ttArch REAL ESTATE

SELLER PLANNING WORKBOOK

Denver Home Selling Checklist

A start-to-finish checklist covering consultation, preparation, pricing, showings, offers, contract deadlines, closing, possession, and moving.

Prepare carefully. Make informed decisions. Sell with confidence.

Use this workbook digitally or print it. Fillable fields and checkboxes are included throughout.

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STEP 1

Your Selling Plan

Begin with a clear understanding of why you are selling, when you hope to move, and what financial and practical outcomes matter most.

Desired sale timeframe

Preferred listing date

Target closing date

Ideal possession date

Reason for selling

Replacement-home or relocation timeline

People involved in the decision

Your priorities

Primary financial objective

Primary timing objective

Major concerns or unknowns

Early planning checklist

- [ ] Clarify goals and timing
- [ ] Discuss representation and services
- [ ] Review estimated selling costs
- [ ] Identify title or ownership issues
- [ ] Discuss occupancy and possession
- [ ] Consider tax or estate questions
- [ ] Begin collecting property records
- [ ] Outline the moving plan

STEP 2

Property Information and Documentation

Organized property records can reduce uncertainty, support disclosures, and help answer buyer questions before they become transaction problems.

Property address

Year purchased

Approximate purchase price

Estimated mortgage payoff

Mortgage lender / loan contact

HOA name and contact

Solar, lease, lien, or special financing information

Known ownership, estate, trust, or title considerations

Property-document checklist

- [ ] Prior closing documents
- [ ] Existing survey or ILC
- [ ] Permits and final inspections
- [ ] Repair invoices and warranties
- [ ] Roof documentation
- [ ] HVAC service records
- [ ] Insurance claim records
- [ ] HOA documents
- [ ] Leases or rental agreements
- [ ] Solar agreements
- [ ] Improvement records
- [ ] Utility and system information

Complete records do not replace disclosure obligations, but they can help the seller, broker, title company, buyer, inspector, appraiser, and other professionals understand the property more efficiently.

STEP 3

Preparing the Home

Prioritize condition, confidence, light, flow, function, and presentation. The goal is not to make every surface new; it is to help the home communicate its best qualities clearly.

Preparation priorities

Priority Area	Recommended Work	Est. Budget	Who Handles It	Target Date
Safety or active defects				
Deferred maintenance				
Exterior and curb appeal				
Interior repairs				
Cleaning and decluttering				
Paint, lighting, and finishes				
Landscaping and staging				

Final readiness checklist

- ☐ Complete necessary repairs
- ☐ Address visible deferred maintenance
- ☐ Declutter storage areas
- ☐ Remove excess furniture
- ☐ Deep clean the home
- ☐ Clean windows
- ☐ Improve lighting
- ☐ Prepare landscaping and entry
- ☐ Organize permits and receipts
- ☐ Confirm staging plan
- ☐ Remove valuables and sensitive documents
- ☐ Complete final punch list

ARCHITECTURAL LENS

Focus first on light, flow, function, proportion, condition, and consistency. A smaller number of well-selected improvements often creates a stronger result than a broad, unfinished renovation.

STEP 4

Pricing and Seller Net Planning

A pricing strategy should reflect market evidence, condition, competition, likely appraisal support, and the seller's complete financial outcome.

Recommended price range

Planned list price

Estimated mortgage payoff

Estimated seller closing costs

Estimated concessions

Estimated repair / preparation expenses

Pricing considerations

- [ ] Review recent comparable sales
- [ ] Review competing active listings
- [ ] Compare condition and updates
- [ ] Consider location and lot differences
- [ ] Consider market pace and inventory
- [ ] Review likely appraisal support
- [ ] Discuss pricing strategy
- [ ] Set price-review milestones

Net-proceeds scenarios

Scenario	Sale Price	Concessions	Repairs / Costs	Estimated Net
Conservative				
Expected				
Strong				

The highest list price is not necessarily the strategy most likely to produce the strongest final result. Price, market time, concessions, repairs, carrying costs, and certainty should be considered together.

STEP 5

Showings and Market Feedback

A consistent showing plan protects the home, reduces disruption, and creates useful feedback about buyer response, condition, and pricing.

Preferred showing hours

Required notice

Pet instructions

Alarm, access, or occupancy instructions

Before each showing

- [ ] Make beds and clear counters
- [ ] Open blinds and window coverings
- [ ] Turn on appropriate lights
- [ ] Control temperature and odors
- [ ] Secure valuables and medications
- [ ] Remove or manage pets
- [ ] Clear walkways and entry
- [ ] Confirm exterior appearance
- [ ] Leave before the showing
- [ ] Restore the home afterward

Showing feedback tracker

Date	Showing / Buyer Feedback	Main Price or Condition Concern	Follow-Up / Action

Weekly market snapshot

Showings This Week	Online Activity	Repeat Interest	Recommended Response

STEP 6

Evaluating Offers

Compare the complete offer. Price matters, but financing, contingencies, concessions, timing, possession, and certainty can materially change the seller's outcome.

Offer comparison

Term	Offer 1	Offer 2	Offer 3
Purchase price			
Financing / down payment			
Earnest money			
Seller concessions			
Inspection terms			
Appraisal terms			
Closing date			
Possession			
Sale contingency			
Estimated net			
Overall risk			

Offer-review checklist

- ☐ Verify financing or proof of funds
- ☐ Review price and estimated net
- ☐ Review concessions and earnest money
- ☐ Review inspection provisions
- ☐ Review appraisal protection
- ☐ Review financing deadlines
- ☐ Review closing and possession
- ☐ Review inclusions and exclusions
- ☐ Identify unusual conditions
- ☐ Compare certainty, not only price

The strongest offer is not always the highest offer. Evaluate the likelihood of reaching closing on acceptable terms - not only the headline purchase price.

STEP 7

Under Contract: Deadlines and Responsibilities

Treat the contract as an active calendar of obligations, decisions, documents, and remaining risks. Track every deadline in one place.

Task	Deadline	Responsible Party / Contact	Complete
Earnest money confirmation			☐
Seller disclosures delivered			☐
Title and HOA documents			☐
Inspection			☐
Inspection objection / resolution			☐
Agreed repairs or credits			☐
Appraisal and conditions			☐
Financing milestones			☐
Insurance issues			☐
Repair documentation			☐
Final settlement figures			☐
Final walkthrough			☐
Closing and possession			☐

Inspection and repair notes

Buyer concerns, requested repairs or credit, seller response, agreed resolution, contractor, cost, and documentation

Appraisal notes

Appraisal date, appraised value, required conditions, low-appraisal response, and final resolution

STEP 8

Closing, Possession, and Moving

The final stage requires coordinated documents, settlement figures, repairs, cleaning, utilities, personal property, keys, possession, and secure transfer procedures.

Closing checklist

- [ ] Confirm agreed repairs are complete
- [ ] Provide invoices and documentation
- [ ] Review title and payoff requirements
- [ ] Review the settlement statement
- [ ] Verify credits, fees, and prorations
- [ ] Confirm secure wiring procedures
- [ ] Confirm identification requirements
- [ ] Confirm closing date and location
- [ ] Confirm possession and key delivery
- [ ] Arrange final cleaning
- [ ] Remove all personal property
- [ ] Transfer utilities and insurance
- [ ] Leave manuals, remotes, codes, and keys
- [ ] Complete final condition review

Moving plan

Task	Responsible Party	Target Date	Complete
Reserve movers			☐
Begin packing			☐
Arrange storage			☐
Transfer utilities			☐
Update mailing address			☐
Final cleaning			☐
Key and remote collection			☐
Possession handoff			☐

WIRE-FRAUD WARNING

Never rely solely on emailed wiring instructions. Independently verify instructions using a trusted phone number for the title company or closing professional. Treat any last-minute change as suspicious.

STEP 9

Final Seller Record

Keep a clear record of the final transaction, settlement figures, contacts, repairs, possession, and documents that may be useful after closing.

Final sale price

Seller concessions

Repair costs or credits

Closing date

Possession date

Final mortgage payoff

Final net proceeds

Title company / closing contact

Important post-closing items

Records to retain

- [ ] Final contract and amendments
- [ ] Closing or settlement statement
- [ ] Deed-related documents
- [ ] Repair receipts and warranties
- [ ] Seller disclosure forms
- [ ] Tax documents
- [ ] Mortgage payoff confirmation
- [ ] Moving receipts where relevant
- [ ] Title and closing correspondence
- [ ] Professional contact information

Final notes

Keep this workbook with your transaction records. Your preparation notes, disclosures, repair documentation, contract deadlines, settlement figures, and closing records can provide a clear history of the sale.