

# MARIO DANIEL SCONZA & PARTNERS REAL ESTATE SERVICES

## AMAZING 172-STEP ACTION PLAN TO GET YOUR HOME SOLD FAST AND FOR TOP DOLLAR

1. Research property's ownership.
2. Research property's public record information for lot size and dimensions.
3. Research and verify legal description.
4. Research property's land use coding and deed restrictions.
5. Research property's current use and zoning.
6. Verify legal name(s) of owner(s) in mpac public property records.
7. Research sales activity for past 1-18 months from MLS and public records databases.
8. Research "Average Days on Market" for property of this type, price range and location.
9. Research competitive properties that are currently on the market.
10. Research competitive properties that have been withdrawn.
11. Research competitive properties that are currently under contract.
12. Research expired properties (properties that did not sell during their time on the market).
13. Research competitive properties that have sold recently.
14. Call agents, if needed, to discuss activity on the comparable properties they have listed in the area.
15. Research the previous sales activity (if any) on your home.
16. Download and review property tax roll information.
17. Obtain and verify accurate methods of contacting you.
18. Gather information to help assess your needs.
19. Review current title information.
20. Measure interior room sizes.
21. Confirm lot size from your copy of certified survey.
22. Obtain copy of floor and pool plans, if available.
23. Review current appraisal, if available.
24. Verify security system, current term of service and whether owned or leased.
25. Verify if property has rental units involved; if so, make copies of all leases, verify all rent and deposits, inform tenants of listing and discuss how showings will be handled.
26. Compile list of repairs and maintenance items.
27. Prepare showing instructions for buyers' agents and agree on showing time window with you.
28. Assess your timing.

