WORKING WITH SELLERS | WEEK 7

Seller Preparation Plan

Complete this with your agent. Start with your goals and a manageable list of tasks, then agree on who will do the work and when.

Property address

Seller and agent contact information

Target timing and comfortable spending limit

Daily needs, pets, accessibility or scheduling limits

Area	Agreed task or concern	Purpose / priority
Exterior / entrance		
Living / dining		
Kitchen / bath		
Bedrooms / storage		

Concerns needing professional evaluation before work is chosen

Our Five Agreed Priorities

Use this page after the walk-through. Mark work as proposed until you have agreed to the scope and cost.

1 **Task and why it matters**

Owner / due date

Estimate / approved amount / payer

2 **Task and why it matters**

Owner / due date

Estimate / approved amount / payer

3 **Task and why it matters**

Owner / due date

Estimate / approved amount / payer

4 **Task and why it matters**

Owner / due date

Estimate / approved amount / payer

5 **Task and why it matters**

Owner / due date

Estimate / approved amount / payer

Next review date and how completion will be confirmed

A planning worksheet, not a work order or approval to hire a vendor. Confirm scope, price and payment arrangements before authorizing work. Keep reports and receipts.