

# *Sellers* GUIDE



**ANNIE HELEGDA**

REAL ESTATE BROKER

# Hello



I AM ANNIE HELEGDA

*nice to meet you!*

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As a seasoned real estate broker with over ten years of experience in the industry, I have an excellent track record of successful sales in various markets. My expertise in pricing, marketing, and negotiation allows me to consistently secure the best price for my clients.

I understand that selling a home can be a stressful and emotional experience, which is why I am committed to providing exceptional customer service and clear communication throughout the process.

My goal is to make the sale as smooth and stress-free as possible while ensuring that your needs are met at every stage. Whether you are a first-time seller or an experienced investor, I am dedicated to helping you achieve your real estate goals and exceed your expectations.



[anniehelegda.ca](http://anniehelegda.ca)



# About us

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# BERKSHIRE HATHAWAY HOMESERVICES<sup>MC</sup>

## QUÉBEC



### AN INTERNATIONAL WEBSITE

The Berkshire Hathaway HomeServices global website has over 26 million visits per year (Canada being in the top three countries) and is translated in twelve languages.

### GLOBAL DISTRIBUTION

When your home is listed with one of our brokers, it gets exposure locally, nationally and internationally through our strategic media partners.



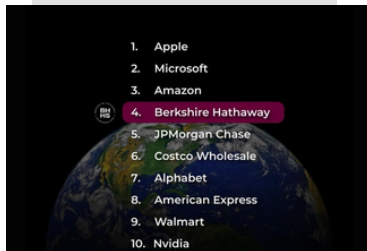
### AN INTERNATIONAL NETWORK

Berkshire Hathaway HomeServices boasts over 50,000 carefully selected real estate professionals in over 1500 offices spanning 3 continents. Our reach is local, national and international.

### LUXURY PUBLICATIONS

Our properties are advertised in some of the world's most prominent publications including duPont Registry, Mansion Global, Wall Street Journal, and Unique Homes





## AMONGST THE WORLD'S MOST ADMIRIED COMPANIES

Berkshire Hathaway is recognized as one of the top 10 most admired companies for 2023 in Fortune Magazine (#4). We are a direct branch of this world renowned organization, and not an affiliate or operating under a licensing agreement, so you can rest assured that each of our brokers are held to the same high standards as our parent company is to its investors.

## PRESTIGE MAGAZINE

The luxury publication for Berkshire Hathaway HomeServices Luxury Collection Specialists distributed across the network and to affluent individuals with a net worth of \$25 million and higher.



## THE LEADERSHIP

**Known and respected in the industry locally, nationally and internationally, every member of this team has a vast experience in all aspects of real estate and customer service. They know perfectly well what your broker needs to offer you the best service.**



# THE *Process*

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# HOME SELLER'S *Roadmap*



*Annie*  
HELEGDA

- REAL ESTATE BROKER -

# BEFORE *Listing*

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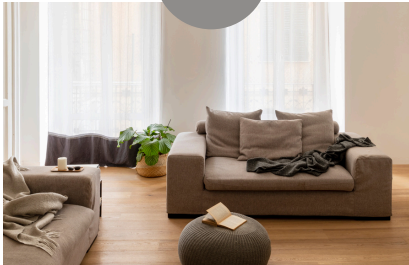
# *Similar* LISTINGS

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# Similar LISTINGS

1



- 📍 TYPE: COTTAGE
- 📅 DATE SOLD: 1/16/2025
- 📅 DAYS ON MARKET: 39

2



- 📍 TYPE: COTTAGE
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- 📍 TYPE: COTTAGE
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## HOME HIGHLIGHTS:

- 🛏 4 BEDROOMS
- 🚿 3.5 BATHS
- 📏 3,456 SQFT.
- 🏠 3 CAR GARAGE
- ♦ REMODELED KITCHEN
- FINISHED BASEMENT

PRICE: \$430,000

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## ACTIVE LISTINGS REVEAL:

- ✓ SUPPLY AND DEMAND
- ✓ WHAT OUR COMPETITION IS IN THE AREA

\*comparable research prepared for you



*Recently* SOLD

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# Recently SOLD

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SOLD PRICE: \$430,000

## SOLD LISTINGS REVEAL:

- ✓ YOUR HOMES MARKET VALUE
- ✓ THE CORRECT PRICING STRATEGY

THESE NUMBERS REVEAL WHAT PRICE BUYERS ARE WILLING TO PAY FOR A HOME LIKE YOURS IN YOUR AREA. IT IS IMPORTANT TO GET THIS NUMBER RIGHT THE FIRST TIME SO THAT WE CAN ATTRACT THE MOST BUYERS WHILE YOUR HOME IS GENERATING THE MOST ONLINE TRAFFIC.

\*comparable research prepared for you

# Factory

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# Determining FACTORS

WILL MY PROPERTY SELL OR NOT SELL?

## FACTOR 1 *pricing*

When presenting a home to buyers, it's important to price the home correctly. This will set realistic expectations and attract serious buyers, ultimately leading to a successful sale for the seller. I sell homes HIGHER than the market average because I list homes at the correct price from the start.

## FACTOR 2 *prepare*

It is important to have your home ready for market on day one.

I will help you make sure your home is ready for showings and online by:

- ✓ Completing repairs that need to be done
- ✓ Cleaning carpets
- ✓ Decluttering & removing personal items
- ✓ Neutralizing spaces and walls
- ✓ Make sure the home is clean and smells fresh

## FACTOR 3 *marketing*

I offer PROVEN MARKETING STRATEGIES to help get your home sold quickly and for top dollar.

### ✓ PROSPECTING

Prospecting daily for potential buyers, talking with neighbors, our BHHS TEAM agents, and past clients.

### ✓ MARKETING

The second you sign with me, I go to work on marketing your home! COMING SOON, MARKETING, ONLINEMARKETING, SOCIAL MEDIA MARKETING and PRINT MARKETING are all part of the success of getting your home seen by the most potential buyers, selling your home faster and for more money than the competition.

### ✓ COMMUNICATION

You can expect me to actively communicate with you through every step of the process. Diligently sharing feedback from showings, following up with agents after viewing the home, and calling weekly to discuss the progress from the previous week.



## MY ADVANTAGE

### ✓ PROFESSIONAL STAGING CAN BE PROVIDED

- 85% of staged homes sold for 6-25% more
- Most tasks are completed during the appointment, extra service fee for staging

### ✓ PROFESSIONAL PHOTOGRAPHY INCLUDED

### ✓ BOOSTED ONLINE EXPOSURE

Today's market is centered on technology. Buyers are performing their searches online, so it is important that your listing is ranked high and shown in its best light. Studies show that online buyers disregard homes with limited photos, low-quality photos, and minimal information. I will be sure to take the extra steps to get maximum exposure for your home and give the online shopper a wealth of information, as well as quality photos, and video tours. Included with my services



# *Preparing* TO LIST

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# Preparing TO LIST

## MAXIMIZE YOUR HOME'S POTENTIAL

A clean, neutral, and streamlined look helps buyers to imagine what life would be like in your home. The action points below will help them be able to do that.

### 01 EXTERIOR

- Wash the home's exterior if needed
- Wash the front door
- Keep the yard nicely trimmed
- Keep the lawn free of clutter
- Weed and freshly mulch garden beds
- Clean interior and exterior windows
- Apply fresh paint or stain to fences

### 02 INTERIOR

- Remove personal items, excessive decorations & furniture
- Clean or replace old carpets
- Get rid of clutter & organize and clean closets
- Apply a fresh coat of paint to walls, trim and ceilings where needed
- Replace outdated ceiling fixtures, and clean lighting fixtures.
- Minimize and clean pet areas in the home
- Be sure that all light bulbs are in working order

### 03 FRESHEN THE PAINT & FIXTURES

- A new coat of exterior paint helps a home's curb appeal. It isn't a low-budget item, but if you can swing it...DO IT
- If you can't paint the entire home, paint the trim. This is a relatively simple thing to do and it helps give a home that wow factor
- Update exterior light fixtures. This can quickly give a home an updated look
- Put a fresh coat of paint on the front door if needed





# *Listing* YOUR HOME

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# Listing

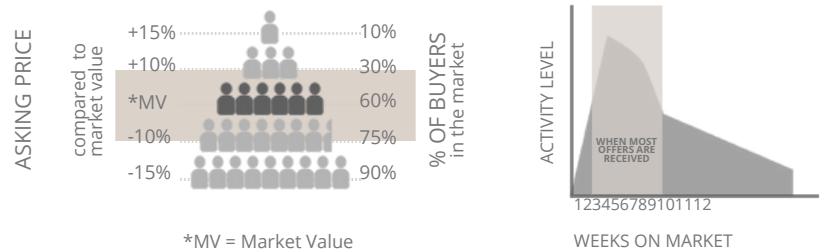


## PRICING STRATEGY

Taking a close look at the market analysis in your area, I will price your home correctly the first timeso that it will sell quickly..

If your home is priced at fair market value, it will attract the largest number of potential buyers in the first few weeks.

If a home is overpriced it will attract the feest number of buyers looking to purchase a home. The majority of home buyers look at many homes and quickly get a feel for the price range that homes sell for in a given condition and location.



## PROFESSIONAL PHOTOGRAPHY

In today's market, home buyers are searching online first. It is imperative that the photos of your home are of the best quality to catch the buyers attention and stand out from the competition. Having more eyes on your home, is the fastest way to get it sold and sell for top dollar, included service

## AGENT MARKETING

I am part of a very large agent network. I will reach out to this network to see if your home might be a great fit for one of their buyers. This agent network is key to connecting buyers with your home as 88% of residential sales involve real estate agents, included service

## ADVERTISING & MARKETING

Correctly marketing a property is imperative to a successful sale. I focus most of my attention on this. My expertise is increasing brand awareness and attracting hundreds of buyers per month, included service

## PROFESSIONAL STAGING

To make sure your home is shown in the best light to buyers, I will provide a professional staging consultation to ensure your home is ready to hit the market. A stager's job is to neutralize your home to appeal to the maximum number of potential buyers., extra fees apply



# Marketing PLAN

## NETWORKING

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A large percentage of real estate transactions happen with cooperating brokers in the country. I will expose your listing to this market.

## SIGNAGE

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A sign will be placed in front of your home as well as pointers and open house signs before an open house. These will be placed at the most opportune times to gain the most exposure.

## SUPERIOR ONLINE EXPOSURE

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Buyers in today's market first start their search online. We will meet your potential buyer where they are...online! Not only will your home be featured in the local MLS, it will also be syndicated to many other listing sites. Your home will be featured on our world-wide company website, and social media.

## LOCKBOXES

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Lockboxes are essential for the safety of all. They allow an agent to show your house whenever he or she needs to, rather than relying on you the owner for a key. Owners are also expected to vacate the property for showings. Having a lockbox makes this process much easier for all involved.

## SHOWINGS

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When I list your home, you will also be signed up with a showing service that immediately communicates with you when a showing is scheduled. When feedback isn't left, I will follow up with those brokers requesting their feedback within 24 hours.

## EMAIL MARKETING

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An email will be sent to our current buyer database of thousands of buyers searching for properties on our website. A new listing email alert will go out to my agent network of thousands of agents in the area.

## PROPERTY FLYERS

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Property flyers will be displayed inside your home. These help potential buyers remember the key items and unique features of your home.

## OPEN HOUSES

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I have discovered a proven open house system that attracts serious buyers and helps your home achieve maximum exposure to potential buyers.

## SOCIAL MEDIA MARKETING

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I use regular social media marketing on today's top social sites which include and are not limited to: Facebook, Instagram, LinkedIn, YouTube, and Pinterest.





# *Information*

## SOURCES USED IN HOME SEARCH

REAL ESTATE AGENT 88	INTERNET 72	OPEN HOUSE 50
ON ON LINE VIDEO 38	SIGNAGE 33	BUILDER 17
NEWSPAPER 6	HOME MAGAZINE 5	BILLBOARD 4
RELOCATION CO. 2	TELEVISION 3	FFRIENDS 2

(Percent of Respondents)



# Maximum EXPOSURE

I will feature your home on the top home search sites, and on social media and syndicate it to other sites.

Homes that receive the top 10% of page views sell an average of 30 days faster!



Instagram



Linked in

facebook



# *Staging* YOUR HOME

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# THE ART OF *Staging*

Staging a home can have numerous benefits when selling. Staging can make rooms feel more spacious and functional. This helps buyers visualize themselves living in the home, increasing the likelihood of a sale. Staged homes tend to photograph better, which attract more online interest and showings. Ultimately, staging helps a home stand out among and potentially command a higher sale price, STAGING IS AN EXTRA COST TO BE EVALUATED



STAGED HOMES  
SPEND LESS TIME  
ON THE MARKET

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STAGED HOMES  
INCREASED  
RESULT IN HIGHER  
SALESALE PRICES

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## BENEFITS OF STAGING

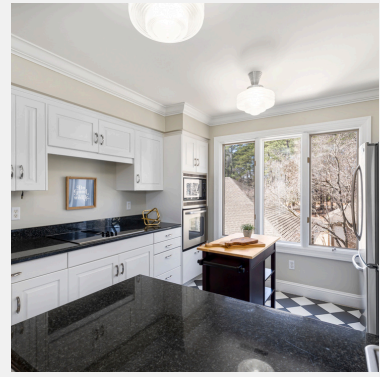
- ✓ LESS TIME ON THE MARKET
- ✓ INCREASED SALE PRICE
- ✓ HIGHLIGHTS THE BEST FEATURES OF THE HOME
- ✓ DISGUISES FLAWS OF THE HOME
- ✓ DEFINES SPACES AND REVEAL THE PURPOSE OF EACH SPACE
- ✓ DEMONSTRATES THE HOMES FULL POTENTIAL
- ✓ CREATES THE WOW FACTOR YOU WILL NEED IN PHOTOS TO MAKE YOUR HOME STAND OUT



# *A lasting* IMAGE

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# Real estate photography

A PICTURE SAYS A THOUSAND WORDS

Having the very best professional photos of a home is imperative in the selling process. High-quality photos showcase the home's best features, attract more potential buyers, and ultimately lead to a quicker sale at a higher price point. Most buyers are finding their homes online and photos are the first impression of your home. As your agent, I will ensure that your home will be shown in its best light.



QUALITY PHOTOS  
ENJOY MORE  
ONLINE VIEWS

PROFESSIONALLY  
SHOT LISTINGS CAN  
SELL FOR MORE

POTENTIAL BUYERS  
LOOK AT ATTRACTIVE  
PHOTOS LONGER THAN  
PHOTOS WHICH DO NOT  
SHOW THE HOME AT IT'S  
BEST

## INTERESTING FACTS





# PROFESSIONAL *videography*

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VIDEO IS FAST BECOMING AN INCREASINGLY IMPORTANT  
FORM OF MEDIA FOR ENGAGEMENT

REAL ESTATE LISTINGS  
WITH VIDEO RECEIVE  
MORE INQUIRIES

VIDEOS ATTRACT  
MORE TRAFFIC FOR  
NURTURING LEADS.

INTERESTING  
FACTS

MOST HOMEBUYERS  
WATCH VIDEO  
HOUSE TOURS

VIDEO IS AN EXTRA COST



# AERIAL *photography*

USING AERIAL PHOTOGRAPHY IN REAL ESTATE CAN SHOW BUYERS A MUCH MORE ACCURATE DEPICTION OF WHAT THE PROPERTY IS TRULY LIKE.



## BENEFITS OF HAVING AERIAL PHOTOS

- ✓ PROVIDES VIEWS OF THE ENTIRE PROPERTY & LAND
- ✓ THE CONDITION OF THE ROOF AND OTHER PROPERTY FEATURES
- ✓ THE NEIGHBORHOOD AND SURROUNDING AREA, INCLUDING THE HOME'S PROXIMITY TO SCHOOLS & AMENITIES
- ✓ DEVELOPMENTS OR LOCAL DISTRICTS THAT ARE SUPPORTED BY THE BUYER'S PROPERTY TAXES

AERIAL PHOTOS ARE AN EXTRA COST



# Virtual TOURS

A VIRTUAL TOUR IS A SEQUENCE OF PANORAMIC IMAGES THAT ARE 'STITCHED' TOGETHER TO CREATE A 'VIRTUAL' EXPERIENCE OF A LOCATION. ONCE CREATED, THE VIEWER IS ABLE TO EXPERIENCE WHAT IT IS LIKE TO BE SOMEWHERE THEY ARE ACTUALLY NOT



## THE BENEFITS

- ✓ Virtual house tours allow potential buyers to check out every room and corner with a few mouse clicks. Compared to photos and videos, this technology offers a more accurate and immersive experience.
- ✓ Utilizing virtual tours, we can narrow in on the most serious buyers and give them a good look at your home without disturbing you. Leaving only the more serious buyers to schedule a showing.
- ✓ Potential homebuyers don't like to wait. They want all the information now. A virtual tour allows every part of your home to be on display around the clock without disturbing you.
- ✓ Your home will definitely stand out. A virtual tour exposes your home to a wider audience. Your home can be toured from anywhere at any time.

VIRTUAL TOURS ARE AN EXTRA COST

# Property BROCHURES



Property brochures have numerous benefits when selling a home. They provide buyers with a tangible and detailed representation of the property, including high-quality photos, detailed descriptions, and relevant information. Brochures can also showcase any unique features or upgrades of the home that may be overlooked in online listings. They serve as a leave-behind for buyers to reference after touring the property and can be shared with others who may be interested.



*Sold on*  
KEEPING YOU SAFE

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# *We've got you* COVERED



## A SECURE LOCKBOX CAN BE USED

A lockbox allows real estate agents access to show buyers your home securely. The lockbox holds the keys to the home and is typically found at the front guarded by a security lock that only licensed agents have access to.



## STOW AWAY VALUABLES

Before showings make sure that all valuables are put away and out of sight. This includes even mail left out (which may contain personal information and bank statements). Items of value such as jewelry, artwork, cellphones, and gaming systems should also be out of site. It's a good idea to walk through your house before showings and make sure everything of value is out of sight.



## DON'T ALLOW ANYONE IN WITHOUT AN APPOINTMENT

Now that your home is online, many know that it is for sale. For your safety, NEVER let a stranger into your home. While it is likely that it is just someone that saw the sign and is interested in getting a quick look, you just never know. Ask them politely to call your agent who handles all showings.



## REMOVE PRESCRIPTION DRUGS & MEDICATION

Clean out your medicine cabinets and any other place you may store medications and hide them away. There have been more and more stories of people intentionally going to home showings to take medications freely.



## PUT AWAY BILLS & OTHER MAIL PIECES

With identity theft on the rise it is important to put away all mail pieces with your information on them. If this information ends up in the wrong persons hands, it can easily lead to identity theft.



## BE EXTRA VIGILANT ON KEEPING DOORS LOCKED

Often times a home for sale means home owners are not at home. So be sure to always keep your doors and windows locked.



# *After listing* YOUR HOME

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# Home SHOWINGS

## FLEXIBLE

Be as flexible and accommodating to the buyers schedule as possible. We want to avoid having any missed opportunities.

## INFORMED

Make sure everyone in the home is informed when showings are scheduled to ensure personal spaces are clean.

## DAILY CLEANING

Keep up with daily messes. Wipe down kitchen and bathroom counters before leaving for the day.

## ODORS

Avoid strong-smelling foods: Keep your meal prep as neutral and simple as possible.

## PERSONALS

Make sure you place all valuables and prescriptions out of sight and in a safe place.

## FURRY FRIENDS

Keep pet areas clean. Clean up after your pets immediately and wash their bedding regularly. Hide pet food or litter. Not everyone is a pet person and it may hinder a potential buyers ability to picture themselves living in your home.

## NATURAL LIGHT

Open blinds and curtains and let in as much natural light as possible. Leave lights on before you leave for a showing.

## TRASH

Empty trash cans to avoid any odors. Try to empty trash cans nightly so that the home is fresh when you leave for the day.

## TEMPERATURE

Keep the room temperature comfortable. This demonstrates to buyers that the HVAC is working properly.

## VACATE

Having a seller present can make buyers feel awkward. We want to make the buyers feel at home and stay awhile.





# Offers

Price is just one of many considerations when deciding which offer is best for your home. Here are some of the other factors to consider.

## CONDITIONS

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The fewer conditions on an offer the better. Shorter time periods are also valuable.

## ALL CASH BUYER

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A cash offer is usually more appealing than a finance offer as the seller doesn't need to worry about the bank approving the loan.

## PRE-APPROVAL

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Assures a home seller that the buyer can get the loan they need.

## LOAN TYPE

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A conventional loan is often the least complicated. This is an appealing choice for sellers. A CMHC loan can cause delays because they require certain approvals.

## CLOSING TIMELINE

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You might need to close quickly to move on to the next adventure, or you might need to extend the closing date to allow time for your next home to be ready. Choosing the offer with the closing time that fits your needs will be most attractive to you.

## CLOSING COSTS

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Sometimes an offer comes in high, but the buyer asks you to pay certain fees which may not be as attractive as other offers, ie.. carrying costs such as heating, maintenance, insurance and monthly compensation if the closing dates are not convenient for them.



## BUYER LETTER

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A buyer letter is usually a sort of introduction to the buyer(s) and helps the seller get to know the buyer with any specifics to their situation.

## REPAIR REQUESTS

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If your home is "turn key" or recently remodeled, there may be little to no repair requests. Some repair requests can be expensive. It's important to know what is best for you.

## OFFER PRICE

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Of course, price matters too! If a high offer will cost you more in closing costs, repairs, or other factors—then it probably won't be the best offer for you.



# Negotiations



## YOU CAN:

- **ACCEPT THE OFFER**
- **DECLINE THE OFFER**  
If the offer isn't close enough to expectation and there is no need to negotiate.
- **COUNTER-OFFER**  
A counter-offer is when you offer to accept the buyers offer subject to different terms.

## THE BUYER CAN THEN:

- **ACCEPT THE COUNTER-OFFER**
- **DECLINE THE COUNTER-OFFER**
- **COUNTER THE COUNTER-OFFER**  
You can negotiate back and forth as many times as needed until you can reach an agreement or someone copts out.

## OFFER IS ACCEPTED:

Sign the purchase agreement and you are now officially under contract and you are legally obliged to go forward with the sale There are usually several steps after the offer has been accepted.

Now inspections, appraisals, or anything else built into your purchase agreement will take place.



# *Contract* TO CLOSING

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# Inspections

## WHAT IS INCLUDED:

- ✓ HEATING & COOLING
- ✓ PLUMBING
- ✓ BASEMENT
- ✓ FOUNDATION
- ✓ CRAWLSPACE
- ✓ STRUCTURE
- ✓ ROOF & COMPONENTS
- ✓ EXTERIOR & SIDING
- ✓ ELECTRICAL
- ✓ ATTACHED GARAGES
- ✓ WALLS
- ✓ ATTIC & INSULATION
- ✓ DOORS
- ✓ DRAINAGE
- ✓ WINDOWS & LIGHTING
- ✓ GRADING
- ✓ ALL STAIRS
- ✓ GARAGE DOORS



IT IS HIGHLY RECOMMENDED TO CONDUCT A PRE-SALE INSPECTION BEFORE LISTING YOUR HOME. THIS WILL PROVIDE YOU WITH A CLEAR UNDERSTANDING OF ANY POTENTIAL ISSUES THAT COULD LEAD TO A BUYER WITHDRAWING THEIR OFFER. BY IDENTIFYING THESE CONCERNS IN ADVANCE, YOU HAVE THE OPPORTUNITY TO MAKE NECESSARY REPAIRS OR DISCLOSE THE INSPECTION REPORT UPFRONT, HELPING TO PREVENT UNEXPECTED SURPRISES FOR BOTH PARTIES. ADDITIONALLY, A PRE-SALE INSPECTION REPORT MAY ELIMINATE THE NEED FOR A SEPARATE BUYER INSPECTION, AS THEY MAY CHOOSE TO RELY ON YOUR REPORT AND WAIVE THEIR OWN INSPECTION ENTIRELY

### INSPECTION TIME FRAME

Typically, inspections will need to be scheduled ASAP to stay within the usual 7-10 day inspection period. There is an additional 4 days to review the report

### POSSIBLE OUTCOMES

A home inspection may reveal potential and necessary repairs. If a lender is involved in the transaction, this may affect funding.

### COSTS

There is usually no cost to the seller with a general home inspection. The buyer will hire a home inspector of their choice.

### COMMON PROBLEMS COULD BE

Outdated electrical, leaky plumbing, mold, structural cracks, foundation issues, heating/cooling system defects, roof problems, and more. Items which were not visible to the buyer at the visit.

### UPON COMPLETION:

BUYER CAN ACCEPT AS IS

BUYER CAN CANCEL CONTRACT

BUYER CAN OFFER TO RENEGOTIATE





# Home APPRAISAL



If the buyer is seeking a loan to purchase your home they will need to have an appraisal performed by the bank to verify the home is in fact worth the loan amount. As a seller, we want the property to appraise for at least the sale amount or more. It is very difficult to successfully contest an appraisal. An experienced agent demonstrates certain strategies to reveal the value of the home prior to the appraisal.

## APPRAISAL COMES IN AT OR ABOVE SALE PRICE

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You are in the clear, and closing can be begin!

## APPRAISAL COMES IN BELOW SALE PRICE

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- Renegotiate the sale price with the buyers so as they can finalize their mortgage loan and the sale goes through
- Request buyer to cover the difference & renegotiate their terms with their bank
- Cancel & re-list
- Review any back-up offers, & possible cash offers



# Closing THE SALE

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## WHAT TO EXPECT

Closing is the point in the transaction when the buyer, seller, and all participating parties have fulfilled their legal obligations to one another. The notary will look over the contract to determine what payments are owed by who, prepare documents for closing, perform the closing, & make sure all adjustments are completed. Now the buyer's title is recorded and you receive all adjustments that are due to you.

## YOUR COSTS

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### SELLER COMMONLY PAYS:

- Mortgage balance & penalties (if applicable)
- Any claims against your property
- Unpaid assessments on your property
- Real estate broker commission
- Title Search
- Title insurance policy
- Home warranty

## WHAT TO BRING

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### SELLERS NEED TO BRING TO CLOSING:

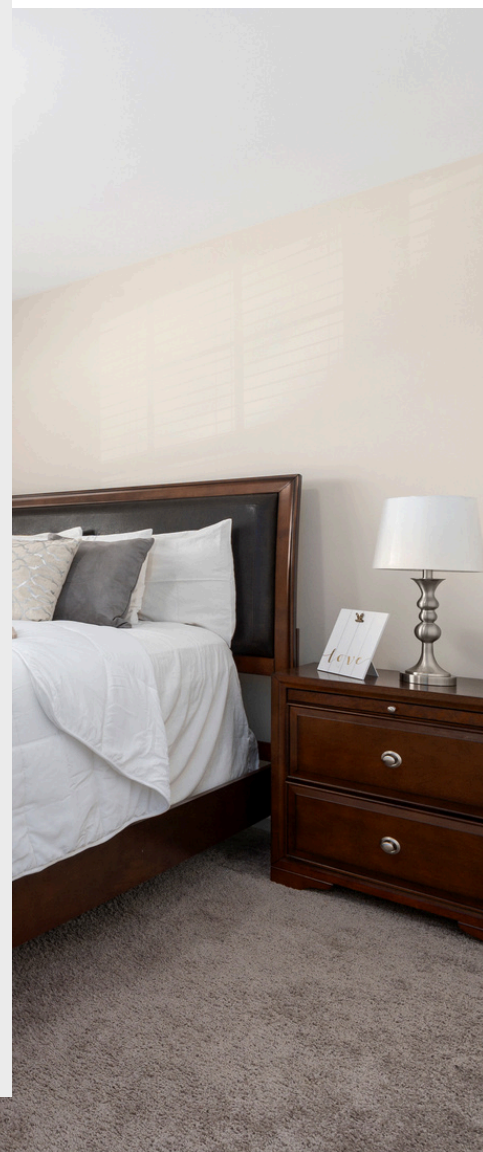
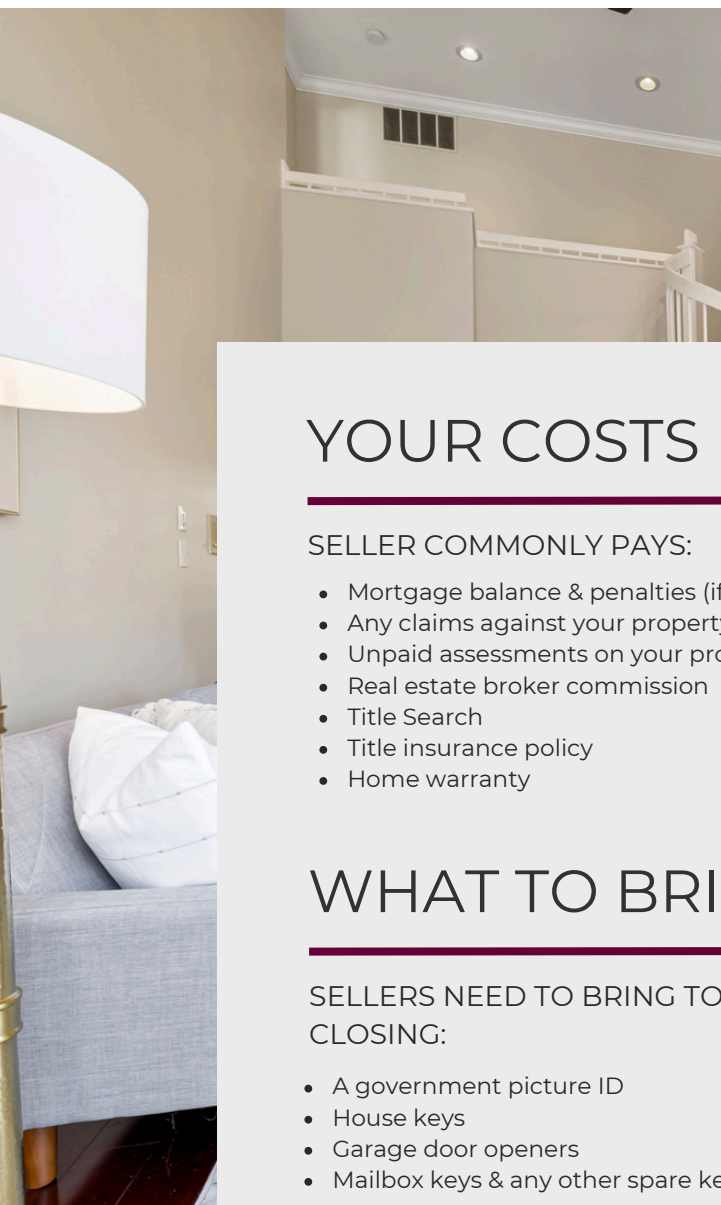
- A government picture ID
- House keys
- Garage door openers
- Mailbox keys & any other spare keys

## AFTER CLOSING

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### KEEP COPIES OF THE FOLLOWING FOR TAXES:

- Copies of all closing documents
- All home improvement receipts





# *Final* STEPS

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# Final STEPS

## FOR SELLERS



### ✓ CANCEL POLICIES

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Once transfer of title has occurred, contact your insurance agent to cancel your policy so you can receive a refund of any prepaid premiums.

### ✓ CLOSE ACCOUNTS

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Cancel utilities and close those accounts of transfer if necessary. Keep a list of phone numbers for each of your utility companies.

### ✓ CHANGE ADDRESS

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Let everyone know you have a new address. Submit a change-of-address form to the post office.

### ✓ TURN EVERYTHING OFF

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Turn off valves to the sinks, toilets, appliances, and water heater. Turn off all light switches and fans. Lastly, call the electric company.

### ✓ FLOORS

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Vacuum and sweep floors one more time.

### ✓ CLEAR OUT PERSONALS

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Move your personal belongings out completely. Check all drawers, cabinets, and closets.

### ✓ CLEAN

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Ensure that your home is completely clean upon leaving the home. Clean the cabinets, refrigerators, and other appliances inside and out. Thoroughly clean out the garage. Schedule trash pick up prior to the day of closing. Leave your home the way you would like to find it if you were the buyer.

### ✓ ACCESS

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Leave all house keys, remotes, gate keys, pool keys, guest house keys, shed/storage keys, and mailbox keys in a drawer in the kitchen.

### ✓ GATHER HOME PAPERWORK

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Put together a packet of manuals, receipts, warranties, and copies of any upgrades or work that was done to the home.

### ✓ DOCUMENTS

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Secure the Purchase Agreement and all closing documents concerning the home. Keep them in a safe place.

### ✓ LOCK UP

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Ensure all blinds are closed, and lock the windows and doors.





# *What to* EXPECT

**GREAT COMMUNICATION**

**HONESTY & TRANSPARENCY**

**INTEGRITY & RESPECT**

**LOCAL MARKET KNOWLEDGE**

**REACH YOUR REAL ESTATE GOALS**





# Annie Helegda

REAL ESTATE BROKER

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