



sellers *listing contract*

KPR
KEY PREMIER
Realty



Thank you!

I want to thank you for choosing our team to assist you in selling your property. Throughout this process there will be some steps and appointments that will need to be set or have been set to make sure your listing does well when listed.

Please see the below dates and the attached listing guide to help. If this guide has already been sent prior to listing, great! We just want to ensure you have this information to better prepare for the upcoming dates.

	DOCUMENT TYPE	RETURNED DATE
	Signed Exclusive Right to Sale Contract Accepted Contract	
	Signed Exclude listing from Stellar MLS (this is used to get the property together)	
	KPR ID Fee: _____	
	Signed HOA/CDD Disclosures	
	Signed Seller Net Sheet	
	<i>Only if Applicable: Lead Based Paint Defective Drywall</i>	
	Signed Sellers Disclosures	
	Signed copy of the active listing	
	Sellers Mortgage (IF any) 15 day payoff, Mortgage account number: _____ Mortgage phone number: _____	

All documents were secured, and must be sent only through your listing agent.

		DATE/TIME
	Initial Walkthrough <i>At this visit, we will talk about what needs to be done before the photographs. If this was not done during the listing appointment.</i>	
	Final Walkthrough <i>This must be completed before to taking photographs. Prior to taking pictures, the agent will inspect the home to ensure that the list of tasks requested during the initial walk through has been completed.</i>	
	Professional Photography	
	List Date	
	Open House <i>Hosted by:</i>	
	<i>Others:</i>	
	<i>Others:</i>	
	<i>Others:</i>	

We look forward to assisting you. If you have any questions or concerns don't hesitate to reach out to:

Agent: _____

Phone Number: _____

Email: _____

PRE- LISTING CHECKLIST

Research and Preparation:

- Prepare necessary documents such as **property deeds, tax information, and any HOA documents.**

Home Inspection:

- Consider getting a **pre-listing home inspection** to identify any issues that need addressing.
- Make necessary **repairs or improvements** based on the inspection report.

Curb Appeal:

- Enhance the **exterior appearance** of your home by mowing the lawn, trimming bushes, and adding flowers or plants.
- Clean windows, gutters, and pressure wash exterior surfaces if needed.

Declutter and Depersonalize:

- Remove personal items and clutter to make the space appear larger and allow potential buyers to envision themselves living there.
- Organize closets and storage spaces to showcase available storage.

Deep Cleaning:

- Clean every room thoroughly, paying attention to commonly overlooked areas like baseboards, light fixtures, and ceiling fans.
- Consider hiring professionals for carpet cleaning or other deep cleaning tasks if necessary.

Staging:

- Stage the home to highlight its best features and create an inviting atmosphere.
- Arrange furniture to maximize space and flow, and consider adding decorative touches like fresh flowers or artwork.

Photography and Marketing Materials:

- We will schedule an appointment with our professional photographer to capture high-quality images of your home for online listings and marketing materials.
- We will create compelling descriptions highlighting key features and amenities.

Disclosure Forms:

- Complete all required disclosure forms honestly and thoroughly, disclosing any known issues with the property.

Safety Measures:

- Ensure the home is safe for visitors by addressing any potential hazards such as loose handrails, tripping hazards, or malfunctioning smoke detectors.



PRE- LISTING TIME FRAME

**HOME INSPECTION AND
REPAIRS**

**CURB APPEAL AND
CLEANING**

**DECLUTTERING AND
DEPERSONALIZING**

STAGING

(1 -3 WEEKS)

**PHOTOGRAPHY AND
MARKETING MATERIALS**

(1 WEEK)

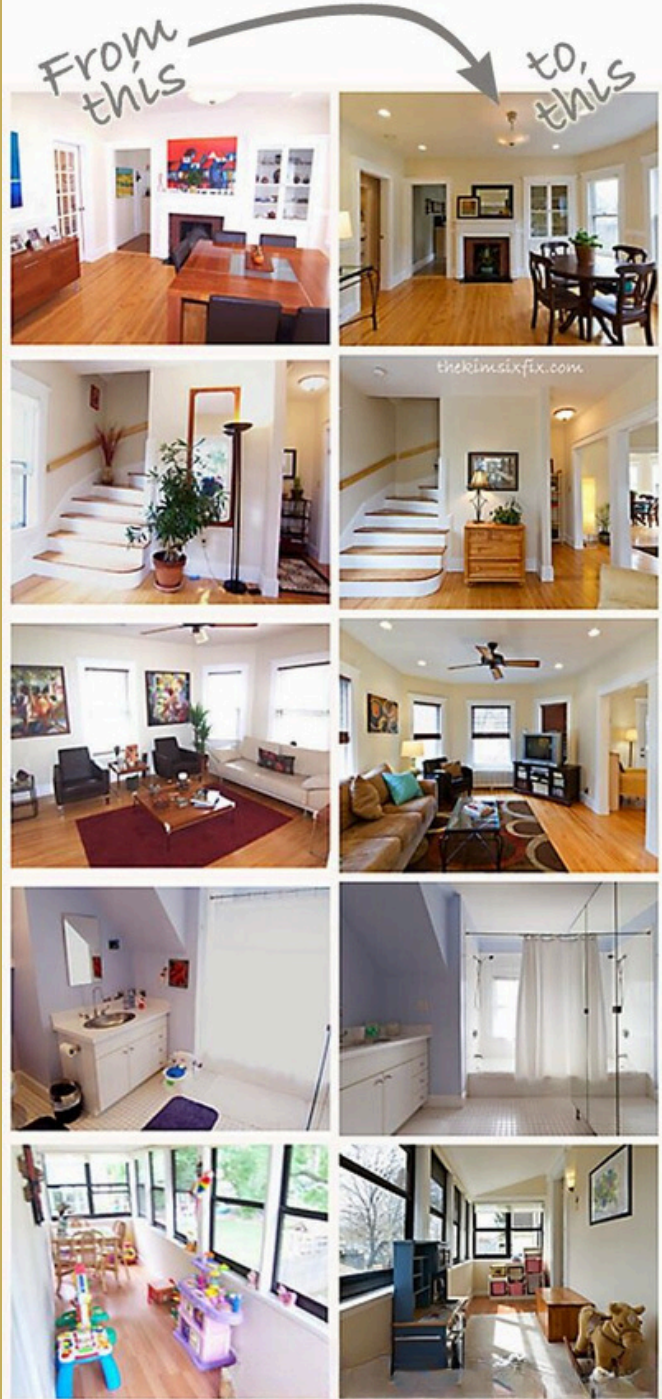
**LEGAL AND FINANCIAL
PREPARATION**

(1 WEEK)

FINAL TOUCHES

(1-2 DAYS)

Room Staging
for MLS Listing
Photographs



AMERICAN HOME SHIELD

American Home Shield (AHS) offers warranty plans not only for homeowners but also for sellers. These plans, often known as Seller Coverage plans, provide protection for the home's major systems and appliances while the property is listed for sale. Here's how it typically works:

COVERAGE DURING THE LISTING PERIOD

AHS Seller Coverage plans protect sellers against breakdowns of essential systems and appliances during home sale, ensuring peace of mind for both sellers and potential buyers.

PASSING ON COVERAGE TO THE BUYER

Sellers can transfer the remaining coverage to buyers upon the sale of the home, providing protection against unexpected repair costs post-purchase.

BOOSTING MARKETABILITY

Offering an AHS Seller Coverage plan can enhance a property's appeal in tight markets by showcasing proactive problem-solving and offering extra buyer reassurance.

EASE OF USE

Sellers pay a fee based on coverage level and listing duration. If a system/appliance fails, they contact AHS for repair assistance by a qualified technician.



Click this link to know more about their plans & pricing: [AMERICAN HOME SHIELD](#)

Vendor List



Please keep in mind that the vendors listed below are merely suggestions; as a buyer, you have a choice to select any vendor you like, including those not listed.



GENERAL CONTRACTORS

PM Contractors	Ibsen Garcia 813) 328-6358
<u>All State Homes</u>	813) 931-8952
<u>Cogdill Home Builders</u>	Mike Cogdill cogdill.builders@gmail.com (813) 486-9099



TITLE COMPANIES

<u>Hillsborough Title Company</u>	Jenna Monnie jenna.monnie@htitle.com 813-750-1004
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PROPERTY MANAGEMENT

<u>Lakeland Properties & Management</u>	(863) 665-8575
<u>Evernest Property Management</u> <u>Tampa</u>	(813) 200-0081



POOL COMPANIES

<u>Hive Outdoor Living</u>	(813) 510-6676
<u>Cody Pools</u>	(813) 317-6776

Notes



A large grid of dots for taking notes, consisting of 20 columns and 30 rows of small black dots.