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Seller Checklist

Property Address: _____

Meet with broker to assess value of your property and review comparable sales in your neighborhood

Fill out all required MLS and state documents to start the process of getting your property on the market

If needed, prep your property for professional photography and to draft floorplans

Property posted on Multiple Listing Service where all agents in the area will have the ability to show your property

Once on the market, it will be advertised on all real estate platforms, including but not limited to: Zillow, Realtor.com, Social Media, MJ Pastor Newsletter, etc.

Based on seller preference, schedule open house for first weekend on the market

All offers will be presented when received. You and your broker will work together to choose the best one to proceed with.

Accepted Offer

Buyers will conduct an inspection if they choose to do so

Memo of agreement for attorneys to draft contracts

Meet with attorney to review contracts and any other documents required for the transaction

If buyer is applying for mortgage, appraiser will be sent to evaluate the property

If you're selling a condo or co-op, once your buyer has their mortgage commitment, they can submit their application

If selling a co-op, you can expect at least 30 to 60 days before your buyer will have a co-op board interview for approval to close on the unit

Buyers conduct final walk through

Closing