



SHALINTHIA MILES

REAL ESTATE SALESPERSON · FLATBUSH & EAST FLATBUSH, BROOKLYN

Seller Readiness Checklist

For longtime Flatbush & East Flatbush homeowners
ready for less maintenance, fewer stairs,
and a clearer picture of their equity.

Helping owners sell with confidence.



Lifestyle imagery is illustrative. No agent can guarantee sale price, profit, buyer behavior, lender timelines, or closing date.

A Note Before You Begin

If you have owned your Flatbush or East Flatbush home for decades, selling involves more than putting up a sign.

You need to understand what your home is worth today, what repairs truly matter, how to handle documents that may be decades old, and what your next living situation could look like — with less maintenance and fewer stairs.

This checklist helps you organize every step before you list. It is based on what today's buyers actually ask about, what longtime owners typically need to gather, and what makes the process feel manageable instead of overwhelming.

You do not have to be ready to sell today to use this checklist. Understanding your options costs nothing and commits you to nothing.



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How to Use This Checklist

Work through each section at your own pace. You don't need to complete everything at once. Some items may not apply to your situation — skip those and focus on what matters for your home.

When you're ready to talk through what you've gathered, or if you have questions about any item on this list, reach out for a no-pressure conversation about your home and your options.

IMPORTANT

This checklist is an educational tool, not legal, tax, or financial advice. No real estate agent can guarantee a sale price, profit, buyer, lender timeline, appraisal result, or closing date. Market data are snapshots and do not guarantee future results. For transaction-specific guidance, consult a qualified attorney, tax professional, and your supervising broker. Lifestyle imagery is illustrative.

Legal Disclaimer

Educational Purpose

This Seller Readiness Checklist is provided for general educational and marketing purposes only. It is not legal, tax, accounting, financial, lending, engineering, appraisal, inspection, or other professional advice.

No Guarantees

No real estate agent can guarantee a sale price, profit, buyer behavior, financing, appraisal result, lender timeline, inspection outcome, or closing date. Real estate transactions and market conditions vary by property, buyer, financing, timing, and other circumstances.

Professional Guidance

For advice specific to your property or transaction, consult the appropriate qualified professionals, including a New York real estate attorney, tax professional, lender, inspector, engineer, or other advisor as applicable, together with the supervising broker.

Market Information

Any market data, estimates, examples, or property-value discussions are snapshots or opinions based on information available at the time presented. They are not appraisals and do not guarantee future value, market performance, or net proceeds.

Brokerage, Compensation & Fair Housing

Shalinthia Miles is a Licensed Real Estate Salesperson affiliated with eXp Realty. Commission rates and brokerage compensation are negotiable and subject to applicable agreements and law. All marketing materials require broker approval. Equal Housing Opportunity.

Imagery, Ownership & Use

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PLEASE NOTE

Nothing in this checklist creates an agency relationship, attorney-client relationship, fiduciary relationship, or obligation to list or sell a property.



Documents & Property Condition

Documents to Gather

- ☐ Deed (check Kings County Clerk if lost)
- ☐ Mortgage satisfaction paperwork (if mortgage is paid off)
- ☐ Property tax records and payment status
- ☐ Certificate of Occupancy or any modifications
- ☐ Permits for any work done over the years
- ☐ Lead-paint disclosure form (required for pre-1978 homes)
- ☐ Survey or property map (if available)
- ☐ Utility cost records — buyers will ask (gas, electric, water)
- ☐ Any prior appraisal or inspection reports
- ☐ Homeowners insurance policy and cost records

Home Condition Review

- ☐ Roof: how old? Any leaks or visible damage?
- ☐ Heating system: type (boiler/furnace), age, last service date
- ☐ Electrical panel: amperage, updated or original? Knob-and-tube?
- ☐ Plumbing: any leaks, low pressure, or old pipes (galvanized)?
- ☐ Water heater: age and condition
- ☐ Kitchen: age, appliances included, recent updates?
- ☐ Bathrooms: age, condition, any drainage issues?
- ☐ Stairs: condition, railing secure, number of steps
- ☐ Basement: finished or unfinished? Any water signs?
- ☐ Exterior: siding, gutters, foundation cracks?
- ☐ Yard: size, maintenance level required, fencing?

Equity & Buyer Preparation

Understanding Your Equity

- ☐ Request a current value estimate (no obligation)
- ☐ Request mortgage payoff amount from your lender
- ☐ Check for any liens or judgments on the property
- ☐ Estimate closing costs: NYC transfer tax, NYS transfer tax, commission
- ☐ Estimate attorney fees and title insurance costs
- ☐ Calculate estimated net proceeds (sale price minus all costs)
- ☐ Research what your next living situation would cost
- ☐ Check for outstanding water/sewer charges with NYC DEP
- ☐ If inherited: confirm estate tax lien (Form ET-117) status

Preparing for Today's Buyers

- ☐ Decide: make repairs or sell as-is?
- ☐ If repairs: get contractor quotes for priority items only
- ☐ Deep clean the entire home
- ☐ Declutter and remove personal items for photography
- ☐ Improve lighting — replace bulbs, open blinds
- ☐ Fresh paint if needed (high impact, affordable)
- ☐ Curb appeal: front door, walkway, basic landscaping
- ☐ Gather records: age of major systems, repair receipts, permits
- ☐ Prepare honest answers about known issues
- ☐ Consider a pre-listing inspection (\$300-500) to avoid surprises



Your Next Chapter & Offer Comparison

Planning Your Next Chapter

- ☐ What does 'less maintenance' look like for you?
- ☐ Do you need fewer stairs or single-floor living?
- ☐ Where do you want to live? (Near family, near transit, lower-cost area)
- ☐ What can you afford after selling? (Based on net proceeds estimate)
- ☐ Do you need to find a new home before selling, or sell first?
- ☐ Who needs to be part of this decision? (Spouse, adult children, attorney)
- ☐ Research housing options: condos with elevators, one-story homes
- ☐ Consider renting temporarily before buying to test a new area
- ☐ Talk to a tax professional about capital gains and exclusion rules

Comparing Offers — Six Factors

- ☐ Price — the headline number (but not the only number that matters)
- ☐ Financing — cash, conventional, or FHA/VA (each has different certainty)
- ☐ Contingencies — inspection, financing, appraisal, sale of buyer's home
- ☐ Timeline — does the closing date work for your moving plans?
- ☐ Repair requests — what is the buyer asking you to fix or credit?
- ☐ Net proceeds — what you actually walk away with after all costs

REMEMBER

The highest offer is not always the best offer. A lower cash offer with no contingencies may leave you with more money and less stress than a higher offer that depends on financing, inspections, and repairs. Compare all six factors side by side.

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Ready to Talk Through Your Checklist?

If you have worked through this checklist and are ready to talk about your home, your equity, and your options — or if you have questions about any item on this list — reach out for a no-pressure conversation.

shalinthia.com

Direct: 646-804-3070 · 24/7 Hotline: 929-367-SOLD (7653)

We will review your checklist together, talk about your home's current value, discuss what repairs are worth making (or not), and explore what your next chapter could look like.

No pressure. No obligation. Just information.



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