



# The Home – Selling Process

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## Step 1 Consultation to analyze needs

- Meet with your designated agent
- Discuss wants/needs



## Step 2 Prepare your home

- Clean
- Declutter
- Depersonalize
- Make repairs as necessary



## Step 3 Price it right

- Price is imperative in the sale of your home





#### Step 4 Listing Agreement

- Read & review carefully



#### Step 5 Make it live

- Be ready for showings
- Try to accommodate any showing requests



#### Step 6 Receive an Offer to Purchase

- Review offer and terms with your designated agent
- Select attorney (see our recommended list)



#### Step 7 Acceptance of Contract

- Buyer schedules home inspection – 5 days
- Attorney review of contract and inspection issues



#### Step 8 Buyer's Mortgage Application

- Appraisal – We meet them at the property
- Copy of Plat of Survey helps us with appraisal



#### Step 9 Buyer's Underwriting

- Conditions





### Step 10 Conditional Approval

- Final documentation
- Final review



### Step 11 Title Company

- Title Exam
- Survey
- Title Insurance
- \*Order Well/Septic Test if needed – completed by attorney



### Step 12 Remove Contingencies

- Call utilities to shut off on day of closing



### Step 13 Assemble Documents

- Final loan approval or clear to close
- Prepare to be completely moved out on closing day



### Step 14 Closing (Filing of Deed)

- Be out and ready to close
- Leave keys and openers and a note with garage keypad code if needed



### Step 15 Close

- Congratulations!



## Market Ready Property Checklist

It is our goal to get you the highest sale price in the most efficient and effective time possible. We prepared this simple property checklist to help you get Market Ready!

### Two general suggestions to keep in mind:

1. De-Personalize: While it may seem odd to pull any trace of you and your family off of the walls and out of sight before you leave your home. It is accepted in real estate that homes sell faster and for more when they are de-personalized. We want a buyer to be able to picture themselves in your property.
2. De-Clutter: Since we want buyers to see themselves in your property, lets make sure it looks like there is room! We strongly suggest that you take down and store all your family photos, remove books from bookcases, and knickknacks and most decorations from view.

Most of these items will be reviewed by a professional inspector during the sales process so it is best to complete as much as possible. OUR BEST TIP: Take a first pass and get as many of the little done first instead of going through this list from start to finish. Each item on this list makes a difference.

#### Exterior:

- Front/back doorway is swept and clean
- All exterior door knobs work, lock and are clean
- Shrubs have been trimmed away from house
- Mulch/plants in flower beds are presentable
- All windows cleaned
- Address numbers are visible from street and clean
- Light fixtures are clean and all lights work
- Light bulbs all work
- Exterior is swept and the eaves or overhangs are free of debris
- Sheds/Garage/Fences in good working order
- Roof in good condition and clear of debris
- Gutters/rain spouts working and flowing away from property
- Stairs are clean and handrails are solid
- All balconies and porches are clean and free of clutter

#### Safety:

- All smoke detectors work
- Smoke detector in all sleeping areas and on each level
- All exterior doors have deadbolts that are operable
- Exterior doors are weather tight and in good working order
- Window panes are not broken or cracked
- All windows lockable/weather tight/stay open without support
- All windows have screens without rips or holes
- All habitable spaces have operable windows
- Floors are structurally sound
- Overhead lights have proper fixture coverings
- GFCI outlets are installed and in working order
- All outlets have plates installed and are in working order
- Electrical panel is properly labeled
- Clothes dryer is properly vented
- Plumbing is free of leaks

#### Living Areas:

- Freshly painted or cleaned interior walls
- Carpets/Flooring cleaned/replaced
- Door knobs clean/replaced in working order
- New light fixtures
- Light bulbs working/replaced
- Wall plates cleaned/replaced
- All trash removed
- Cleaned from floor to ceiling

#### Kitchen:

- Cabinets cleaned/painted/replaced
- Countertops cleaned
- Sink cleaned
- Faucets clean and properly caulked
- Appliances cleaned/working/replaced
- Dishwasher
- Disposal
- Range
- Vent hood
- Oven
- Refrigerator
- Microwave
- Other
- Clean/freshly painted interior
- Flooring cleaned clean light fixtures
- Light bulbs working/replaced
- All trash removed
- Cleaned from floor to ceiling

#### Bedrooms:

- Shelving in closets in working order/added
- Freshly painted or cleaned interior walls
- Carpets/flooring cleaned/replaced
- Door knobs clean/replaced in working order
- Light bulbs working/replaced
- Wall plates cleaned/replaced
- All trash removed
- Cleaned from floor to ceiling

#### Bathrooms:

- Cabinets cleaned/painted/replaced
- Countertops cleaned
- Bathtub cleaned/resurfaced
- Shower cleaned/resurfaced
- Faucets clean/replaced in working order and properly caulked
- Freshly painted or cleaned interior walls
- Flooring cleaned/replaced
- Door knobs clean/replaced in working order
- Clean and secure light fixtures
- Light bulbs working/replaced
- Wall plates cleaned/replaced
- All trash removed
- Cleaned from floor to ceiling

#### Garage:

- Garage door is working
- Light bulb replaced/working
- Clean and free of all trash and debris