

# Let's Get Organized!

A LITTLE PREPARATION NOW  
MAKES EVERYTHING EASIER LATER

I take a proactive, organized approach to real estate. Gathering important documents, information and access items upfront helps us avoid delays and keeps your listing moving forward smoothly.

*My Approach: Anticipate. Organize. Prepare.*

## 1 PROPERTY DOCUMENTS



**TITLE INSURANCE POLICY**  
Usually a multi-page document with a cover page and policy details.



**PROPERTY SURVEY**  
If applicable (single family homes only).



**ELEVATION CERTIFICATE**  
If available.  
If obtained since your purchase.

## CAN'T FIND YOUR TITLE POLICY?

- ✓ Check with the company that handled your purchase closing—they may still have a copy.
- ✓ If one is unavailable, the closing company may charge a fee (typically around \$150) to obtain the necessary title information.

## 3 YOUR HOME'S UPDATES



Please provide a list of meaningful recent improvements, renovations and upgrades.



*These details help us market your home effectively!*

## 2 FURNISHINGS & INVENTORY



Create a room-by-room inventory if furnishings are included or negotiable.



If furnishings may be sold separately, begin considering pricing.

### EXAMPLE

#### Great Room

- Sofa
- Coffee Table
- Side Chairs
- Area Rug

#### Dining Room

- Dining Table
- 6 Chairs
- Sideboard

## 4 AMENITY ACCESS



Provide a key, fob or other access device needed to show community amenities to prospective buyers.

## 5 TWO PROPERTY KEYS



### 1. MY ACCESS KEY

I securely maintain one key on-site in a lockbox for myself, my assistant, or my licensed husband (with your permission).

### 2. SHOWING KEY

The second key is placed in an electronic lockbox (Supra®) used by licensed agents for showings. I am notified when the box is opened and the key is used.



For most homes under \$1M, showings are customarily not agent-attended. Following the norm helps buyers and agents feel comfortable and allows showings to proceed smoothly. We can discuss your property in more detail.

## Why Collect All of This Now?

- ✓ Helps us be fully prepared to list your home.
- ✓ Reduces last-minute requests and delays.
- ✓ Allows me to handle important details on your behalf.
- ✓ Keeps the entire process organized, efficient and on track.

*I'm here to handle the details so you can focus on what's next.* ♥

A GREAT PARTNERSHIP  
STARTS WITH PREPARATION

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