



SELLING WITH CONFIDENCE
PREPARING
Your Property



JL+CoRE
Real Estate and Property Management

WHAT WE NEED

your information

Kindly supply us with the below information so we can appropriately represent your property when showing your home for sale, knowledge is power.

PLEASE PROVIDE THE FOLLOWING PROPERTY INFORMATION:

- **Master Insurance Policy**
- **Management Company Contact**
- **Square Footage**
- **Outdoor Space - private or shared**
- **Laundry In Unit/building**
- **Age of Systems**
- **Roof Type/Roof Age**
- **Storage/Bike Storage**
- **Fireplace/Decorative/Working/Type**
- **Pet Friendly**
- **Rental Restrictions**
- **Parking Available/Type**
- **# Of Units In Building**
- **# Of Units Owner Occupied**
- **Gas or Oil in Building**
- **Elevator**
- **Any recent work done**
- **Type of Heat/Last Service Date**
- **Central Air/Last Service Date**
- **Any exclusions from sale**
- **Ideal Close Date**
- **Your favorite attributes of home/location to share with buyers**

FINANCIAL INFORMATION:

- **Condo Fee**
- **Condo Fee Included**
- **Monthly Utilities Bill**
- **Liens on Property, if any**
- **Current Rent, If Rented**
- **Upcoming/Current Assessments**
- **Any Current Litigation within the building**
- **Budget & Reserves**

COSTS OF SELLING

your property



Cost of seller attorney ~\$2,000



A newly prepared deed conveying title to buyer



The Massachusetts excise Tax Stamps charged to you upon transfer of title are \$4.56 per \$1,000.00 of the selling price (e.g. an \$800,000 property would have a tax of \$3,648.00).



Payment of outstanding mortgages or other liens.



Condo sellers will need a 6D certificate. This document states that all expenses are paid. Management charges \$75-100 to prepare.



Adjustments to final water bill, sewer, electric, oil, and gas.



The tax bill, whether paid or unpaid.



Brokerage fee is due, roughly 5%.



A Smoke/Carbon Monoxide Detector Certificate (Smoke Cert) issued by the fire department. \$50 money order payable to "City Of Boston".



Capital gains tax, if any. A capital gains tax is calculated based on the amount of years the property was owner occupied and capital gained from sale (sale price - purchase price).

ONE HOUR SHOW READY

Checklist

- Put all the toilet seats down, hang towels neatly

- Open all the drapes and window shades

- Open all the doors between rooms

- Turn on all the lights, including lamps

- Turn off the TV

- Look around for clutter, clear away magazines, papers etc.

- Clean the kitchen counters and remove unnecessary clutter (eg. store away small appliances), no dirty dishes

- Take the trash out

- Make sure beds are made and clothes are picked up

- Sweep, vacuum and mop floors

- Remove clutter from the fridge doors (magnets, photos...)

- Clean windows to ensure no streaks.
We recommend "Sprayaway Glass Cleaner"

- Great place to hide personal items, in the trunk of your car

- Touch up scuff marks and repaint walls to neutral tones