

SIMPLIFYING YOUR MOVE

A Checklist for Sellers



Working with Miloff Aubuchon Realty Group

If you are selling a home, you should know what to expect from the Realtor you hire. From setting showing appointments to negotiating the sale, your Miloff Aubuchon Realty Group agent is working for you. Here are 8 reasons why you should work with a Miloff Aubuchon professional.

- Sellers often miss the mark on the listing price, relying on advice from neighbors, friends, and the internet. Miloff Aubuchon agents are trained to analyze data that will determine the best listing price, which will sell your home quickly and for the highest value.
- A Miloff Aubuchon agent will develop a marketing plan, and take care of all of the time-consuming and costly details of advertising, thus exposing your home to the largest potential market.
- You need someone who will help you to wade through disclosure forms, paperwork and contracts. Miloff Aubuchon agents deal with these forms daily and are aware of any legal issues.
- As a seller, your home will be exposed to the largest pool of buyers through the Multiple Listing Service, social media and the Miloff Aubuchon Realty Group website.
- When you work with a Miloff Aubuchon agent, all showings are handled for you. We coordinate appointments with showing agents and follow up to encourage serious buyers to write an offer immediately.
- Once a suitable buyer has been found, your Miloff Aubuchon agent will assist with the negotiations and ensure the correct disclosures are signed. They are trained to remove themselves from the emotional aspects of the transaction and negotiate the best deal.
- Once the contract is signed, Miloff Aubuchon agents know that this is only the beginning. They follow the transaction every step of the way to make sure it goes smoothly all the way to the closing.
- Many questions can pop up after the closing. Miloff Aubuchon agents stay in touch and make sure clients are not only satisfied with the transaction, but also become Raving Fans.

Pricing Your Home to Sell

- Studies show that a home priced within 5% of the anticipated sales price has 3 times the chance of selling than one priced 15% higher.
- Buyers today “shop the market” and will receive pricing advice from their Realtor.
- Buyer interest peaks in the 2nd week, so the first exposure to the market is critical!
- Your first offer is usually your best offer!
- If Realtors think a home is overpriced, they will take their buyers elsewhere.
- “Chasing the Market Syndrome”:
 - Starting at a high price and reducing later will only cause frustration and, in the end, a lower price.
 - In a declining market, your best price is today’s price!

Determining the right listing price for your home can sometimes be an agonizing process. You want to get as much money as possible, so the natural inclination is to price it much higher than the anticipated sales price to leave room for negotiation. This strategy, however, often leads to the opposite result, increasing the days on the market and generating a lower sales price in the end.



Accurate pricing from day one is the number one recipe for success.

In order to do this, you will receive comprehensive, detailed sales data from your Miloff Aubuchon agent. Buyers today are extremely well-educated about the market and have access to information via the internet. They will do their homework before making an offer on a property. Be sure you do yours as well!

Contract Negotiations



Q. Isn't the price the most important part of the contract?

A. Other factors are equally as important as price when negotiating a purchase agreement. These factors include the size of the down payment, the closing date and the terms.

Q. How much deposit money should I expect from the buyer?

A. The buyer must provide a "good faith," or "initial" deposit of at least

\$500 at the time of the offer. In Florida, this deposit is returnable if the terms of the purchase agreement are not acceptable.

Q: Is a physical inspection of the house and grounds necessary?

A: Sometimes a physical inspection is part of the terms of the purchase contract. Typically this inspection must be conducted within 15 days of signing the contract by both parties. It is to your benefit both as a consumer and as a seller to have the house fully inspected prior to purchase. Although this contingency does permit the buyer to walk away from the contract at any point within the specified time period (15 days) if he/she finds anything unacceptable in the physical inspection of the property, it is better to have this issue resolved upfront. Should issues arise, buyers and sellers may also choose to re-negotiate.

Q: When does the buyer apply for a mortgage?

A: Immediately upon signing the contract. Usually this clause is satisfied within 30 days. Buyers should be "pre-approved" prior to submitting an offer to show the seller that they are qualified to purchase the home. This pre-approval will, however, be subject to final documents and an appraisal on the home that justifies the purchase price.

Q: Are there any special things I need to know if purchasing or selling a condominium?

A: The buyer has the opportunity to review all the condominium documents. This contingency is to be satisfied within 15 days after receiving the documents if it is a new construction and within 3 days if it is a resale.

PREPARING YOUR HOME FOR THE MARKET

Your home has one chance to make a memorable impression with each potential buyer that walks in the door. The idea is to showcase a clean, spacious, clutter-free home. Start by doing a little bit every day and before you know it your home will be ready.

The combination of proper pricing, staging, and condition generates the quick, positive results you desire every time! It is a recipe for success!

Curb Appeal

- Mow lawn, trim shrubs, edge walkways
- Weed and mulch
- Sweep walkways and driveway
- Remove driveway stains
- Clean patio area and make any repairs
- Clean pool and spa
- Touch up exterior paint
- Paint front door and mailbox
- Add a new front door mat
- Make sure doorbell works



General Interior Tips:

- Add a fresh coat of interior paint
- Steam carpet/tile/grout
- Wash windows and blinds
- Organize/clean out closets
- Remove extra furniture, toys, etc.
- Repair problems, such as loose door knobs, leaking toilets, squeaky doors, etc.

The Kitchen

- Make sure all appliances are spotless inside and out and in perfect working order
- Clean forgotten spots – top of refrigerator, under sink
- Unclutter counter space, remove countertop appliances

- Organize items inside cabinets

The Living Room & Dining Room

- Make it cozy and inviting

The Bathrooms

- Remove all rust and mildew
- Make sure tile, fixtures, shower doors, etc. are clean and shining
- All fixtures in good repair
- Replace loose caulking or grout
- Make sure lighting is bright, but soft
- Test shower and fixtures in guest baths that get little use

The Master Bedroom

- Organize furnishings to create a spacious look with well-defined sitting, sleeping and dressing areas.

The Garage

- Clear out unnecessary items
- Remove floor stains
- Check garage door function
- Tidy storage or work areas

When it's Time to Show

- Open all draperies and shades, turn on all lights
- Pick up clutter, make sure beds are made, dishes are done, clothes put away
- Vacuum carpets
- Add some strategically placed fresh flowers
- Pop a spicy dessert or just a pan of cinnamon in the oven for aroma
- Turn off the television and turn on radio at low volume
- Put pets in backyard/crate
- Make sure pet areas are clean and odor free
- Dispose of all trash



Clearing Out Clutter

Definitions of clutter are different from person to person; clutter is like beauty, in the eye of the beholder. Clutter can be simplified into two categories

Typical Clutter:

- Anything you don't need, want, use, or love.
- Too many objects and not enough room for them.
- Things you don't know what to do with, and don't use.
- More items labeled "miscellaneous" than those with a place and purpose.
- Items you are keeping but don't really want (gifts that you didn't like, books that you'll never read again).
- Things that are untidy or disorganized.
- Files and paperwork piling up, unfiled, or too old to keep.
- Anything unfinished (projects, hobbies, etc.).

Clutter isn't always about a mess or disorder. It can consist of too much stuff, even if carefully arranged. Useful and/or beautiful things can become clutter if you have too many.

Sentimental Clutter:

- Greeting cards, old notes.
- Mementos from your vacations.
- Baby clothing, your child's school work and art projects.
- Items given to you by someone important.

Most people have sentimental items that they'd like to keep. If they are must have items, go through them with a critical eye and limit yourself to a set amount of space they can take up.

Where to get rid of your clutter

Goodwill Retail & Donation Centers

Large item pick up: Call 239.652.1600

<http://www.goodwillswfl.org/donate/>

Habitat for Humanity

<http://leehendry.habitatrestores.org/donate>

Lee & Collier County Solid Waste

No limit to the amount of material you can set at curb. However, each container must weigh no more than 50 lbs. Bulky items may be set out w/household trash. Appliances require a special pick up call.

<https://www.leegov.com/solidwaste/residential/garbagecompany>

<https://www.colliercountyfl.gov/your-government/divisions-s-z/solid-hazardous-waste-management>

Eyeglasses Donations

<https://www.capecorallionsclub.com/copy-of-activities>

Cell Phone Donations

<https://www.cellphonesforsoldiers.com/>

Check local newspapers for charity functions collecting for tag sales. Many places will pick up. Check with local battered women's shelters looking for used furniture and clothing. Many places will pick up.



How Long Should I Keep Important Records?

Keep for a Short Time

Ensuring that you have these records until they are verified can provide proof of the transaction until it's officially posted.

- **Utility bills** - Shred or delete after verifying payment on your bank or credit card account.
- **Debit/credit card receipts** - Keep until you've checked them against your monthly statement.
- **Bank statements** - Consider printing out last month's statement in case of a data breach you can prove your balance. Shred the old statement when you print your newest one.
- **Retirement plan statements** - Keep quarterly statements until you receive your year-end statement.
- **Home, auto, and umbrella policies** - Keep until you get your new policy. For Auto insurance, most states accept electronic versions of your insurance card, but it may also be smart to keep a printed version in your glove compartment.

Keep for Next Year's Tax Season

Saving your important papers through the year and keeping your records organized will make tax preparation that much simpler. Here is a sampling to make tax time easier.

- **Proof of income** - dividends, interest, bank statements, brokerage statements, w-2s, mutual fund statements, and 1099s
- **Deductions** - medical and dental expenses, child care, and charitable giving
- **Receipts** - invoices and mileage logs
- **Residential** - closing and tax documents

Keep Records for IRS Recommended Period

In general, tax returns can be examined by the IRS for up to three years after filing. However, that period can increase in certain situations. For example, it can increase to six years in cases of unreported income that is more than 25% of the gross income shown on the tax return and seven years if a claim was filed for a loss from worthless securities. The period can extend indefinitely in cases of a fraudulent return or when no return was filed. The IRS provides a list of recommended periods based on a taxpayer's situation.

Naturally, you must be able to produce *all* supporting documentation. The good news? The IRS will accept legible electronic records, so consider copying everything to a flash drive and store it

with your “keep forever” documents. (Don't forget to delete any tax-related records from your hard drive for security reasons after saving and storing copies appropriately.)

Keep Important Records Forever

Because photocopies or scanned images of legal papers are usually not valid, store originals of these:

- marriage licenses, divorce, and custody decrees
- birth, adoption, and death certificates
- wills, trusts, and financial and medical powers of attorney
- passports and citizenship papers
- military records

Keep Documents While You Own the Asset

- **Real estate** - property abstracts, deeds, mortgage documents, [closing documents](#), insurance policies, and receipts for home improvements
- **Vehicles** - titles, purchase or lease documents, and auto insurance policies
- **Household** - receipts, warranty certificates and operating instructions for household items
- **Financial** - investments, stock certificates, and retirement plan records

**Source: www.statefarm.com/simple-insights/financial/save-or-shred-how-long-to-keep-documents*

Finding Reputable Service Providers

A good service provider can be hard to find. Over the past 20 years, Miloff Aubuchon Realty Group has built relationships with local contractors and service providers. If you need recommendations for your specific home service needs, please contact Miloff Aubuchon Realty Group. Should you choose to look for a provider on your own, the following tips will help you decide which provider is best for you.

1. Ask for Recommendations from Friends and Family

Family and friends provide the most realistic review you will find when it comes to making a choice. Keep in mind it may have been several years since they last used a service, so you will still want to follow the other tips in order to learn about the service provider.

2. Research and Gather Information

Internet sources such as the Better Business Bureau (BBB) and Angie's List, have information on many businesses, giving ratings based on consumer feedback and set standards of service.

- Ask for a list of recent references you may contact.
- Ask for a copy of the current license in the city or county where the work will be performed. Ask for and verify insurance information.
- Arrange a payment schedule. Never pay up front and never pay cash. The final payment should not be paid until the work is complete and you have it fully inspected.

3. Comparison Shop

Shop around and get a least three quotes from different businesses. Make sure the bids are consider the same criteria. The lowest bid is not necessarily the best bid.

4. Get it in Writing

Always get estimates in writing and never let any work begin without a written and signed contract. The contract should include contact information, state and end dates, detailed description of the work to be done, costs, payment schedule, and warranty information.

Get Ready To Move!



2 Months Before:

Set Up a Calendar

Create a moving binder for:

- Estimates
- Receipts
- Inventory of the things you're taking with you

Interview & Get Estimates for:

- Movers – Will any items need special packing or extra insurance?
- Clean-out services
- Packers and organizers
- Cleaning services

6 Weeks Before:

Order supplies (if your mover is not supplying these):

- Boxes
- Tape

- Bubble Wrap
- Permanent markers
- Specialty containers for fragile items and wardrobe packing

Use it or lose it:

- Start using up things you don't want to move, like frozen foods or cleaning supplies

1 Month Before:

Finalize arrangements with your moving company:

- Written confirmation of your moving date, costs, and other details

Arrange for final clean-out/estate sale

Begin packing seldom-used items:

- While packing, note items of special value. Declare in writing items over \$100 like a computer
- Clearly label all boxes with contents and room destination
- Label "essentials" for items you'll need right away

Separate valuables

- Add items such as jewelry and important files to a safe box that you'll personally transport yourself
- Put the mover's estimate in this box so you'll have it on moving day

Call ahead

- Keep a list of new phone numbers in a convenient location, including frequently called numbers
- Notify the post office
 - Go to the post office or online at www.usps.gov and fill out change of address form.
 - Ask a neighbor to watch for mail that comes in after your move
- Contact the Department of Motor Vehicles to transfer your driver's license to your new address
- Notify your friends and relatives
- Contact banks, credit card and investment companies, insurance companies, etc.
- Contact all magazines

- Call at least 2 weeks in advance to arrange for cancellation and disconnection of services. Make a list with phone numbers:
 - Gas
 - Electric
 - Telephone – disconnect and reconnect
 - Cable – disconnect and reconnect
 - Trash removal
 - Be sure to get refunds on any deposits you've made
- Newspaper/Magazine subscriptions
 - Delivery can begin as soon as you move
- Medical
 - Transfer prescriptions if necessary

2 Weeks Before:

- Clear up all outstanding accounts with utilities, credit cards, newspapers
- Transfer checking and savings accounts if necessary. Have the address on your checks changed
- Begin serious packing of items you will not need over the next two weeks
- Send change-of-address cards and leave a forwarding address with the post office
- Clean out your safe-deposit box if you are transferring documents to a new bank
- Return/retrieve borrowed items
- Drain/dispose of flammable liquids in lawn mowers, etc.
- Confirm dates and times with the moving company again

1 Week Before:

- Refill prescriptions – stock up on what you'll need over the next couple of weeks
- Pack your suitcases – with everything you'll need over the next week
- Pack up everything you will be moving

A Few Days Before:

- Defrost refrigerator
 - Clean out food
 - Prepare for new owners
- Arrange for cleaning service to “broom clean” your home
- Make sure everything that will not be moving with you has been removed
- Confirm arrival time with moving company again

Moving Day:

- Keep important documents and keys handy
- Carry jewelry and documents yourself
- Make a final inspection to be sure nothing is forgotten. Look through:
 - Closets
 - Basement
 - Garage
 - Cabinets
- Turn off the lights, close and lock doors and windows
- Leave keys and garage door openers with real estate agent for final walk through
- Leave home only after moving truck is on its way
- Carry enough cash or checks to cover cost of moving services and expenses
- You may be moving out on the same day the new buyers are moving in, so timing is critical

Settling In

Keep basics on hand to help make you comfortable

- Cleaning supplies:
 - Soap, cleaning agents
 - Dish towels
 - Paper towels
 - Sponges
- Kitchen:
 - Paper plates, cups, napkins, plastic utensils, plastic pitcher for drinks
 - Can opener
 - Small saucepan
 - Pot holders
 - Snacks, tea, coffee, instant creamer, sugar, salt, condiments
- Bathroom:
 - Facial & toilet tissue
 - Toothbrush & toothpaste
 - Bath towel
 - Personal products
 - Soap & shampoo
 - First-aid kit and necessary medicines

- Bedrooms:
 - Sheets
 - Pillow cases
 - Blankets
- Miscellaneous:
 - Light bulbs
 - Flashlights
 - Aluminum foil
 - Trash bags
 - Baggies/food storage bags



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