



**Serving Summit and Park
Counties Since 1998**

Jackie McPheeters 970-389-2996
Christopher Warren 970-485-9225
BuySummitCounty.com

Preparing Your Documents Before Listing Your Property

A good practice for a smooth, straightforward selling process in Summit and Park Counties is to have all essential documents and paperwork for the property prepared before it's listed.

Having the property's paperwork in place will enable quick responses to most buyer inquiries before an offer is made, and will also create a smooth selling process once the home is under contract.

Below is a list of standard documents that Colorado Homes Real Estate recommends preparing before listing a home.

Document List:

- HOA Docs – Login and Password
- Sellers Property Disclosure
- Utility bills for the last 12 months
- Receipts for any significant update or repairs on the home
- Paperwork for any warranties with the home
- Furniture Inventory or Exclusion List
- Survey (If in possession)
- Single Family Homes - Septic Pump and Inspection Report
- Manuals for appliances (If in possession)

Notes for the Document List:

HOA Docs - For HOA Docs, the minimum required documents are the Financials for the last 3 years, Board Meeting Minutes for the previous 3 years, Bylaws, Covenants, and disclosure of any known upcoming assessments. These are typically provided through a login and password on the HOA's website.

Sellers Property Disclosure - It's necessary for the Sellers Property Disclosure to be detailed and completed sincerely. Failing to disclose known defects in the home can lead to serious liability issues down the road or make the inspection process complicated and uncomfortable. Being straightforward from the beginning is always the best strategy.

Receipts for any significant updates or repairs on the home – If there's been any significant work done on the home, have the receipts and invoices ready for review.

Furniture Inventory or Exclusion List – If the home is to be sold with furnishings, it's a huge assist to have either an inventory list of what will remain or an exclusion list of what will be removed. It avoids having to create a list before a contractual deadline, and sometimes, potential buyers will want to see the list before they place an offer on the home.

Utility Bills for the last 12 months – while hard copies of utility bills are typically not requested, having scanned copies ready is a good idea. At least, have all of the utility bills together for an accurate utility cost for the listing.

Survey (If in possession) – Often, surveys become lost from the home's paperwork. If you have one, great! However, even if you have one, a new survey may be required if it's older, if there have been improvements to the property, or if the buyer requests a higher-level survey than the one you have.

Single Family Homes - Septic Pump and Inspection Report - For homes with a septic system, a pump and inspection of the septic should be scheduled before the home is listed.

A septic pump and inspection are required in Summit and Park Counties when selling a home. Typically, the seller pays for this.

Currently, there is a waiting list for septic companies to complete the work, which can delay the home's sale closing date.

If the septic has been pumped and inspected within 1 year of the home's closing date, the seller usually isn't required to perform the pump and inspection.

Questions? Please call or text Jackie McPheeters @ 970-389-2996 or Christopher @ 970-485-9225.



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