

FreeUSFSBO

FSBO Seller Checklist

A step-by-step planning checklist from preparation through closing.

Preparing the Property

- Repair obvious defects
- Clean carpets and flooring
- Remove unnecessary furniture
- Improve landscaping
- Replace burned-out bulbs
- Check smoke detectors
- Gather appliance information
- Touch up paint
- Declutter rooms
- Clean windows
- Pressure wash exterior
- Make sure doors and locks operate correctly
- Check HVAC operation
- Locate warranties and repair receipts

Pricing

- Review recent comparable sales
- Calculate approximate price per square foot
- Consider location differences
- Decide lowest acceptable price privately
- Review competing homes currently for sale
- Consider condition differences
- Decide initial asking price

Marketing

- Take professional-quality photographs
- Create property website
- Add sign rider with property website/text number
- Create social media posts
- Schedule open house
- Write property description
- Install FOR SALE sign
- Advertise online
- Create property flyer

Showing the Property

- Keep home clean
- Secure financial/personal documents
- Open blinds
- Have property information available
- Keep pets secured
- Remove valuables and medications
- Turn on lights
- Set comfortable temperature
- Use an open-house sign-in sheet

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FSBO Seller Checklist - Continued

When a Buyer Makes an Offer

- Verify buyer's name
- Request proof of funds for cash buyer
- Review offer price
- Review financing contingency
- Review appraisal contingency
- Review seller-paid closing costs
- Review all other contingencies
- Determine cash or financing
- Request loan pre-approval for financed buyer
- Review earnest money
- Review inspection contingency
- Review proposed closing date
- Review personal property requested
- Calculate estimated seller proceeds

After Accepting an Offer

- Obtain fully signed contract
- Confirm earnest money delivery
- Respond to repair requests
- Obtain payoff information
- Schedule closing
- Remove personal property
- Deliver keys/remotes at closing
- Provide contract to closing attorney/title company
- Schedule inspections
- Cooperate with appraisal
- Prepare for final walkthrough
- Arrange utilities
- Clean home

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