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Thinking of Selling Your Home? Here's Your Homework When You Work with Me

Your Name(s): _____ Date: _____
Property Address: _____
Address: _____
Email: _____ Phone: _____

Things I Need You to Do Now

- Find a mortgage broker/lender if you are planning to buy another property after you sell your current property. I recommend comparing at least two lenders/mortgage brokers to see who will give you the best terms and rates. This way you know if you can afford to buy another property and, if so, if it makes sense to sell now.
- Read and sign the following documents (I will send these to you via a separate email once we've decided to work together):
 - Exclusive Right to Sell Agreement
 - Date this agreement for the date we are planning to put the property into MLS.
 - Affiliate Business Arrangement Disclosure
 - Disclosure and Consent to Dual Agency Disclosure
 - Property Disclosures
 - There are four disclosures: Real Property, Lead, Radon and Mold
 - City of Omaha Energy Disclosure
 - Return all of the above to Cindy
- Fill out the following documents (return to Cindy once they are completed):
 - Seller's Questionnaire
 - MRED MLS Listing Input Form
 - Top 10 List

- Review the following documents (Ask Cindy to answer any question you might have while reviewing these documents):
 - Estimated closing costs
 - Purchase contract (this is the contract you'll receive when someone makes an offer on your home)
 - Appropriate contract riders (Cindy will send the ones to you which you're most likely to receive on the sale of your home)
 - Change privacy settings on Facebook and LinkedIn to highest security setting.
 - Do not post anything about your house being for sale, as it can be used against us during negotiations.
 - Decide whether you will provide a home warranty to the buyer if they ask for one during the negotiations
 - Decide if you want Open Houses
 - If so, how often and what day/time is best for you?
 - Make two sets of all house keys for Cindy
 - Have Cindy come and do a staging evaluation.
 - Repair, replace, etc. any items on the staging evaluation checklist before the house goes on the market
 - Deep clean the house the day before it goes on the market or have someone come and clean for you
 - Arrange for pets to be out of the home or contained in a crate, if possible, during showings
 - Hide all valuables including money, passports, jewelry, electronics and prescription medicine
 - Password protect all computers
 - Set up a time to speak with Cindy once per week from now until the house sells
 - Once the above is completed, let Cindy know so she can order the photography, virtual tour, make the flyers and order a sign to be put out front
 - Discuss with Cindy the possibility of multiple offers, low appraisals, quick closing dates, etc.
 - Review the competition listings Cindy will send you via MLS to get to know your competition, see when they do price reductions, see what price they close for, etc. Decide whether you want to see these daily, weekly and let Cindy know.

Once a Contract Has Been Accepted

- Cindy will let you know when the home inspection will occur so you can vacate the property. Home inspections generally take about 2-hours.
- Cindy will send you a receipt showing earnest money has been received, generally within 24-48 hours after contract acceptance.
- Start looking for a new home, if you need to buy something before moving and continue the mortgage approval process.
- Cindy will send executed contracts and inspection reports to you. If there are inspection issues, Cindy will discuss these items with you before negotiation with the buyer's Realtor.

Once Time Inspection Period Has Ended

- Cindy will send you a receipt showing second earnest money deposit has been received, generally within 24-48 hours after contract acceptance. This check is usually 24-48 hours after the inspection time period ends.
- Hire a mover and begin packing.
- Call and arrange for utilities to be stopped the day after closing.
- Arrange for homeowner's insurance to stop the day after closing.
- Gather funds to cover the closing costs.
- Attend closing.