

FSBO TOOL

TASK TIMELINE TRACKER

Your Complete Checklist from Listing to Closing

PROPERTY INFORMATION

Property Address: _____

Target List Date: _____ Target Close Date: _____

Days to Closing Goal: _____ Today's Date: _____

This timeline guides you through six critical phases of selling your home. Check off each task as you complete it, and use the Notes column to track important details and deadlines. Keep all documents organized in one central location.

Start early, stay organized, and remember: you've got this!

PHASE 1: PRE-LISTING (30–45 Days Before Listing)

Prepare your home for maximum appeal and market readiness.

kwred	Task	Date	Notes
	Order pre-listing home inspection		Identify issues before buyers do
	Get title search started		Find and resolve title issues early
	Interview and hire real estate attorney		Essential for contract review
	Research comparable sales (last 6 months)		Price your home competitively
	Order professional photography/video		Schedule 2–3 weeks before listing
	Complete needed repairs/improvements		Based on inspection findings
	Deep clean entire property		Consider professional service
	Declutter and stage home		Remove personal items, maximize space
	Improve curb appeal		First impressions matter
	Prepare property disclosure forms		Required in most states

PHASE 2: LISTING PREPARATION (2–3 Weeks Before)

Set up systems and create compelling marketing materials.

kwred	Task	Date	Notes
	Write compelling property description		Highlight unique features
	List property on MLS (via flat-fee service)		Maximum exposure
	Post on Zillow, Realtor.com, etc.		Update all platforms
	Create property website/virtual tour		Make info easily accessible
	Install lockbox for agent showings		Make showing scheduling easy
	Print marketing materials/flyers		Have ready for showings
	Order yard sign		Quality sign = quality property
	Set up showing scheduling system		Calendar or automated system
	Create buyer information packet		Property details, disclosures, FAQ
	Notify neighbors of listing		Word of mouth is powerful

PHASE 3: ACTIVE MARKETING (While Listed)

Keep momentum going and respond quickly to buyer interest.

kwred	Task	Date	Notes
	Schedule open house dates		Plan for high-traffic times
	Host first open house		First weekend after listing
	Follow up with showing agents for feedback		Within 24 hours of each showing
	Track all showings and interest levels		Use showing tracker tool
	Adjust price if needed (after 3-4 weeks)		Be objective about market feedback
	Update listing photos/description if needed		Keep listing fresh
	Respond to inquiries within 2 hours		Fast response = serious seller
	Pre-qualify interested buyers		Use buyer qualification script

PHASE 4: OFFER RECEIVED (Days 1-7 After Offer)

Act quickly and strategically to negotiate the best deal.

kwred	Task	Date	Notes
	Review offer with attorney		Within 24 hours of receipt
	Verify buyer's pre-approval/financing		Call lender directly
	Check buyer agent's reputation/reviews		Who you're working with matters
	Compare multiple offers (if applicable)		Use offer comparison tool
	Negotiate terms and counteroffers		Work closely with attorney
	Execute contract once agreed		All parties sign
	Receive earnest money deposit		Usually within 3 days
	Take property off market		Update all listing platforms

PHASE 5: UNDER CONTRACT (Closing Timeline)

Manage inspections, appraisals, and final preparations toward closing day.

kwred	Task	Date	Notes
	Buyer's home inspection period begins		Usually 7-10 days
	Negotiate inspection items if needed		Be reasonable and responsive
	Complete agreed-upon repairs		Get receipts for all work
	Buyer orders appraisal		Usually 10-14 days
	Review appraisal results		Address if it comes in low
	Buyer secures financing		Usually 30-45 days from contract
	Review title commitment		Clear any title issues
	Schedule final walkthrough		Usually 24-48 hours before closing
	Coordinate with movers		Plan move-out date
	Arrange for utilities transfer		Effective closing date
	Review closing statement (HUD-1)		48 hours before closing

PHASE 6: CLOSING DAY (Day of Closing)

Finish strong and hand over your home.

kwred	Task	Date	Notes
	Complete final walkthrough with buyer		Morning of closing
	Bring required documents to closing		ID, keys, garage openers, etc.
	Review and sign all closing documents		Read everything carefully
	Hand over keys and access items		All keys, codes, manuals
	Receive your proceeds		Wire or certified check
	Cancel homeowner's insurance		Effective closing date
	Forward mail to new address		USPS mail forwarding

PRO TIPS FOR STAYING ON TRACK

Keys to Success

- **Start early:** Many tasks take longer than expected, especially those requiring other people.
- **Set reminders:** Use phone/calendar alerts for critical deadlines.
- **Front-load the work:** Get inspections, title work, and attorney lined up BEFORE listing.
- **Track everything:** Document all communications, agreements, and receipts.
- **Be proactive:** Don't wait for buyers to identify problems—find and fix them first.
- **Stay organized:** Keep all documents in one folder (digital and physical).
- **Communicate promptly:** Fast responses show you're a serious, professional seller.
- **Build in buffer time:** If closing is 45 days out, act like it's 35 days out.
- **Use the other FSBO tools:** Combine this with your showing tracker and expense tracker.
- **Ask for help:** Don't hesitate to hire professionals for tasks you're unsure about.

READY TO SELL?

Questions or need guidance? Reach out anytime.

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