

Seller's Prep Checklist

A step-by-step guide to get your home ready for the market, timed to the San Antonio selling process.

This checklist follows the same five-phase timeline as the full Selling Roadmap in the Education & Resources hub — Prep & Price, List & Market, Offers, Under Contract, and After Closing. Timeframes are typical for the San Antonio area; your agent will tailor the plan to your home and your move date.

Get Started Early

6–8 WEEKS BEFORE LISTING

- ☐ **Interview and choose a listing agent**
Review recent comparable sales in your neighborhood and talk through a pricing strategy.
- ☐ **Walk the home with your agent**
Build a room-by-room prep plan so you know exactly what's worth fixing and what isn't.
- ☐ **Consider a pre-listing inspection**
Especially worthwhile for an older home — it lets you get ahead of surprises instead of negotiating around them later.
- ☐ **Start decluttering and pre-packing**
Begin with items you won't need before the move: off-season clothes, extra furniture, keepsakes.
- ☐ **Schedule any big-ticket repairs now**
Roof, HVAC, or foundation work often has the longest lead time — get contractors on the calendar early.
- ☐ **Gather your paperwork**
HOA documents, survey, home warranty, and permits/receipts for any past renovations.

Repairs & Deep Clean

4–6 WEEKS BEFORE LISTING

- ☐ **Complete agreed-upon repairs**
Finish anything flagged during your pre-listing walkthrough or inspection.
- ☐ **Deep clean top to bottom**
Carpets, grout, windows, baseboards — buyers notice the details.
- ☐ **Fresh coat of paint where it helps**
Neutral tones in high-traffic rooms go a long way in listing photos.
- ☐ **Boost curb appeal**
Mow, trim, mulch beds, pressure-wash walkways, and touch up the front door.

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- ☐ **Depersonalize the space**
Pack away family photos, personal collections, and excess furniture so buyers can picture themselves there.
- ☐ **Get a home warranty quote**
Offering one can add buyer confidence, especially on an older home.

Final Prep & Staging

1–2 WEEKS BEFORE LISTING

- ☐ **Schedule professional photos**
Add a video or 3D walkthrough if your agent offers one — listings with strong photos get more showings.
- ☐ **Stage the key rooms**
Living room, primary bedroom, and kitchen matter most; hire a stager if your agent recommends it.
- ☐ **Set your list price**
Finalize it with your agent based on the latest comps and current market conditions.
- ☐ **Prepare your Seller's Disclosure Notice**
Gather utility and tax records buyers commonly ask about.
- ☐ **Set your showing rules**
Lockbox access, pets, and how much notice you need before a showing.
- ☐ **Line up your moving logistics**
Get quotes and reserve a mover or truck if you're moving soon after closing.

While You're Listed

2–6 WEEKS (TYPICAL TIME ON MARKET)

- ☐ **Keep the home “show ready” daily**
Beds made, dishes done, floors clear — you never know when a showing will get requested.
- ☐ **Leave during showings when you can**
Buyers are more comfortable, and more honest with their agent, when sellers aren't present.
- ☐ **Review feedback with your agent weekly**
Adjust pricing or presentation if the same objection keeps coming up.
- ☐ **Respond to offers promptly**
Your agent will walk you through comparing terms — not just price — side by side.

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Once You're Under Contract

30–45 DAYS — UNDER CONTRACT TO CLOSING

- ☐ **Deliver seller-side documents within 3 days**
Whatever title requests after the effective date, get it back quickly to keep the timeline on track.
- ☐ **Cooperate with the option-period inspection**
Negotiate any repair requests promptly — this window moves fast, typically 3–10 days.
- ☐ **Order your mortgage payoff statement**
Your lender or title company can help; you'll need this figure to close.
- ☐ **Stay current on payments through closing**
Mortgage, homeowner's insurance, and HOA dues — keep everything paid on schedule.
- ☐ **Schedule movers and utility disconnect dates**
Time them around your actual closing date, not the date you first listed.
- ☐ **Complete any repairs you agreed to in writing**
Keep receipts and invoices — you may need to show proof of completion at closing.

Closing Day

CLOSING DAY & MOVE-OUT

- ☐ **Leave the home broom-clean**
Remove all belongings and trash; leave behind keys, garage remotes, and appliance/warranty manuals.
- ☐ **Cancel or transfer utilities**
Time the disconnect for the day after closing so the buyer isn't left without power or water.
- ☐ **Cancel homeowner's insurance**
Effective the day after closing — not before.
- ☐ **Forward your mail**
File a forwarding order with USPS before moving day.
- ☐ **Bring photo ID to closing**
Review and sign your closing documents with the title company.
- ☐ **Provide your forwarding address**
For any final documents, tax statements, or refunds that come after closing.