



**LAUREN KLEIN**  
REALTOR®



## SELLERS CHECKLIST

Thank you for choosing me to list and sell your property. It is a privilege to work with you, and I look forward to a pleasant and expeditious sale!

Here are a few things to get together before we start the selling process, as well as some helpful tips for a successful sale:

If you have any questions at any time, please don't hesitate to call, email or text. Thank you, again, for the opportunity to be of service. I'm looking forward to working with you.

- Have a least one extra key made for your front door for the lockbox.
- If you have a copy of your survey, please have a copy made for your file.
- Please make sure to complete all documents in the listing packet per their attached instructions.
- Complete the improvements form included in your listing kit so that I can share this information in the marketing materials for potential buyers and agents.
- Please read my Getting Ready to Sell tips to make your home as marketable as possible, leading to a quicker and higher-priced sale.
- In most cases, it takes about two days to get your photos edited and your listing launched. Prior to launching your listing, a sign will be ordered and a lockbox will be hung. As soon as your listing is launched, custom marketing materials will be delivered to share with agents and buyers touring your home.