



# Seller's Checklist

10 easy steps to follow when you list your home with us.

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## Before listing your property:

Price your home competitively. If you need assistance please see [Pricing Your Home](#) or see our [Listing Tools](#) for a Comparative Market Analysis (CMA), if you ordered our Full \$495 Package we email you a CMA within 1-2 days.

**Gather all documents pertaining to your property to help you in the process of entering all information:** Tax Record, Deed of Trust, or previous closing documents have the information you need, including the legal description and the official square foot for your property. Take your time to fill out all the fields to the best of your knowledge, it will take approximately 20-30 minutes. Our site is secure, all the information you provide to us, will be protected.

Select the photos that best represent your home and save them into a folder as jpeg for uploading. 1 image included in the Basic \$95 Listing Package, 8 included in the Extended \$295 Package, and the Full \$495 Listing Package includes 25 images.

### 1. Take photos of your property

All web sites will display your home information including the photos to the general public, the prospective buyers will get the first impression by this presentation. Clean up clutter and show the rooms in the best way possible, please see our [Home Selling Tips](#). Turn on the lights even in the daytime, and try to take pictures during sunlight.

Take photos with a wide prospective, both the exterior and interior of your home, front and back, kitchen, living, dining and family rooms, and a view if applicable. When selecting your photos, keep in mind that having a current photo is important, especially in changing of the seasons. Please see MLS guidelines for [photo requirements](#).

### 2. Please go to: [List My Home](#) and fill out the appropriate input forms:

- Select Residential, Condo, Manufactured Home or Land Listing Input Sheet, ensuring that you select the correct property type.
- Follow our easy input form, check all that applies to your property, there may be information you do not know, please leave those fields blank.
- Fill in the marketing description. We reserve the right to edit the marketing remarks to be compliant with MLS regulations and Equal Housing Guidelines.
- Select the additional listing tools. You may add these at a later time.
- Upload images as jpeg, the MLS requires at least one photo, the exterior of the house or a view.
- Enter your payment information and you are done.
- You will receive by email all the necessary listing forms filled out.
- Print all documents, read and sign all pages.
- [Fax all pages to 800-273-4836](#) or [Mail to MySecretAgent.com • PO BOX 30, Lynnwood, WA 98046-0030](#)
- You may change your listing, upload additional images, and order listing tools at any time by logging in to [My Account](#).

### 3. Prepare your home for sale

Please refer to our [Home Selling Tips](#).

### 4. Yard sign with a flyer box will be installed, flyer emailed

The yard sign will be delivered within 3 days, if you don't receive your yards sign please call us or email us. Once we receive all your signed paperwork and pictures, we will create and email your [PDF flyer](#) within 1-2 days. Print it as needed and make sure the flyer box has flyers at all times. Your 50 glossy flyers will be mailed within 2-3 days, place them on your kitchen counter. For our Extended Package the yard sign is included, the flyer box and emailed flyer are optional. For our Basic Package the yard sign, flyer box and emailed flyer are all optional. Please see our [Listing Tools](#).

### 5. Verify the MLS information of your home

Once we receive all your signed paperwork and pictures, we will enter your listing into the MLS. You will receive an email with the MLS number and a link to your listing, please check your listing, if you discover an error, you may log in to My Account and change the information, we will correct it promptly on the MLS.

### 6. Rent a lock box

To have your home readily accessible for showings by agents, you can log in to [My Account](#) and order a lock box at any time.

### 7. Advertise your home

See our [Advertising](#) options for more information. Once you completed the listing, and ordered our Full \$495 Package, you will have access to additional FREE online advertising tools under [My Account](#). If you would like to order printed Brochures, or send Just Listed and Open House Postcards those are available under [My Account: Order Listing Tools](#).

### 8. Sell your home

If you receive an offer through an agent or directly from a buyer please see [You Got an Offer](#) for more information.

### 9. Host an Open House

Please see our [Open House Tips](#) to help you host a successful [Open House](#). For your convenience we have Open House Signs available, please log in to [My Account](#) and order online. If you would like to send open house postcards we have those available under [My Account](#) too.

### 10. Make status changes

You can log in and modify your listing at any time online at [My Account](#). A Listing Status Change form will be emailed to you, please sign, fax or mail it back to the above fax number or address. A status change may indicate that you accepted an offer and sale pending or you sold and closed your property. Please log in to [My Account](#) within 24 hours and indicate any change in status. The MLS requires us to report any changes. Failure to report will result in a fine by the MLS, this amount will be charged to you. If the sale fails after an offer has been accepted, your property will be re-listed free of charge for the term of the listing.



## We are here to help!

Contact us by phone 800-915-9174 or E-mail [info@mysecretagent.com](mailto:info@mysecretagent.com) with your questions. Please include your property address, or MSA# in the subject line.

We are dedicated to offer professional services to effectively help you sell your home, but most importantly maximize your profit.