10 STEPS TO *selling your home*



JENN COLLINS GROUP

COMPASS

Ten Steps to SELLING A HOUSE

01 FIND A GREAT AGENT

02 ESTABLISH A PRICE

03 PREPARE YOUR HOME

04 MARKETING

05 SHOWINGS

06 OFFERS

07 NEGOTIATIONS

08 UNDER CONTRACT

09 FINAL DETAILS

10 CLOSING

BONUS! CHECKLISTS & KEY TERMS


HELPING YOU
LIVE YOUR LIFE IN
A HOME YOU
LOVE.
Jenn Collins

01 FIND A *Great Agent*

The decision to sell your home is not one to be taken lightly. At the Jenn Collins Group, we understand that your home is not just a piece of property; it's where memories have been made, your life has been lived, and it is a home you've loved. Selling it is not just a transaction; it's a transition to a new chapter in your life. We honor the emotional and financial significance of this decision, and we are here to ensure that it's a successful one. With a background in real estate investment and negotiations, plus a deep understanding of the local market, Jenn offers a unique perspective that sets the Jenn Collins Group apart.

We bring a blend of innovation, intelligence, and experience to the table as we deliver each of the following:

Local Expertise
This familiarity allows us to provide spot-on market insights, tailored pricing strategies, and advice finely tuned to your area.

Tailored Marketing
Your home isn't one in a million; it's one of a kind. Our marketing strategies reflect this individuality. We craft customized plans that spotlight your property's unique features, attracting the right buyers to your home.

Negotiation Mastery
Negotiating the best deal is an art, and we excel at it. Our aim is simple: to maximize your profit and ensure a seamless transaction, so you can move forward with confidence.

Compass Network
Compass is at the forefront of technology-driven innovation. This partnership equips us with cutting-edge tools and resources, elevating your selling experience to new heights.

Personalized Service
We believe in the power of relationships. You will receive dedicated, one-on-one attention throughout the selling process. Your goals and priorities become our mission.

Proven Results
Our track record speaks volumes. We've successfully guided numerous homeowners throughout the East Bay through the selling process, earning their trust with exceptional service and outstanding results.

WE'RE HERE *To help you*

JENN COLLINS

TEAM LEAD

Jenn Collins is an experienced real estate professional with two decades of expertise. Her background in commercial real estate and strong negotiation skills make her a trusted advocate for clients. Known for her warm and empathetic approach, Jenn's commitment to integrity and innovative marketing techniques sets her apart in the industry. With an intimate knowledge of the East Bay, she's the go-to choice for anyone seeking a seamless and successful real estate experience.



CARRIE BUTZ

TEAM MEMBER, REALTOR

Carrie, originally from Newport Beach, spent a decade in retail management at Anthropologie. She later ran a successful interior design business, honing her ability to transform spaces. Now a Danville, resident for nearly 15 years, Carrie is deeply involved in her community and leverages her diverse background to guide clients through their real estate journeys.



JOANNE POESCH

TRANSACTION COORDINATOR

Having been a real estate agent and broker for over a decade, Joanne realized her favorite part of the job was actually the paperwork and became a transaction coordinator. Her core values of integrity and honesty, combined with an unparalleled level of attention to detail make her a true asset to her colleagues and clients.



ELISA WENDEL

MARKETING COORDINATOR

Elissa is responsible for our creative marketing campaigns, in print and on social media. She develops memorable and beautiful marketing collateral to showcase our clients' homes in their best light. Her thoughtful work, creativity, and attention to detail ensures that we tell the unique story of each home we sell.



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02 ESTABLISH *a Price*

Collaboration is vital when guiding sellers to set a price that yields excellent results. We will work closely with you to ensure a comprehensive understanding of your property's unique features, recent updates, and the local market conditions and trends.

Together, we'll analyze comparable properties in your area, identifying their strengths and weaknesses to determine a competitive price point. We'll provide you with data-driven insights and expert advice to help you make an informed decision. Additionally, we will explore three pricing options - below market, at market, or above market - and discuss the potential advantages and drawbacks of each, aligning our strategy with your specific goals. By fostering a collaborative partnership, we'll maximize your chances of achieving outstanding results.





03 PREPARE *your Home*

Preparing your home for sale is a crucial step in achieving a successful and profitable transaction. Sellers should be aware that first impressions matter immensely, so ensuring your property is in its best possible condition is essential.

- ✓ Start with decluttering and depersonalizing your space to allow potential buyers to envision themselves living there.
- ✓ Consider making any necessary repairs or updates to enhance your home's appeal.
- ✓ Proper staging can significantly impact how buyers perceive your property, making it more attractive and inviting.
- ✓ Being flexible with showings and open houses can also increase your chances of finding the right buyer.

Overall, sellers who take the time to prepare their home thoughtfully are more likely to secure a swift and successful sale in a competitive real estate market.







COMPASS *Concierge*

MAXIMIZE THE VALUE OF YOUR HOME

Compass Concierge is the hassle-free way to sell your home faster and for a higher price.

From staging to renovation, our exclusive Concierge program transforms your home with zero upfront costs and no interest. By investing in your home's potential, we aim to provide a swifter, more profitable sale.

- Concierge listings sold 11% above ask—compared to MLS listings which sold only 3% above ask price. (June 2021*)
- 80% of Concierge listings sold within 3 months—compared to only 61% of all MLS listings. (March 2021*)

Before



After



KEY SERVICES INCLUDE

Fresh paint
Strategic staging
Minor repairs
Updated systems
Cosmetic renovations
Landscaping
Storage
Roofing repair
And more...

*Based on data from the periods described in the notes above. Data is limited to include properties with a list price of $500,000 and $3,000,000. Data is sourced from regional MLSs and aggregated to create a comprehensive national data set. Compass makes no guarantees as to the reliability, accuracy, or up to date nature of any information from MLS sources. This information is provided for informational purposes only and is not a solicitation, recommendation, offer or promise to provide services. Compass is not offering legal, financial or other professional advice. Compass reserves the right to refuse, reject, or cancel the program for any reason at any time without liability. Compass offers no guarantee or warranty of results. Subject to additional terms and conditions. Individual results may vary. Testimonials are not intended to guarantee the same or similar results. Subject to additional terms and conditions at compass.com/concierge.
**Sourced via Sprout Social and Google Analytics, 1.1.2020–12.31.2020.
***Sourced via Meltwater, 1.1.2020–12.31.2020.

PRE-SALE *Home Inspection*

WHAT IS A HOME INSPECTION

A pre-sale home inspection, often referred to as a seller's inspection, is a comprehensive assessment of a property's condition conducted by a licensed inspector before listing it for sale. It is optional, and generally costs a seller approximately $1500.

Sellers opt for this inspection to provide transparency to potential buyers and preemptively address any issues or defects. It helps build trust by disclosing the property's condition upfront and allows sellers to control repairs on their terms.

Buyers find value in seller's inspections as they provide reassurance and a deeper understanding of the property's condition. However, many buyers also prefer to conduct their independent inspections to ensure unbiased assessments and have negotiating leverage if issues arise.





GETTING READY *Checklist*

OUTSIDE THE HOME

Curb Appeal

- Ensure the front yard is well-maintained, including lawn care and landscaping.
- Consider adding fresh mulch or flowers for color.

Exterior Maintenance

- Repair any damaged siding, trim, or roofing.
- Clean gutters and downspouts.

Entryway

- Make the front entrance inviting with a clean and well-painted door.
- Add a welcome mat and potted plants.

Outdoor Living Spaces

- Clean and stage outdoor areas, like patios and decks.
- Arrange outdoor furniture for a cozy atmosphere.

Garage and Driveway

- Organize and declutter the garage.
- Repair any cracks in the driveway.

Windows and Doors

- Clean windows to let in natural light.
- Ensure windows and doors open and close smoothly.

Outdoor Lighting

- Replace or clean outdoor light fixtures.
- Consider adding lighting to highlight landscaping or architectural features.

Pest Control

- Address any pest issues like ants or wasps.
- Consider professional pest control services if necessary.



GETTING READY *Checklist*

INSIDE THE HOME

Clean and Declutter
- Clean all rooms, including floors, windows, and surfaces.
- Remove personal items, excess clutter, and unnecessary furniture.

Repairs and Updates
- Fix any visible issues like leaky faucets or damaged walls.
- Consider updating outdated fixtures or appliances if necessary.

Depersonalize
- Remove personal photos, artwork, and unique decor.
- Create a neutral and inviting atmosphere.

Staging
- Arrange furniture to maximize space and flow.
- Use neutral color schemes for bedding, curtains, and accessories.

Lighting
- Ensure all light fixtures are working and provide sufficient illumination.
- Consider adding lamps or fixtures to brighten darker areas.

Kitchen and Bathrooms
- Clean and declutter countertops.
- Replace old or worn-out caulk and grout.
- Ensure all appliances and plumbing fixtures are in good working order.

Flooring
- Clean or replace carpets as needed.
- Refinish or clean hardwood floors for a fresh look.

Closets and Storage
- Organize and declutter closets and storage spaces.
- Showcase ample storage potential.



04 Marketing

TELLING YOUR HOME'S STORY

The Jenn Collins Group takes a holistic and personalized approach to marketing properties, recognizing that each home has its unique story to tell. Through a blend of cutting-edge marketing strategies and a deep appreciation for the individuality of each property, we create a narrative that resonates with potential buyers. Our online presence is bolstered by professional photography and virtual tours, ensuring that every home is showcased in the best light across various real estate platforms and social media channels.

Customized marketing plans are at the heart of our strategy, tailored to the specific attributes of each property. From targeted advertising to email marketing and online listing optimization, our goal is to capture the essence of your home and convey it effectively to the right audience.

Our data-driven insights and market analysis play a pivotal role in determining competitive pricing and shaping our marketing strategies. We take a collaborative approach, involving sellers in the decision-making process, ensuring that their unique story is incorporated into the marketing plan. With a deep understanding of the local market, we strategically position properties and leverage our extensive network of real estate professionals and potential buyers to maximize exposure.

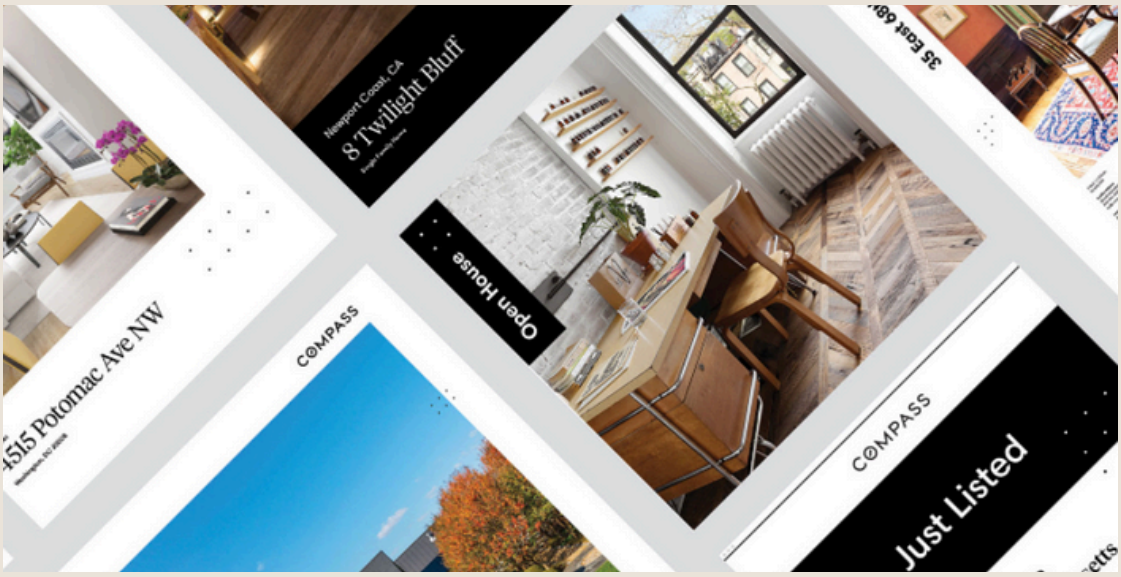


At the Jenn Collins Group, we understand that every home has its own narrative, and we are committed to telling that story through our comprehensive and tailored marketing efforts.

MARKETING AND *Outreach*

PHOTOGRAPHY
VIDEOGRAPHY
PROPERTY WEBSITE
OPEN HOUSES
NEIGHBOR EVENTS
VIRTUAL TOURS
LOCAL ADVERTISING
COMMUNITY OUTREACH
PRINT MARKETING
DIRECT MAIL

FLYERS & BROCHURES
EMAIL OUTREACH
SIGNAGE
DIGITAL CAMPAIGNS
SOCIAL MEDIA
PAID ADVERTISING
AGENT OUTREACH
NETWORKING
PARTNER WEBSITES
REFERRAL NETWORKS



05 Showings

Showing your home while it's listed is a critical step in the selling process, and being well-prepared can make a significant difference.

To ensure your property is ready for showings, it's essential to maintain a clean and clutter-free environment at all times. Prior to a showing, consider opening curtains and blinds to let in natural light, and ensure that all lights are working. Create an inviting atmosphere by adding fresh flowers or scents.

During a showing, expect potential buyers and their agents to explore your home, ask questions about its features, and open closets and drawers. It's crucial to depart from the home during this time to give potential buyers the space to envision themselves living there.

Be sure to make plans for pets during showings, remove or hide children’s toys, personal clutter, and trashcans, put down toilet seats, and turn on all the lights. Most importantly, secure any important documents and valuables.







06 Offers

When reviewing a buyer's offer, several key factors should be carefully considered. First, the proposed purchase price is a primary focus, but it's essential to weigh it against the current market value and recent comparable sales in your area.

Pay attention to any contingencies, such as financing, appraisal, or inspection, as they can impact the stability of the offer.

The proposed timeline for the closing and possession date should align with your needs and moving plans.

Additionally, evaluate any special requests or concessions made by the buyer, like repairs or credits. Lastly, consider the financial strength and reliability of the buyer, as a solid financial position can increase the likelihood of a successful and smooth transaction.

Ultimately, a thorough review of the offer, in consultation with your real estate agent, ensures that you make an informed decision that aligns with your goals as a seller.



OFFER PRICE

INITIAL DEPOSIT

CLOSING COSTS

LOAN TYPE & FINANCING

CONTINGENCIES

ITEMS INCLUDED/EXCLUDED

OTHER TERMS

TAXES & FEES

CLOSING DATE

07 Negotiations

The offer process when selling your home typically begins when a potential buyer, often through their real estate agent, submits an offer to purchase your property. This offer will include the proposed purchase price and may include contingencies such as financing, appraisal, or inspections.

As the seller, you have the option to accept the offer, reject it, or negotiate its terms. Once both parties agree on the terms, the offer becomes a legally binding contract, and the closing process begins, leading to the final transfer of ownership.

ACCEPT

If you accept the offer, the purchase agreement will be signed. Then you are officially under contract. Now inspections, appraisals, or anything agreed in the purchase agreement will take place.

REJECT

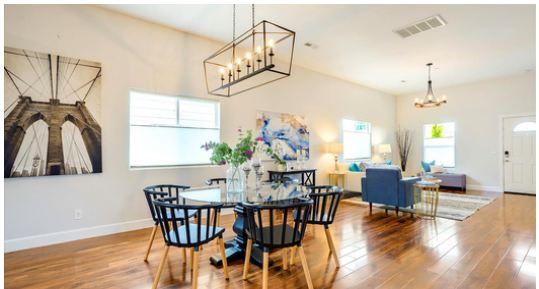
You can reject the offer completely. This can happen if you feel the buyer's offer is too far from the asking price or don't agree with the terms proposed.

COUNTER-OFFER

A counter-offer is when the seller offers different terms. The buyer can then accept the offer, reject it or negotiate it.









08 UNDER *Contract*

During the contract period, the buyer will need to conduct their due diligence, appraisal, and complete a final walkthrough.



DUE DILIGENCE

A prospective buyer will likely want an inspection of the home prior to closing. This may occur even if the seller has provided a pre-listing home inspection.

If the buyer is financing the purchase, they will need an independent appraiser to provide an appraisal of the property.

The buyer may request that the seller pay for or provide a credit for repairs that were identified in the buyer's home inspection. This is why we recommend a pre-inspection, so any potential repairs are identified and disclosed to the buyer in advance.

FINAL WALKTHROUGH

The buyer will complete a final walkthrough within 3 days of closing to confirm the property's condition and make sure any agreed upon repairs have been completed.

09 FINAL Details

Once the buyer has completed their due diligence, removed contingencies, and the loan (if any) is ready to fund, the seller will sign title and escrow documents to complete the sale.

Now is the time to transfer utilities, gather user manuals, garage door openers, and keys to provide to the buyer.



10 Closing



CONGRATULATIONS!

Once the buyer's funds are received, and the sale is recorded with the County, the home is officially closed and seller proceeds are received from escrow.

LET'S *Connect*



Selling your home is a collaborative effort, and we are here to guide you every step of the way.

This guide has been designed to educate and empower you with the knowledge you need to make informed decisions. We work closely with you to set realistic expectations, establish a timeline, and develop a strategy tailored to your goals.

Whether you're downsizing, upsizing, relocating, or simply seeking a change, the Jenn Collins Group is your trusted partner in this important endeavor. We are dedicated to achieving the best possible outcome for you, both in terms of the selling price and the overall experience.

We invite you to take the next step with us. Let's embark on this exciting journey together.

To get started, please contact us to schedule a no-obligation consultation to discuss your unique needs and goals.

Warmly,

Jenn

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OUR Clients Say

I dreaded the whole process of selling our family home. The paperwork, the numbers, and the unknown. I wasn't expecting it to be warm and fuzzy, but working with Jenn turned this all upside down. Jenn was so very compassionate and understanding through what was an emotional and stressful process. I never felt like this was a transaction, ink to paper. I felt like we were partners on the same team with the best interests of my family in mind. Every step was made with thoughtful consideration, and her knowledge made the strategy a success! I was really impressed with her foresight into the what the market would do.

Jenn was also diligent and organized, making sure that the entire process progressed in a timely manner. Her network of professionals from the contractors to the stager, also reflected the same care. They all made us feel like our home was important, not just walls and a roof. The open houses were done with a welcoming touch that our neighbors were highly complimentary of Jenn's style and personal touch. She advocated for us, and has been our only referral for anyone looking into buying or selling. Jenn, thank you for all your hard work, and for changing my perception of real estate. You have a loyal client. - Liz L.

Jenn is simply amazing and a joy to work with! We have worked with her on multiple transactions, and I am confident in saying that she has been able to deliver results unlike anyone else. She is a unicorn - a progressive market expert and real estate strategist, who connects so well with people. As a client, her ability to anticipate and remove roadblocks and communicate effectively is highly valued and boosted our confidence throughout the process. I can't recommend her highly enough! - Stacey W.

I would put 10 stars out here for the Jenn Collins Group and more if possible! After interviewing a number of seller's agents, particularly during this changing market, we decided to go with Jenn for many reasons:

- Loved the way she greeted us as prospective buyers when we first met her at an open house - just the way we would have wanted prospective buyers greeted at our home.
- Appreciated the thoughtful recommendations she provided to that seller to maximize their return on investment.
- Researched her and found nothing but glowing reviews - and now we know why from first hand experience.

As we worked with Jenn to prepare our home to go on the market, one of the most positive aspects was her ability to listen - to listen to our needs and desires, as well as to be direct with her professional input. We had a unique home to market, and a need to sell the home in a timely manner, and she did a great job coming up with multiple plans for us to select from. Each concern we shared was addressed, and every success we had was celebrated together! I can truly say that Jenn earned every penny of our commission - and if it were feasible to change that split between buyer's agent and seller's agent to 1%/5% I'd do so in a heart beat!

I recommend Jenn to our friends and family members wholeheartedly. Buying and selling property isn't easy even when you do it every day. With Jenn at our side, we knew that when those inevitable problems came up we had a partner that would help come up with creative and viable solutions. Jenn is well connected with local trades people and helped find affordable and timely solutions when needed - John E.

OUR Clients Say

We worked with Jenn for the purchase of our first home, and we knew without hesitation that we wanted to work with her again when it was time to buy our next home. She is the best real estate agent because she makes you feel like you're the only client that she's working with. Her response time is so fast and her attention to detail is like no other. She helped us sell our home to be able to buy our forever home and she made it a smooth and effortless process. I would highly recommend her to anyone, first time buyers and beyond. - Joe L.

Jenn was our realtor when we bought our first family home back in 2020 in the middle of Covid, and then helped us again to sell our home one year later when we decided to move to Florida to be closer to family. I was very picky in selecting a realtor, and she immediately impressed me with how organized she was, patient in explaining everything to first home buyers and made the whole process smooth. She worked with excellent team members and vendors to help us get some renovations done prior to selling our home, staging the house, etc. Her customer service in next level, and has kept in touch years later. I really cannot recommend her enough. If you choose Jenn as your realtor, you are absolutely in good hands! - Cristiano B.

The experience from start (or pre-start) to finish (and post-finish) working with Jenn and her team was top-notch, and when any future real estate needs arise in the future, we know who to reach out to. Two separate transactions, one with contentious legal complexities, created multiple transactions and barriers at once and over a long duration. The summary of our interactions - the best team in the area!

Jenn promptly and professionally put on her project management hat and provided status updates of all the relevant information on our schedule and accommodated us as if we were the only clients, though of course we knew we weren't. Jenn made us not only feel our transactions were important to her, but that she would do whatever she could to help...including before we officially hired her team, and even after the transactions closed.

She did her research and also provided plenty of information regarding costs, timing, market conditions, and best of all she concisely and clearly pulled it all together and coordinated with all the subcontractors, subagents, property managers, etc. so that we were all on time, had the current status/delays notified to the proper parties, and at or under cost. I cannot begin to say how this process was so very helpful to me and respectful of my time. Jenn is a great communicator verbally (over the phone or video) and will get you the information you need (or didn't know you needed), when you need it. Her kind but go-get-it attitude was very appreciated and helpful.

Jenn is respectful, humorous, very easy to get along with, and grounded. She listens to her clients, does her best to be thoughtful and informative in replies, and when it comes time for negotiations is clear, concise, and reasonable. She helps set expectations upfront, can promptly explain her reasoning with relevant data, and is ready with Plan B and Plan C without being asked. She operates the way the clients need her to, whether that be by mode of communication (email, text, phone, etc.), timeframe (dealing with clients in and out of town is challenging), data-driven (accessibility, frequency, depth, and type were our needs), or personality (charisma and being personable are her specialty). Being a clear and helpful communicator, Jenn and her team went above and beyond her duty to make sure her clients were taken care of. - Ana M.

PRE-LISTING CHECKLIST

BEDROOM

- ◯ Dust & organize furniture
- ◯ Declutter and organize closets
- ◯ Arrange furniture to maximize space
- ◯ Clean shades and curtains
- ◯ Create empty space in closets

LAUNDRY ROOM

- ◯ Put all clothing away
- ◯ Organize shelves
- ◯ Wipe down washer and dryer
- ◯ Clean all surfaces

KITCHEN

- ◯ Minimize items on the counter
- ◯ Remove magnets from the refrigerator
- ◯ Wash all cabinet fronts
- ◯ Organize to create space
- ◯ Hide trash can in a closet
- ◯ Ensure all appliances are working
- ◯ Deep clean refrigerator and stove

BATHROOM

- ◯ Clean or replace shower curtain
- ◯ Remove rust and mildew stains
- ◯ Replace worn towels and rugs
- ◯ Check the exhaust fan
- ◯ Ensure the toilet operates properly
- ◯ Ensure the sink/tub/shower drains well
- ◯ Clean toilet, put seat down
- ◯ Clean soap residue from shower/tub
- ◯ Check the water pressure at all fixtures

GARAGE

- ◯ Wash floor
- ◯ Cover exposed wiring
- ◯ Organize items in bins or shelves
- ◯ Organize to create floor space
- ◯ Ensure the garage door is working

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PRE-LISTING CHECKLIST

CURB APPEAL

- ◯ Add colorful plants at entryway
- ◯ Mow lawn
- ◯ Trim around walkways
- ◯ Trim trees and bushes
- ◯ Remove weeds from flowerbeds
- ◯ Mulch around tress and flowerbeds
- ◯ Clean or paint front door
- ◯ Add a new doormat
- ◯ Consider a new front doorknob
- ◯ Remove old yard furniture
- ◯ Ensure doorbell works

EXTERIOR

- ◯ Power wash driveway and siding
- ◯ Remove driveway stains
- ◯ Fill driveway cracks
- ◯ Repaint or stain patio
- ◯ Wash windows
- ◯ Repaint or touch up paint exterior
- ◯ Clean and repair gutters
- ◯ Replace missing shingles
- ◯ Ensure lights are working and bright
- ◯ Make sure the doorbell is working

OVERALL INTERIOR

- ◯ Mop all hardwood and tile
- ◯ Clean window and window sills
- ◯ Repair holes or cracks in walls
- ◯ Repaint with neutral colors
- ◯ Clean baseboards and trim
- ◯ Store excess items
- ◯ Check and replace light bulbs
- ◯ Dust all lights and ceiling fans
- ◯ Dust shelves and art
- ◯ Remove family photos
- ◯ Take out all trash
- ◯ Have carpets professionally cleaned
- ◯ Fix leaky faucets
- ◯ Organize closets leaving free space
- ◯ Clean all blinds and curtains
- ◯ Ensure windows open, close and lock
- ◯ Clean all filters and vents
- ◯ Replace worn pillows and rugs
- ◯ Declutter and depersonalize
- ◯ Clean or update light fixtures
- ◯ Eliminate odors
- ◯ Repair/fill holes in walls
- ◯ Place fresh flowers on the table

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PREP YOUR HOME FOR PHOTOGRAPHY

GENERAL

- ◯ Remove all extra items to create space
- ◯ Deep clean and declutter
- ◯ Remove all children's and pet toys
- ◯ Remove pet bowls, crates, etc.
- ◯ Open curtains and turn lights on
- ◯ Replace all burned out lightbulbs
- ◯ Hide unattractive views with semi-sheer curtains
- ◯ Turn all fans off
- ◯ Remove all family photographs
- ◯ Remove signs of political or religious preferences
- ◯ Remove any newspapers, magazines or mail

BEDROOMS

- ◯ Make all beds
- ◯ Clear clutter
- ◯ Remove all personal items
- ◯ Tidy up toys, clothes and valuables
- ◯ Create space in closets by removing extra clothing

BATHROOMS

- ◯ Leave toilet seat down
- ◯ Clear all clutter on countertop
- ◯ Remove all rugs/bathmats
- ◯ Remove soap and shampoo containers
- ◯ Remove dirty towels
- ◯ Arrange fresh accent towels
- ◯ Place a small fresh plant out for decoration
- ◯ Replace toilet paper with fresh rolls

KITCHEN

- ◯ Remove small appliances from counters
- ◯ Remove all rugs and dish towels
- ◯ Place fresh flower or fruit bowl on the counter for decoration
- ◯ Remove magnets from refrigerator
- ◯ Ensure that all visible areas are freshly cleaned
- ◯ Store garbage can out of sight
- ◯ Replace paper towel with fresh roll

LIVING ROOM

- ◯ Turn off the TV and hide remotes
- ◯ Arrange pillows and throw blankets neatly
- ◯ Declutter coffee tables and shelves

DINING ROOM

- ◯ Declutter all areas
- ◯ Place a simple centerpiece on the table
- ◯ Ensure that chairs are neatly arranged

EXTERIOR

- ◯ Place garbage bins in the garage
- ◯ Ensure hoses are coiled neatly
- ◯ Uncover and clean barbeques
- ◯ Close garage door
- ◯ Ensure landscaping is freshly manicured
- ◯ Place a fresh wreath and doormat at the entrance

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SHOWING CHECKLIST

SHOWING IN 10 MINUTES

- ◯ Secure your pets or bring them along
- ◯ Verify that all towels have been collected
- ◯ Make your beds
- ◯ Clean all counters
- ◯ Turn on all lights and open curtains
- ◯ Remove all rubbish
- ◯ Toilet seats should be closed
- ◯ Put everything in a basket and put it in your car

SHOWING IN 30 MINUTES

- ◯ Secure your pets or bring them along
- ◯ Verify that all towels have been collected
- ◯ Make your beds
- ◯ Turn on all lights and open curtains
- ◯ Put everything in a basket and put it in your car
- ◯ Remove all rubbish
- ◯ Toilet seats should be closed
- ◯ Make sure your home smells fresh
- ◯ Vacuum all carpets
- ◯ Clear out the kitchen sink
- ◯ Sweep and mop all hard-surfaced floors

SHOWING IN 1 HOUR

- ◯ Turn on all lights and open curtains
- ◯ Sweep and mop all hard-surfaced floors
- ◯ Make your beds
- ◯ Clean and wipe down toilets
- ◯ Vacuum all carpets
- ◯ Put everything in a basket and put it in your car
- ◯ Clean all mirrors and glass surfaces
- ◯ Sweep front door and shake out the doormat
- ◯ Clear out the kitchen sink
- ◯ Take out all the garbage
- ◯ Verify that all towels have been collected
- ◯ Clean all the counters
- ◯ Make sure your home smells fresh

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MOVING CHECKLIST

2 MONTHS OUT

- ◯ Sort cabinets, closets and drawers
- ◯ Go through bathroom items and throw away expired items
- ◯ Donate any unwanted items to charity
- ◯ Reserve a moving company, truck or portable container
- ◯ Take pictures around your home so you know where things go

1 MONTH OUT

- ◯ Purchase boxes, tape, and other moving necessities
- ◯ Contact current services to move or cancel
- ◯ Set up services at new home
- ◯ Start packing items that aren't frequently used - be sure to label

2 WEEKS OUT

- ◯ Complete any necessary repairs
- ◯ Create an inventory of boxes & items
- ◯ Contact your postal office for a change of address

1 WEEK OUT

- ◯ Pack any remaining items that you won't need right away
- ◯ Deep clean appliances including refrigerator/freezer, microwave, stove & oven
- ◯ Pack a bag with a few days worth of clothes and toiletries for each person in the family
- ◯ Arrange for childcare/petcare during the moving day

MOVING DAY

- ◯ Look through all closets, cabinets and dishwashers to make sure you didn't leave anything behind
- ◯ Inform the movers of any special instructions
- ◯ Pay the movers
- ◯ Do a final walk-through of each room to ensure nothing is forgotten

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CHANGE OF ADDRESS CHECKLIST

FINANCES

- ◯ Investment Broker
- ◯ Student Loans
- ◯ Credit Card Companies
- ◯ Loan companies
- ◯ Financial Aid
- ◯ Bank/Credit Union

INSURANCE

- ◯ Dental Insurance
- ◯ Life Insurance
- ◯ Homeowner/Renter's Insurance
- ◯ Car Insurance
- ◯ Health Insurance

HOME SERVICES

- ◯ Pest Control Services
- ◯ Cable Provider
- ◯ Cleaning services
- ◯ Garbage and recycling
- ◯ Internet service
- ◯ Electrical company
- ◯ Telephone/Call Service
- ◯ Lawncare service
- ◯ Water & Sewer Company
- ◯ Pool Maintenance
- ◯ Gas Company

FINANCES

- ◯ Online Retailers (Amazon, Ebay, etc.)
- ◯ Club membership (Costco, Sam's Club)
- ◯ Gym Membership

PROFESSIONAL SERVICES

- ◯ Financial Planner
- ◯ Pharmacy
- ◯ Dentist Office
- ◯ Veterinarian
- ◯ Therapist or Counselor
- ◯ Insurance Agent
- ◯ Baby Sitter
- ◯ Attorney
- ◯ Doctor/Pediatrician Offices

COMMUNITY CONTACTS

- ◯ School, PTA, Extracurricular
- ◯ Employers
- ◯ Church
- ◯ Charitable Organizers
- ◯ Alumni & Fraternal Organizations
- ◯ Pet Groomer
- ◯ Daycare Facilities
- ◯ Country Club
- ◯ Community Groups

GOVERNMENT AGENCIES

- ◯ Local/Country Tax Commissioner
- ◯ Internal Revenue Services
- ◯ Department of Motor Vehicles
- ◯ Voter Registration
- ◯ Social Security Administration
- ◯ Business License Office
- ◯ State Department of Taxation
- ◯ USPS Mail Forwarding

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KEY TERMS

APPRAISAL
Assessment of the property's market value, for the purpose of obtaining a mortgage and performed by a licensed appraiser.

ASSESSED VALUE
Value placed upon property for property tax purposes by the tax collector.

CLOSING COSTS
Expenses incidental to a sale of real estate, such as loan fees, appraisal fees, and title insurance.

CLOSING STATEMENT
The statement which lists the financial settlement between Buyer and Seller, and the costs each must pay.

CONTINGENCY
Certain criteria that have to be met in order to finalize the sale.

DEBT-TO-INCOME RATIO
The percentage of an individual's monthly gross income relative to the amount of debt owed.

INITIAL DEPOSIT
A good faith deposit the buyer makes with an offer to show that you are serious about buying the property. In exchange, the seller agrees to stop marketing the property.

INSPECTION
An expert conducts a formal review of the property to find visible issues that need to be repaired. Buyers typically make their offers contingent on an inspection, but sellers can conduct a pre-offer inspection to appeal to buyers. The buyer may choose to do additional inspections.

FINAL WALKTHROUGH
The buyer reviews the house just before closing to make sure everything is in the same condition and that all home inspection items are fixed.

LIEN SEARCH
A background check on the property and the seller to ensure there are no outstanding debts or claims upon the property.

PRE-APPROVED
Advanced approval from a bank or other lending institution for a home mortgage.

PRE-QUALIFIED
Potential buyers provide an overall financial picture and mortgage brokers provide an estimate of what level of loan you will likely be pre-approved for.

TITLE INSURANCE
Insurance to protect the buyer and lender against losses arising from disputes over the ownership of a property.

RECORDING FEES
A fee paid to the local government to officially report a sale of a home; usually paid by the buyer.

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