



# Seller's TO DO List

1. **Capital Improvements** - Get together all receipts, proof of payment, and complete the affidavit by having it notarized. This **MUST** be done before we can list your property to sell. (Legible copies only please.)
2. **Pre- Listing Inspection** - Call Mountain Home Inspections, Matt Kozusko at (970) 331-5001 to set up your inspection. Please arrange payment for your inspection directly with Matt. The inspection is valid for 60 days.
3. **Repair inspection items** – Discuss any repair items that appear in the inspection report that will need to be repaired before listing.
4. **Property information**- We will create a marketing flyer for your property, we need: average utility costs, HOA dues, upgrades, parking, finished or unfinished back yard or basement, existence of audio or listening devices in or outside the home, etc.
5. **Inclusions/Exclusions** - Create a list of items that are staying with the home and others that are going with you. These need to be included in your Listing Agreement and Sales Contract. Consider things like: mounted tvs, shelving, window coverings, special fixtures.
6. **Photos, Listing fee, & Key** - Schedule a date that TVHS can take photos of the home. Make a check out to The Valley Home Store for 1/2 % of the listed price. Provide a key or code.
7. **Listing contract** - Bring your listing fee and key to The Valley Home Store. An appointment will be required for this step. Call us to set an appointment, plan for an hour.
8. **Stage house** - Open all window coverings, turn on all lights, and put away clutter, and hide any valuables. Ask if you need ideas or help preparing your home for the open houses.
9. **Master Buyer List** – TVHS will contact buyers on the Master Buyer List that are qualified to purchase.
10. **Open House** – Buyers that are contacted will have the opportunity to view the home prior to putting together a contract. Please communicate any pertinent information or showing instructions to TVHS.
11. **Preferred closing date** - We need to know what day you would prefer to be closed on so that we can let your buyer know. Possession typically occurs at closing. If you have a unique situation, please let TVHS know as early as possible.
12. **Install Carbon Monoxide Detectors** – Per Colorado State law, sellers of all homes must install working Carbon Monoxide detectors within 15 feet of each bedroom.





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## *While under contract:*

13. **Confirm title work** - Confirm that you received the title work via e-mail. If you do not receive this, contact us.
14. **Call closer** – to set up closing location, date and time. As a seller, you can sign earlier than the scheduled closing day, which should only take around a ½ hour.
15. **Buyer access** - Allow buyer to access property as needed as they also have a “to do list” before closing date including inspection, appraisal, and final walk through on the day of closing.
16. **Seller's Property Disclosure** – DEADLINE: \_\_\_\_\_ - Complete this form with the information that appeared in the Listing Inspection, including repairs, before the deadline.
17. **Inspection Resolution Deadline** – DEADLINE: \_\_\_\_\_ - This deadline is very important. By this date you and your buyer must come to an agreement on the inspection items in the Notice to Correct.
18. **Buyer inspection repairs** - Follow-up on inspection items that need to be corrected. All work will need to be done before closing or as otherwise arranged with Buyer.
19. **Transfer utilities** – Contact Holy Cross Electric (949-5892) and Black Hills Gas (800-563-0012) to *transfer* utilities to the new owner as of the day of closing.
20. **Schedule moving truck & arrangements** – Also contact the HOA if a trailer will be sitting for more than a day or two. Carpet cleaners may need to be scheduled in advance.
21. **Moving out** - Leave the home in the same condition as when you moved in; that may require having the house, including carpets, professionally cleaned, as defined by the Buyer in the contract.
22. **Final Walk-Through** - Buyer will want to walk through to verify the condition of the property the day of or before closing.
23. **Keys & Garage Door Openers** - Bring all keys to property, garage door openers or cluster box keys to The Valley Home Store office.

