

A PLAIN-ENGLISH GUIDE WITH FILL-IN WORKSHEETS

Home Buyer & Seller Do's and Don'ts

Stage-by-stage do's and don'ts for buying and selling a home,
with
question lists, tour and inspection notes, a scam watch and a
glossary.

US Letter · Free sample

Name(s)	
Buying / selling	
Target date	

BUYERS

Buyer: Get Your Finances Ready

✓ Do

- ✓ Check your credit reports for errors and fix any you find
- ✓ Get pre-approved by a lender before you shop seriously
- ✓ Decide your own comfortable budget, not just the maximum approved
- ✓ Count ongoing costs: taxes, insurance, repairs, utilities, dues
- ✓ Save for closing costs and moving, not just the down payment
- ✓ Keep documents handy: pay records, statements, tax forms

✗ Don't

- ✗ Take on large new debts or open new credit before closing, unless your lender says it is fine
- ✗ Change jobs or move big sums around without asking your lender first
- ✗ Shop only by the monthly payment; check the total cost
- ✗ Treat pre-qualification and pre-approval as the same thing
- ✗ Skip an emergency fund after buying
- ✗ Hide anything from your lender

My numbers (fill in)	Amount	Notes
Down payment available		
Closing costs I expect (ask lender for an estimate)		
Comfortable monthly housing payment		
Monthly costs beyond the loan		
Emergency savings after closing		

Questions for my lender

SELLERS

Seller: Pricing

✓ **Do**

- ✓ Look at recent sales of similar homes nearby, not only active listings
- ✓ Ask your agent to explain how they chose the price
- ✓ Be honest about condition and needed repairs
- ✓ Plan when you will review the price
- ✓ Think about how buyers will compare your home
- ✓ Keep your own bottom line in mind before negotiating

✗ **Don't**

- ✗ Price high because you need a certain amount
- ✗ Base the price only on what you paid or spent on improvements
- ✗ Compare to homes that are not truly similar
- ✗ Ignore feedback from showings
- ✗ Assume you can always lower later without cost in time
- ✗ Rely on online estimates alone

Comparable address	Status	Price	Date	Differences from my home

My pricing plan

Suggested range from my agent

List price I choose

Date I will review it