

Step 01 - Prepare

Get the house ready for a buyer's eyes.

Property: _____ Date: _____

- ☐ Run the curb-to-attic 'Would I buy this?' walk-through.
- ☐ Separate safety or active-damage work from cosmetic wishes.
- ☐ Get three written bids with scope, materials, permit responsibility and timing.
- ☐ Verify licenses where Texas regulates the trade and check local permit history.
- ☐ Keep receipts, warranties, permits and before/after photographs together.

Checkpoint: The home is clean, safe, documented and ready to photograph.

Notes / questions / next action

Sources to verify before acting

TDLR license search

<https://www.tdlr.texas.gov/LicenseSearch/>

TREC inspector search

<https://www.trec.texas.gov/apps/license-holder-search/>

Fort Worth permit records

<https://aca-prod.accela.com/CFW/Default.aspx>

Curb-to-attic preparation walk-through

Record visible conditions from safe, accessible areas. This is not an inspection. Do not climb a roof, enter unsafe spaces or handle electrical equipment; use a qualified professional.

Curb & exterior

- ☐ Photograph the approach, yard, entry, visible roof and exterior.
- ☐ Note visible drainage, damage, leaks, trip hazards and broken locks.
- ☐ Clear the approach, tidy landscaping and check exterior lighting.

Interior & systems

- ☐ Walk every room; note visible stains, odors, damage and nonworking essentials.
- ☐ Clean surfaces and windows; reduce clutter and check lighting.
- ☐ Record known HVAC, plumbing and electrical concerns for a qualified professional.

Records & repair decisions

- ☐ List safety and active-damage work separately from cosmetic projects.
- ☐ Gather repair receipts, permits, warranties, claims and inspection reports.
- ☐ For each job, compare three written bids with the same scope, materials and timing.
- ☐ Verify regulated trade licenses, insurance and who handles permits.
- ☐ Keep known conditions for the disclosure review; do not hide or guess.

Notes / questions / next action

Step 02 - Price

Build a price from comparable facts, not one website's estimate.

Property: _____ Date: _____

- ☐ Search HAR or Realtor.com for three nearby homes with similar type, size, age and condition, if available.
- ☐ Record sale or list price, square feet, condition, days on market and price reductions.
- ☐ Ask a licensed broker or appraiser to verify closed-sale prices; keep active and pending listings separate.
- ☐ Enter current months of inventory in the market thermometer.
- ☐ Set a review date and decide in advance what evidence would justify a price change.

Checkpoint: You can explain the list price with a written comparable worksheet.

Notes / questions / next action

How to find and verify comparable homes

Search har.com or realtor.com by city or ZIP. Focus the map on nearby homes with similar type, size, age and condition. Save each address and source link; use a recently sold filter where available and record the date.

Asking prices, estimates and price ranges are not verified sale prices. Ask a licensed local broker for a comparative market analysis or engage a licensed appraiser, confirming scope and any fee first. Request sale prices, dates, concessions and condition differences. Leave unknown facts blank and keep active or pending listings separate.

Sources to verify before acting

Texas appraisal districts

<https://comptroller.texas.gov/taxes/property-tax/county-directory/>

DFW housing activity

<https://trerc.tamu.edu/housing-activity-data/msa/dallas-fort-worth-arlington/>

Texas REALTORS pricing guidance

<https://www.texasrealestate.com/news/is-your-home-priced-too-high/>

Step 03 - Market

Make the house easy to find-and safe to show.

Property: _____ Date: _____

- ☐ Use bright, level photographs and a factual description that avoids fair-housing problems.
- ☐ Create one source of truth for price, features, exclusions and showing instructions.
- ☐ Verify identity before an unaccompanied showing; secure medication, mail and valuables.
- ☐ Compare flat-fee MLS vendors by term, changes, photo count, cancellation, support and total cost.
- ☐ Ask exactly what you must handle: data entry, inquiries, scheduling, changes and compliance.

Checkpoint: The listing package, showing rules and inquiry process are ready.

Notes / questions / next action

Sources to verify before acting

TREC license holder search

<https://www.trec.texas.gov/apps/license-holder-search/>

NAR compensation guide

<https://www.nar.realtor/the-facts/consumer-guide-offers-of-compensation>

Step 04 - Help

Choose which work to keep and which work to hire out.

Property: _____ Date: _____

- ☐ List every service included, excluded or charged separately.
- ☐ Confirm who handles MLS changes, inquiries, showing access and feedback.
- ☐ Confirm who prepares offers, tracks deadlines and coordinates inspection and appraisal issues.
- ☐ Ask about license status, supervision, insurance and cancellation terms.
- ☐ Put the scope and total cost in writing before hiring anyone.

Checkpoint: Every material task has a named owner and a known cost.

Notes / questions / next action

Sources to verify before acting

TREC consumer information

<https://www.trec.texas.gov/public/consumer-information>

Step 05 - Disclose

Answer the seller's disclosure from what you actually know.

Property: _____ Date: _____

- ☐ Page 1: identify the property and installed systems and equipment.
- ☐ Page 2: report known defects and malfunctions; add needed explanations.
- ☐ Page 3: address conditions, claims, flooding and other property history.
- ☐ Page 4: review statutory notices, attachments, signatures and dates.
- ☐ Attach relevant reports, invoices, insurance records or notices without hiding contradictions.

Checkpoint: The current form is complete, supported and ready before contract deadlines.

Notes / questions / next action

Sources to verify before acting

TREC Seller's Disclosure Notice 55-1

<https://www.trec.texas.gov/forms/sellers-disclosure-notice>

Texas Property Code 5.008

<https://statutes.capitol.texas.gov/Docs/PR/htm/PR.5.htm#5.008>

Step 06 - Buyer agent

Evaluate a buyer-agent request against your own net.

Property: _____ Date: _____

- ☐ Ask whether the buyer is requesting a flat dollar amount or percentage.
- ☐ Model the request alongside payoff, other costs and buyer concessions.
- ☐ Set a desired-net target and a separate minimum-acceptable-net boundary.
- ☐ Compare a dollar counter and equivalent percentage before responding.
- ☐ Keep the discussion about this buyer and this sale, not an assumed market rate.

Checkpoint: You know the request, your target contribution and your hard ceiling.

Notes / questions / next action

Sources to verify before acting

NAR offers-of-compensation guide

<https://www.nar.realtor/the-facts/consumer-guide-offers-of-compensation>

Step 07 - Contract

Use the right contract-and know where form-filling stops.

Property: _____ Date: _____

- ☐ Confirm the property and transaction fit TREC 20-19.
- ☐ Separate facts from negotiated choices, addenda, signatures and attorney-only language.
- ☐ Never use Paragraph 11 to invent legal language.
- ☐ Leave signatures blank until the parties review the finished form.
- ☐ Have independent counsel review legal questions before signing.

Checkpoint: The transaction is eligible and every negotiated term has been expressly chosen.

Notes / questions / next action

Sources to verify before acting

Official TREC 20-19 form page

<https://www.trec.texas.gov/forms/one-four-family-residential-contract-resale>

TREC contract-form FAQ

<https://www.trec.texas.gov/special-links/frequently-asked-questions>

Step 08 - Handoff

Execute carefully, then hand the complete file to title.

Property: _____ Date: _____

- ☐ Check names, property, price, dates, required selections and attached addenda.
- ☐ Confirm every required party signed and the effective date is established correctly.
- ☐ Save one complete PDF rather than separate screenshots or signature pages.
- ☐ Submit the contact/property handoff and keep the reference number.
- ☐ Attach the executed contract only after the durable handoff is saved.

Checkpoint: WG Title has the executed contract and can acknowledge the file.

Notes / questions / next action

Sources to verify before acting

WG Title contact
<https://wgtitle.com/contact>

Step 09 - Resolve

Route each post-contract issue to the right decision-maker.

Property: _____ Date: _____

- ☐ Inspection: identify the request, deadline and evidence.
- ☐ Appraisal or financing: separate lender conditions from party negotiations.
- ☐ Title: ask WG Title what document or information is required, not which bargain to accept.
- ☐ Repairs, credits and price: document the parties' negotiated decision through the proper form.
- ☐ Escalate rights, remedies, default or special language to independent counsel.

Checkpoint: Every open issue has an owner, deadline and written resolution path.

Notes / questions / next action

Sources to verify before acting

TDI title insurance FAQ

<https://www.tdi.texas.gov/title/titlefaqs.html>

Step 10 - Close

Verify, sign, fund, record-and transfer possession as agreed.

Property: _____ Date: _____

- ☐ Provide payoff, HOA and authority documents early.
- ☐ Review settlement figures and ask questions before signing day.
- ☐ Bring acceptable identification; never email identity documents unless securely requested.
- ☐ Independently verify wire instructions using a known phone number.
- ☐ Do not treat signing as funding or recording; wait for confirmation before releasing keys.

Checkpoint: The deed is recorded, proceeds are accounted for and possession is transferred.

Notes / questions / next action

Sources to verify before acting

CFPB mortgage closing checklist

<https://www.consumerfinance.gov/owning-a-home/close/>

ALTA wire-fraud resources

<https://www.alta.org/for-consumers/wire-fraud>