



Seller Consultation Packet

Scan or click the code below for helpful documents to use in your seller consultation.



BENEFITS OF USING REALTOR

Selling your home?
BE SURE TO USE A REALTOR

Selling your property is a very efficient process in multiple ways. It's helpful to have a trusted partner. If you know your agent who helped you buy your home, Patten Title knows the real estate business, and that the seller agent partnership can streamline the transaction why as a seller, you should use a real estate agent.

PRICE YOUR HOME TO SELL
A good agent has access to market data and their frugality and can help you price your home appropriately. Based on just the data, though, an agent will have a feel for the market and can set your home's price based on comparable sales and quality.

An agent won't be emotionally attached to the house, as an owner could be, and they'll arrive at the number objectively.

INVALUABLE ACCUMULATED EXPERIENCE
It's tempting to view selling your home strictly through the lens of dollars and cents. Of course, if you sell the property independently, there isn't a commission involved.

However, what if some unexpected snag comes up? Once you get an offer, all sorts of moving parts have to come together to close on the property. Between inspections, possible closing conditions, title work to be done and much more, there's when a good agent really shines.

WORTH THE VALE
An agent doesn't just help you sell your home. Agents also help you understand the market, potential buyers, pricing your home, and more.

Continued

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LISTING INTAKE FORM

SELLERS CONTACT INFORMATION
SELLER 1: NAME, PHONE, PREFERRED CONTACT METHOD (CALL, TEXT, EMAIL)
SELLER 2: NAME, PHONE, PREFERRED CONTACT METHOD (CALL, TEXT, EMAIL)

PROPERTY INFORMATION
IS THERE AN EXISTING SURVEY? YES/NO
IF YES, IS IT LEGIBLE? YES/NO
DO YOU HAVE ALL SELLERS SIGNED & NOTARIZED THE 3-01? YES/NO
IS THERE AN INDEED? YES/NO
IF YES, HAS THE FEE ASSOCIATED WITH THE SALE BEEN PAID? YES/NO
DEPOSIT FOR RESERVE? \$_____
Might Company: _____

MARITAL HISTORY SINCE ACQUISITION
MARRIED? YES/NO
DATE OF MARRIAGE: _____
SPOUSE'S NAME: _____
DID SPOUSE LIVE IN PROPERTY? YES/NO
IF YES, INCLUDE ON THE CONTRACT
DIVORCED? YES/NO
IN PROGRESS? YES/NO
IN PROGRESS? YES/NO

OWNERS DEATH
DATE OF DEATH: _____
IF YES, HAVE YOU DONE A WILL? YES/NO
IF YES, WAS IT PROBATED? YES/NO
IF YES, DO YOU HAVE A COPY OF THE DEATH CERTIFICATE? YES/NO
IF YES, HAVE YOU DONE A POWER OF ATTORNEY? YES/NO
IF YES, DO YOU HAVE A COPY OF THE POWER OF ATTORNEY? YES/NO
IF YES, DO YOU HAVE A COPY OF THE POWER OF ATTORNEY? YES/NO

LEGAL HISTORY
HAS SELLER EVER FILED FOR BANKRUPTCY? YES/NO
IF YES, COUNTY: _____
IF YES, DATE: _____
IF YES, DO YOU HAVE A COPY OF THE BANKRUPTCY? YES/NO
IF YES, DO YOU HAVE A COPY OF THE BANKRUPTCY? YES/NO
IF YES, DO YOU HAVE A COPY OF THE BANKRUPTCY? YES/NO

RESOURCES ON PROPERTY
DO YOU HAVE A POOL? YES/NO
DO YOU HAVE A HOT TUB? YES/NO
DO YOU HAVE A GYM? YES/NO
DO YOU HAVE A GYM? YES/NO
DO YOU HAVE A GYM? YES/NO

PROPERTY LOCATED IN:
A. YES/NO
B. YES/NO
C. YES/NO
D. YES/NO
E. YES/NO

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PREPARING HOME TO SELL

Preparing Your Home to Sell

A CHECKLIST & TIPS TO MAKE
From home repairs to staging, there are many things you can do to make your home more appealing to prospective buyers before putting it on the market. A professional can also help sell your property.

SELF INSPECTION
Walk through your home and make a list of things you need to fix or improve. Make a list of everything you can do to make your home more appealing to prospective buyers before putting it on the market. A professional can also help sell your property.

REPAIRS/CHANGES/CLEANING
EXTERIOR
Clean gutters, downspouts, soffits, chimneys, etc.
Paint peeling or chipped paint
Repair damaged roof shingles
Repair paint or stain work
Clean deck, stairs or railings
Clean and repair fencing that is in poor condition
Maintain good exterior lighting

WINDOWS & DOORS
Clean windows and doors, inside and outside
Ensure they open and close with ease and without difficulty
Check for drafts, leaks, etc.
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More

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The top 10 reasons why a good agent is vital when selling a property.

Cover all pertinent questions to ensure the best representation.

Give your seller(s) a checklist for a quicker sell and to maximize profit.



OPEN HOUSE CHECKLIST

OPEN HOUSE
A checklist with tips & tricks!

The idea of an open house is to quickly get as many eyes as possible on your property, which may ultimately lead to a faster sale. Preparing a home for an open house can be labor intensive, because you want it to really look its best, so be sure to review our guide on preparing a home for sale to maximize profits. On the plus side, the home needs to be shown and sold.

GENERAL CONSIDERATIONS

- Is there a neighborhood garage sale coming up? If so, host the open house that week.
- Consider teaming up with neighboring sellers to participate in a "neighborhood open." At this level of activity, perhaps if it's a good idea to coordinate the group of open houses in their local media presence.
- If you have relationships with local artists or interior designers, they could be an opportunity for them to decorate their work. Ask them if they want to participate in some way.
- Be sure to have a dedicated website for the home being sold so it can be shared with prospective buyers.
- Think about creating a social media and video. COVID generations have changed this tradition, but it's still something to figure out for a successful open house.
- Think about having signs on the property. Open House day of week on the property.

3 DAYS BEFORE

- Get door-to-door with a marketing piece to invite neighbors and explain the expectations of extra traffic.
- Tidy the home, paying close attention to the yards appearance for outdoor work.
- Have a video tour on social media.
- Review the surrounding context, which and more to be equipped to answer detailed questions.
- Run up all personal items and clean up clutter.
- Prepare and print welcome signs, signs in sheets, listing fees, home buying information and business cards.
- DAY OF
- Decorate entry and their address are removed.
- Print, play soft music, put out extra, turn on lights, spray air and lower home's temperature.
- Printed directional signage, feedback survey, welcome sign.

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MULTIPLE OFFER WORKSHEET

Seller Information
Property Address: _____
List Price: _____

	OFFER 1	OFFER 2	OFFER 3	OFFER 4	OFFER 5	OFFER 6
Seller Name						
Date Submitted						
Agent Name						
Agent Phone						
Agent Email						
Agent Address						
Agent City/State/Zip						
Agent License #						
Agent Commission %						
Agent Signature						
Agent Date						
Agent Title						
Agent Company						
Agent Website						
Agent Social Media						
Agent Email						
Agent Phone						
Agent Address						
Agent City/State/Zip						
Agent License #						
Agent Commission %						
Agent Signature						
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