Seller's Checklist

From deciding to sell through closing day. Serving the Bronx, Manhattan, Queens, Brooklyn, and Westchester County.

Before you list

- [ ] Decide your timeline and where you'll move next.
- [ ] Get a free pricing consultation (comparative market analysis).
- [ ] Estimate your net proceeds, including transfer taxes and commission.
- [ ] Ask a CPA about capital gains if your gain may exceed $250,000 (single) / $500,000 (married filing jointly).
- [ ] Hire a New York real estate attorney.
- [ ] Request your mortgage payoff amount from your lender.

Paperwork to gather

- [ ] Deed (houses/condos) or stock certificate and proprietary lease (co-ops).
- [ ] Recent property tax bills and water/sewer bills.
- [ ] Permits, certificate of occupancy, and records of work done.
- [ ] Repair and improvement receipts (roof, boiler, kitchen, etc.).
- [ ] Property Condition Disclosure Statement (most 1-4 family houses) - answer from what you actually know.
- [ ] Lead-based paint disclosure if built before 1978.
- [ ] Co-ops/condos: building financials, house rules, flip tax and move-out policies from the managing agent.
- [ ] Multi-family: current leases, rent roll, and security deposit records.

Prepare the home

- [ ] Fix small problems: leaks, sticky doors, burned-out bulbs, loose handles.
- [ ] Declutter, depersonalize, and deep clean.
- [ ] Check for open building violations and resolve what you can.
- [ ] Plan photos and showing access (keys, lockbox, building notice).

Listing to contract

- [ ] Sign the listing agreement (fees in writing).
- [ ] Review every offer: price, financing, down payment, contingencies, timing.
- [ ] Accept an offer and send the deal sheet to both attorneys.
- [ ] Buyer inspection and attorney review; negotiate any credits.
- [ ] Contract signed; deposit held in escrow.

Contract to closing

- [ ] Co-ops/condos: support the buyer's board package or waiver of right of first refusal.
- [ ] Schedule movers and building move-out (reservation, COI, deposit).
- [ ] Keep utilities on through closing.
- [ ] Leave keys, fobs, manuals, and warranties for the buyer.
- [ ] Final walk-through: home empty, clean, and in agreed condition.
- [ ] Closing: sign transfer documents; transfer taxes and payoff paid from proceeds.
- [ ] Cancel or transfer utilities and homeowners insurance after closing.

General information, not legal, tax, or financial advice. Rules and fees change; confirm details with your attorney or the relevant agency. Updated September 2026.