STEPS TO Closing Checklist

1 BEFORE LISTING

- [ ] schedule an appointment
- [ ] discuss best strategy for selling
- [ ] formal listing presentation
- [ ] executed sales agreement
- [ ] property evaluation
- [ ] complete market analysis
- [ ] establish sales price

2 LISTED & ACTIVE

- [ ] marketing campaign started
- [ ] professional photography taken
- [ ] signs installed
- [ ] submitted to multiple listing service
- [ ] Showing times selected
- [ ] e-mail campaigns started
- [ ] Social media campaigns started
- [ ] open house scheduled

3 UNDER CONTRACT

- [ ] offer(s) received
- [ ] offer(s) negotiated
- [ ] offer accepted
- [ ] back-up offer(s) accepted
- [ ] inspections & disclosures completed
- [ ] appraisal completed
- [ ] contingencies removed
- [ ] property closes
- [ ] refer friends!



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