## **Home Listing Process Checklist**

Your Complete Guide to Selling in North Texas

4Seasons Real Estate

**Welcome to your comprehensive home listing checklist!** This guide covers the complete 8-step process to successfully list and sell your property in the Dallas-Fort Worth area. Each step includes actionable items and professional tips to maximize your home's value and minimize time on market.



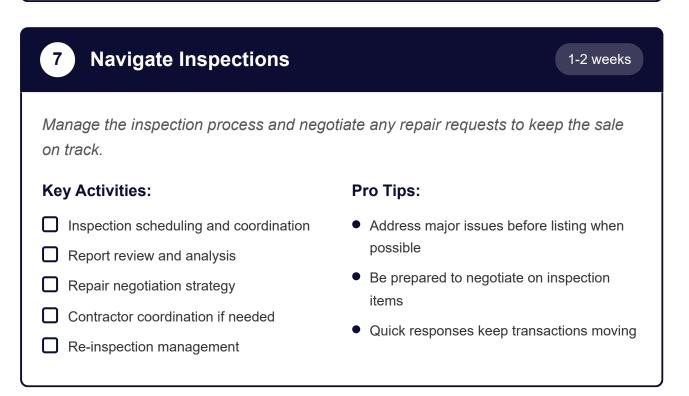
2 Professional Valuation	2-3 days	
Determine the optimal listing price through comprehensive market analysis and property evaluation.		
Key Activities:	Pro Tips:	
<ul> <li>□ Comparative Market Analysis (CMA)</li> <li>□ Property condition assessment</li> <li>□ Market trends evaluation</li> <li>□ Pricing strategy development</li> <li>□ Competition analysis</li> </ul>	<ul> <li>Price competitively from the start to attract serious buyers</li> <li>Consider recent sales within 3-6 months</li> <li>Factor in unique property features and improvements</li> </ul>	

## **Marketing Strategy** 3-5 days Create compelling marketing materials to showcase your property across multiple channels. **Key Activities: Pro Tips:** ☐ Professional photography session High-quality photos can increase showing requests by 60% ☐ Virtual tour creation Virtual tours help pre-qualify serious buyers ☐ Property description writing Highlight unique features and ■ Marketing material design neighborhood amenities Online listing optimization

4 List Your Property	1-2 days
Officially list your property on MLS and made	ajor real estate platforms with all required
Key Activities:	Pro Tips:
■ MLS listing creation and activation	Complete disclosure protects you legally
☐ Property disclosure completion	<ul> <li>MLS exposure reaches 90% of active</li> </ul>
☐ HOA documentation gathering	buyers
☐ Title and deed verification	Accurate property details prevent delays
Listing agreement execution	later



6 Receive & Negotiate Offe	<b>rs</b> Variable
Evaluate incoming offers and negotiate to property.	erms to secure the best deal for your
Key Activities:	Pro Tips:
Offer evaluation and comparison	Consider all terms, not just price
☐ Buyer qualification verification	<ul> <li>Verify buyer's financing pre-approval</li> </ul>
☐ Counteroffer strategy development	<ul> <li>Quick response shows seller motivation</li> </ul>
☐ Terms and conditions negotiation	
Contract acceptance and signing	



8 Complete the Sale	2-4 weeks	
Navigate the final steps from appraisal through closing to successfully transfer ownership.		
Key Activities:	Pro Tips:	
<ul> <li>□ Appraisal coordination and review</li> <li>□ Final walkthrough preparation</li> <li>□ Closing document preparation</li> <li>□ Utility transfer coordination</li> <li>□ Key and garage remote handover</li> </ul>	<ul> <li>Keep property in same condition as when sold</li> <li>Be present for final walkthrough if possible</li> <li>Have all warranties and manuals ready for buyer</li> </ul>	

Required Documentation Checklist		
Gather these documents early to streamline your listing process		
☐ Property deed and title information	Property tax records (last 2 years)	
☐ Homeowners insurance policy	☐ HOA documentation and fees	
Property surveys and plot plans	Warranty information for appliances/systems	
Utility bills (last 12 months)	☐ Home improvement receipts and permits	
☐ Property disclosure forms	☐ Lead paint disclosure (if built before 1978)	

Estimated Selling Costs  Plan for these typical costs as a percentage of your sale price		
5-6% Real Estate Commission	1-2% Closing Costs	
1-3% Preparation Costs	<b>7-11%</b> Total Estimated	

## Ready to Get Started?

Contact 4Seasons Real Estate for a personalized listing consultation We'll guide you through every step of the process to maximize your property value.

## www.4seasonsrealestate.com

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