Florida Home-Selling Checklist

Before you list: organize your plan, prepare the property, and launch with purpose.

PROPERTY ADDRESS _____

TARGET LIST DATE _____

01 Set your plan

- ☐ Set your ideal sale date, move date, and backup housing plan.
- ☐ Confirm who owns the home and who must sign the sale documents.
- ☐ Discuss sale options, representation, and negotiable compensation.
- ☐ Request a seller net estimate using your mortgage payoff and likely costs.
- ☐ Choose how you will receive updates and approve decisions.

02 Gather your documents

- ☐ Collect mortgage, lien, property tax, and insurance information.
- ☐ Gather HOA or condo contacts, fees, assessments, and required documents.
- ☐ Locate surveys, permits, warranties, and repair or upgrade records.
- ☐ Complete applicable disclosures accurately; discuss known defects.
- ☐ List included appliances and fixtures, exclusions, and any leases.

03 Prepare the property

- ☐ Address safety issues, visible leaks, and deferred maintenance.
- ☐ Declutter, deep clean, and simplify furniture placement.
- ☐ Improve curb appeal and lighting; touch up where worthwhile.
- ☐ Check roof, HVAC, and insurance records before buyer questions arise.
- ☐ Get advice before major upgrades; compare cost with likely buyer value.
- ☐ Secure valuables, medications, keys, and personal documents.

04 Price and launch

- ☐ Review recent comparable sales and competing active listings.
- ☐ Agree on a pricing strategy and a date to review market feedback.
- ☐ Approve accurate photos, property details, and marketing materials.
- ☐ Set showing instructions, pet arrangements, and access procedures.
- ☐ Keep the home ready for visits and review showing feedback.

Your next three actions

1. _____
2. _____
3. _____

Conroy McKenzie | CJM Realty Inc. | 954-651-8877 | cjmrealtyinc.com

Planning guide only. Your signed contract controls deadlines and obligations.

Sources: floridabar.org/public/consumer/pamphlet006/

CJM guides: cjmrealtyinc.com/guides/sell-house-checklist | cjmrealtyinc.com/seller

Florida Home-Selling Checklist

From offer to move: compare terms, track your deadlines, and protect your proceeds.

CONTRACT EFFECTIVE DATE _____

INSPECTION DEADLINE _____

CONTRACT CLOSING DATE _____

05 Evaluate the offer

- ☐ Compare net proceeds, not only the offered purchase price.
- ☐ Review financing or proof of funds, deposits, and contingencies.
- ☐ Evaluate credits, repair requests, closing date, and possession terms.
- ☐ Clarify included items and every change before accepting.
- ☐ Keep a complete copy of the signed contract and addenda.

06 Manage the contract

- ☐ Confirm the deposit holder and that required deposits are received.
- ☐ Calendar inspection, financing, title, association, and closing deadlines.
- ☐ Provide inspection and appraisal access; keep utilities available.
- ☐ Respond to requests and document agreed repairs or credits in writing.
- ☐ Track title, payoff, lien, permit, and association items with the closing team.

07 Prepare for closing

- ☐ Review your settlement statement, payoff, prorations, and net proceeds.
- ☐ Confirm signing arrangements early, especially for remote owners.
- ☐ Verify wire instructions by calling a trusted, independently verified number.
- ☐ Finish agreed work and save invoices or receipts for the buyer.
- ☐ Prepare for the final walkthrough and agreed possession time.

08 Move and wrap up

- ☐ Arrange movers, address changes, and timed utility transfers.
- ☐ Leave the property as agreed; hand over keys, remotes, and access details.
- ☐ Confirm closing and disbursement before assuming the sale is complete.
- ☐ Retain closing records and ask your tax professional what to keep.

Dates, questions, and follow-up items

1. _____
2. _____
3. _____

Conroy McKenzie | CJM Realty Inc. | 954-651-8877 | cjmrealtyinc.com

Planning guide only. Your signed contract controls deadlines and obligations.

Sources: floridabar.org/public/consumer/pamphlet006/

CJM guides: cjmrealtyinc.com/guides/sell-house-checklist | cjmrealtyinc.com/seller