

Home Selling Checklist

Here's a checklist to help work through your home buying journey.



1. Complete any work needed to get your home in “ready-to-sell” condition.
2. Meet with your Realtor to determine the price to list your home and to complete the listing paperwork. Listing paperwork includes the listing agreement, and property disclosures (property condition disclosures, radon disclosure (in Illinois), lead based paint disclosure (for homes built before 1978)
3. Professional photographer will photograph home. For photo staging tips, view my tip sheet at TonyAnczer.com, and view the “Sell A Home” section, or click [here](#).
4. Interested buyers will schedule times to view your home. Make every effort to accommodate the requested viewing times.
5. Prepare your home for the showings. Lighting – turn on all lights and open shades. Smells – add glade plugins or other pleasant smell to permeate your home. Sounds – play relaxing music. Get organized - buyers love to snoop - arrange bedroom closets and storage cabinets accordingly, stack dishes nicely, Line up shoes. Review the photo staging tip sheet at TonyAnczer.com, and view the “Sell A Home” section, or click [here](#).
6. Receive and negotiate offers. Don't be surprised if an offer comes in low – many buyers naturally offer a starting low offer and “see what happens”, even though the buyer is willing to pay market value. Collect the buyer's earnest money after an offer is accepted.
7. When you have an accepted offer, in Illinois an attorney now needs to be involved in the remainder of the transaction. In Indiana an attorney is not required, but may be needed. (In Illinois the attorney handles the closing, in Illinois the title company handles the closing)
8. The buyer will have inspections completed. Common inspections include: condition inspection; radon; pest; some towns require their own “point-of-sale” inspections. Negotiate inspection repairs.
9. Closing - Once the closing is scheduled, contact the HOA and utilities (water, sewer, cable, internet, security, etc) to close/begin accounts and have names transferred. Some HOAs take a long time to provide their information, so check with your HOA right after listing your home to see how long they take. Attend the closing. At the closing all the paperwork will be signed to transfer ownership from you to the buyer.
10. Post closing activities include: Contact Post Office about address change; Send Out Change of address notification to friends and family; Have your address changed for bank statements, bills, etc.; request refund on unused home owners insurance policies of previous home (flood, hazard, renters); File for any exemptions on the new home (mortgage, homeowner, senior, disability)

