POWERHOUSE OPERATIONS

SELLER GUIDE

Seller Roadmap

Every step of selling a home in Arizona, from professional photos to closing day.

Selling a home runs through 19 steps in five phases. Some are yours, some belong to the buyer, their lender or the escrow company, and your agent keeps all of them on track. Each step below says who handles it, when it usually happens, and what your part is.

> **Find your step, then look one ahead.**
>
> Most stress in a sale comes from not knowing what happens next. Knowing the next step, and whose move it is, is usually enough.

Phase 1: On the market

☐ 01 **Professional photos**

Your agent · Before the listing goes live. Buyers meet your home online first. Listings with professional photos get far more views and spend fewer days on the market, so this is the first impression that matters most. Your part: Get the home photo-ready: lights on, blinds open, beds made, counters clear, personal photos and clutter put away, cars out of the driveway.

☐ 02 **Go live on the market**

Your agent · Day one. The listing goes live and showings start. The first 30 days bring the most buyer attention, which is why the price and the photos have to be right from the start. Your part: Keep the home show-ready and easy to get into. Every showing you turn away is a buyer who may not come back.

03 **Open house**

Your agent · Usually the first weekend. An open house puts the home in front of buyers who are not yet working with an agent, and it gives your agent first-hand feedback on what buyers notice. Your part: Plan to be out of the house for the whole open house, with pets taken along if you can.

Phase 2: Offer to contract

04 **Get an offer and negotiate it**

You and your agent · You usually have about 24 hours to respond. You can accept, counter or decline. Countering can go back and forth as many times as needed until both sides agree or one walks away. Price is only one term; your agent will walk you through the rest. Your part: Review every term with your agent, not just the price, and answer before the response deadline.

05 **Under contract**

Everyone · Once all terms are agreed. Both sides have signed and the home is officially under contract. From here the escrow officer, the buyer's lender and both agents work to a shared timeline. Your part: Expect to hear from the escrow office. Each party may also have an assistant or processor who contacts you.

06 **Buyer delivers earnest money to escrow**

Buyer · Right after acceptance. The buyer's deposit goes to the escrow company. It shows they are invested and moving forward with the contract. Your part: Nothing to do here. Your agent confirms the deposit has arrived.

07 **Deliver disclosures to the buyer**

You · Early in escrow. You give the buyer the Seller's Property Disclosure Statement (SPDS), covering everything you know about the property since you have owned it, and an insurance claim history letter from your insurer. Your part: Fill in the SPDS honestly and completely, and request the claim history letter from your insurance company.

WHAT AN OFFER COVERS

- Price: Weighed against comparable sales, the home and market conditions, and any competing offers.
- Earnest money: Often about 1% of the price, sometimes more or less.
- Close of escrow: About 30 days with a loan. Cash can close faster, on a date both sides agree.
- Financing: Conventional, FHA, VA, seller carryback or cash. Each has trade-offs worth discussing.
- Seller concessions: A dollar amount or percentage the buyer asks you to put toward their closing costs.

- Home warranty: The buyer may ask you to buy one for them.
- Items included: Such as the refrigerator or washer and dryer. Other furniture goes on a separate bill of sale.
- Inspection period: Ten days by default, longer or shorter if negotiated.
- Added clauses: Contingency, appraisal waiver or HOA addenda, including who pays HOA fees.

Phase 3: Inspection and repairs

☐ 08 **Buyer performs the home inspection**

Buyer · Within the 10-day inspection period. Unless negotiated otherwise, the buyer has 10 days for any inspections they want: general home, termite, pool or spa, roof, AC, sewer scope, mold or radon. The agents coordinate the times with you. Your part: Make the home as available as you can, and plan to be out during inspections.

☐ 09 **Buyer requests any repairs**

Buyer · Before the inspection period ends. After reviewing the reports, the buyer sends a repair request, known in Arizona as the BINSR. They may ask for a credit instead of repairs. Your part: Read the request with your agent before deciding anything.

☐ 10 **Negotiate repairs or credits**

You and your agent · You have 5 days to respond. You can agree to all, some or none of the requests. If you do not agree to everything, the buyer chooses whether to move forward or cancel. Once they decide to move forward, the contract heads to appraisal. Your part: Decide what you are willing to fix or credit, and line up any contractors early. Agreed repairs need to be done before the final walk-through.

Phase 4: Appraisal and loan

☐ 11 **Lender orders the appraisal**

Buyer's lender · After the inspection period. The buyer pays for the appraisal. You will not talk with the buyer's lender directly; your agent tracks the loan and keeps you updated. Your part: Nothing to do yet. The appraiser is usually scheduled within about a week of the order.

☐ 12 **Appraisal performed**

Appraiser · About a week after the order. The appraiser visits the home and compares it with recent sales nearby. Your agent can supply upgrades and comparable sales that support the price. Your part: Have the home open and tidy, then give the appraiser room to work. Tell your agent about any upgrades worth pointing out.

- [ ] 13 **Appraisal received**

  Buyer's lender · A few business days after the visit. The goal is a value at or above the agreed price. As the seller, you are usually only told the value, or shown the report, if it comes in low. Your part: No news is usually good news at this step.

- [ ] 14 **Negotiations, if needed**

  You and your agent · Only if the appraisal comes in low. A low appraisal sends everyone back to the table. The usual options: lower the price to the appraised value, have the buyer pay the difference in cash, split the difference, or cancel the contract. Your part: Talk the options through with your agent before answering.

- [ ] 15 **Final loan approval received**

  Buyer's lender · Toward the end of escrow. The lender finishes the buyer's loan approval. There is often a quiet stretch here while the file is underwritten. Your part: Use the time to finish any repairs you agreed to and keep the receipts for the buyer.

Phase 5: Closing

- [ ] 16 **Schedule utilities to shut off the day after closing**

  You · About two weeks before closing. Set every utility in your name to end the day after closing, not on closing day, so the buyer's final walk-through has power and water. Your part: Call electric, water, gas, trash, internet and any other services, and change your mailing address with USPS.

- [ ] 17 **Sign all documents at the escrow company**

  You and the escrow officer · Usually about a week before closing. You sign the sale documents. The escrow officer schedules the signing with you. Your part: Bring a valid photo ID and be ready to confirm how you want your proceeds sent. Confirm any wiring instructions by phone with escrow, using a number you already know, never one from an email.

- [ ] 18 **Buyer's final walk-through**

  Buyer · Within 24 to 48 hours of closing. The buyer takes about 30 minutes to confirm the home is in the same or better condition as when they made the offer, and that any agreed repairs are done. Your part: Leave the home clean and empty, with manuals, warranties, spare keys and repair receipts left out for the buyer.

- [ ] 19 **Closing day**

  Everyone · The day the sale records. Once the sale records with the county, your agent calls to tell you the home has officially closed. Congratulations. Your part: Be moved out the day before closing, so nothing is left for the last morning.

Who you will hear from

- Your agent: Represents you through the sale: gets the home ready, coordinates showings, negotiates the contract and keeps every deadline on track.
- Escrow officer: A neutral third party who follows the contract, collects and pays out the money, and orders the title commitment, HOA demand and any solar transfer filing.
- Buyer's lender: You will not deal with them directly, but the buyer's loan approval drives much of the timeline. Your agent tracks it for you.

Moving checklist

- Book movers or get quotes, and schedule days off work
- Look into new schools if you are changing districts
- Donate what you no longer want and start packing early
- Change your address with USPS
- Collect boxes, tape, bubble wrap and markers, or let the movers bring them
- Leave appliance manuals, warranties and spare keys in the house
- Clean the house before the buyer's final walk-through

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