

# **Home Sellers** **Quick-Start Reference Guide**

**Below are the basic steps to selling a home:**

1. Accurately complete the provided questionnaire about your home
2. Have a Comparative Market Analysis completed by a Real Estate Professional to fairly price your home
3. Actively market your home
4. Negotiate terms of the purchase contract with a prospective buyer
5. Once the initial terms are settled, both buyer and seller sign the purchase contract
6. Seller will complete a SPDS form and provide it with the signed contract and the buyer will approve the SPDS within the Inspection Period
7. Buyer and Seller will agree upon an Earnest Deposit amount and the buyer will write a check to the Escrow Company (Title Agency) to open an Escrow account
8. Buyer will provide a signed copy of the purchase contract to their Mortgage company and order an appraisal
9. Buyer will have an inspection completed by a certified home inspector within 10 days of the purchase contract signing
10. Buyer will complete a Buyers Inspection Notice and the seller is required to respond to the inspection findings within 5 days of receipt
11. Buyer will schedule a final walk-through just prior to signing to ensure any agreed upon repairs or improvements were completed by the Seller
12. Buyer/Seller will schedule utilities and cable to be turned on/off
13. Documents are signed by both parties at the title company 48-72 hours before the Close of Escrow date specified on the purchase contract

14. Close of Escrow Date – Funds are sent to Seller and keys are provided to the buyer