge, and advocacy!

BUYERS HOME INSPECTION

BUYER'S HOME INSPECTION

If you have had a recent prelisting inspection or if you had a buyer's home inspection in the last four years, you would need to disclose the inspection to the buyer in the sellers disclosure. The buyer will schedule their own inspection during the negotiated Option Period, and it is their right to have one performed. Showing Time showing service will schedule the inspection. Expect the buyer to ask for reasonable repairs or cash back at closing to cover the repairs cost. This is all dependent on the age and condition of the home you are selling.



PROPERTIES WHICH HAVE A WELL AND/OR SEPTIC SYSTEM

If you have a well or septic system these will also need to be checked by a professional. Legally the company that checks your well and septic also checks the well water to make sure it is free of coliform bacteria and that there is no evidence of malfunction of the septic system. On the contract, the buyer can designate other tests done at the sellers expense. They can ask for a visual inspection of the drain field with rod probing, pumping of contents and visual inspection of all tanks, and inspection per manufacturer's guidelines of alternative septic system.

HOMEOWNERS ASSOCIATION

RE-SALE Certificate & Transfer Fee If your home resides within a homeowner's association you will be obligated to pay the fee to have a resale certificate sent to the buyers. This can take 7-21 days depending on the HOA or management company. The cost is usually about \$150.00 - \$450.00 and buyers expect the seller to pay for the certificate.

SELLER DISCLOSURE & NOTICES

SELLERS PROPERTY DISCLOSURE

Every seller has to fill out, sign, and initial a seller disclosure. The seller's disclosure states that to your knowledge these are the known defects and or repairs that have been made to the house. You **MUST** list all known defects and repairs to the home that you have knowledge of. This statement, along with a lead-based paint disclosure statement (required only on pre 1978 homes), become part of the contract once a buyer places an acceptable offer on your house.

SELLER SHIELD - We use this service for you to fill out your sellers disclosure

is a third party service we use for all our sellers to help them fill out their disclosures. Sellers Shield will email you an online form that helps you understand how to answer each question on the disclosure. **They offer legal insurance, *but you don't have to purchase the legal insurance policy***

LEAD BASED PAINT DISCLOSURE

If your home was built before 1978 you will be obligated to sign a lead based paint disclosure. This disclosure will be placed with the contract at the time of execution. Both the sellers, buyers, and their agents are required to sign it. The buyers have the option to perform a lead-based paint inspection. This right can be waived by the buyers if they do not feel it necessary. If they do perform the inspection, you are not responsible for the payment.

MUNICIPAL UTILITY DISTRICT (MUD)

A Municipal Utility District, or "MUD", is a political subdivision of the State of Texas operated by a publicly elected Board of Directors, which is created to provide infrastructure and services such as water, sewer, storm water drainage in areas where city services are not available. As a seller you must disclose in writing that your home resides in a MUD.

PUBLIC IMPROVEMENT DISTRICT (PID)

A Public Improvement District, or "PID" is a special district created by a City or County under the authority of Chapter 372 of the Texas Local Code. The statute allows for a city or county to levy a special assessment against properties within the district to pay for improvements to the properties within the District. As a seller you must disclose in writing that your home resides in a PID.

SURVEY & T-47 DECLARATION

If you have your existing survey we can send it to the title company and a title examiner will confirm if the survey is acceptable. If it is acceptable, then we will have you fill out and sign a T-47 Declaration. This keeps you from having to buy a new survey. Some improvements will not be acceptable for you to use your existing survey.

PRE-SHOOT CHECKLIST

Most of these are recommendations, some are simply suggestions.
The more you can do, the better your photos and showings will be!



EXTERIORS

- Close garage doors
- Remove cars from driveway and front of home
- Clean up landscaping (mow, trim, rake)
- Remove visible water hoses
- Clean up dog waste
- Remove dog leashes
- Put trash bins in garage
- Clear snow from driveways, walks, and decks
- Clean deck furniture, tidy cushions
- Clean pool, remove cover and hoses
- Remove toys, dog toys, soccer goals, etc.

KITCHEN

- Clear countertops completely
- Clear off refrigerator
- Hide garbage cans in closet or pantry
- Put all dishes away
- Remove rags and sponges from sink
- Remove scatter rugs to show flooring

BEDROOMS

- Make beds
- Tuck in all sheets, straighten corners
- Hide computer and phone charging cables
- Remove clutter from tops of dressers
- Clean under bed, remove items that may show

Remove posters/stickers from walls, doors

INTERIORS

- Open window shades, curtains
- Turn all lights on
- Replace burned light bulbs
- Hide shoes from entries
- Clean windows
- Fresh flowers make a great impression

LIVING/FAMILY ROOM

- Remove stacks of magazines, papers, etc
- De-clutter fireplace mantle
- Arrange furniture pillows neatly
- Remove kid toys

DINING ROOM

- Clear table, dust
- Straighten all chairs
- Remove booster seats
- Stage the table with tableware, placements

BATHROOMS

- Clear countertops completely
- Put toilet seats down
- Close cabinet doors
- Remove shampoo, soap, razors, etc. from showers and bathtubs

Leave out neatly arranged, clean or new towels

Empty visible garbage cans

Remove towels, robes from back of doors

Remove scatter rugs to show flooring

PETS

As much as we love pets, there should be no evidence of them in your home

Remove food bowls, beds, litter boxes and toys

Remove pet hair from furniture

GREAT HIDING SPOTS

Closets, washer/dryers, cupboards, pantries, dishwasher, garages, sheds



SELLER CHECK LIST

Locating and providing the items below will help us get your house sold and closed faster.

- Filled out the Sellers Disclosure online through Sellers Shield email link.
- Information About Onsite Sewer disclosure (if applicable).
- Lead based Paint Disclosure (if applicable).
- Copy of Survey if you have one and you will need to get the T-47 completed.
- Any service or repair receipts or invoices for work performed in the last 12 months.
- Keys for the house, garage, storage building and or gates to put in the Supra Lock box.
- Filled out HOA profile sheet (if applicable).



WE WILL GET YOUR HOME SOLD!

