

	Seller Needs Analysis	I have the capability, time, & desire to perform this task myself.	I'd like this task/service in the hands of a real estate professional.	I'm OK with this task/service NOT being done.	I need more information on this task before making a determination
	Task or Service				
F	Research comparable active, pending, and sold properties to obtain an accurate market value for my home (<i>Fiduciary refers to gaining an understanding of current market conditions and how to best position your home for a quick and profitable sale.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Completion (and review if necessary) of all contracts, disclosures, and paperwork (<i>Fiduciary refers to the fact that in many states you are required to have a knowledge of what needs to be disclosed as well as your responsibilities regarding environmental regulations.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	Take and edit digital photos of my home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Take room measurements, prepare a floor plan (if desired), and determine square footage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Gather city/town information and services for prospective buyers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare Feature Packages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare and post picture(s) and description of my home where it's likely to be found by online buyers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare and post a Virtual Tour of my home where it's likely to be found by online buyers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Enter listing on MLS (<i>Fiduciary refers to the fact that in many states, entering a listing can imply representation.</i>)	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Install a yard sign and/or lock box.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hold a Broker Open House.	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hold a Public Open House.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Write and place print advertisements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Schedule agent showings of home.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	Pre-qualify, schedule and conduct showings for unassisted buyers.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	Make follow up calls to agents & unassisted buyers for feedback on showings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Negotiate any offers. Solid negotiations involve knowledge of terms as well as price. You should have a good understanding of the timing involved in the transaction and the buyer's loan commitment what needs to be disclosed and what contingencies are not in your best interest. You also need to be able to stay objective. (<i>Definitely fiduciary: This is absolutely where sellers going it alone give the store away. If you are going to hire a pro for just one thing - this is it!</i>)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	Attend home inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Supply initial draft of Purchase & Sale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F	Troubleshoot and coordinate all necessary steps for a successful closing (<i>Fiduciary as to anticipating and dealing with the inevitable potholes along the way.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	Attend Closing.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>