



SELLER'S GUIDE

for selling your home



FULL CIRCLE
REALTY ASSOCIATES



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Tatiana Poortinga

REAL ESTATE AGENT

Tatiana Poortinga | REALTOR® | Serving Calaveras County & Surrounding Areas

Selling a home can feel exciting — and overwhelming — all at the same time. My approach is simple: explain the process clearly, communicate honestly, and help you make informed decisions that align with your goals and timeline. I guide sellers through each step of the transaction, from preparation and pricing to negotiations and closing, so nothing feels rushed or unclear.

I believe real estate works best when clients feel supported, informed, and confident. My goal is to make the selling process feel manageable, transparent, and as stress-free as possible — while advocating for your best interests every step of the way.

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How I Help Sellers

Selling a home isn't just about listing a property – it's about understanding the process, setting realistic expectations, and making confident decisions along the way. My role is to guide you through each step with clear communication, thoughtful strategy, and steady support from start to finish.

Clear Strategy

I help you understand market conditions, pricing strategy, and timing so you can make informed decisions that align with your goals – without guesswork.

Honest Communication

You'll always know where things stand, what comes next, and what options you have, so there are no surprises throughout the process.

Strong Representation

I advocate for your best interests, guide you through offers and negotiations, and coordinate with the professionals involved to keep everything moving smoothly.

Support Throughout the Selling Process Includes:

- ✓ Pricing strategy & market analysis
- ✓ Preparation guidance & staging recommendations
- ✓ Professional marketing & listing coordination
- ✓ Offer review, negotiations, and contract guidance
- ✓ Escrow management, inspections & closing coordination

I believe sellers deserve clarity, realistic expectations, and the ability to move at a pace that feels right. My goal is to make the selling process feel manageable, transparent, and as stress-free as possible – while keeping your priorities front and center.



01

Preparing

YOUR HOME TO SELL

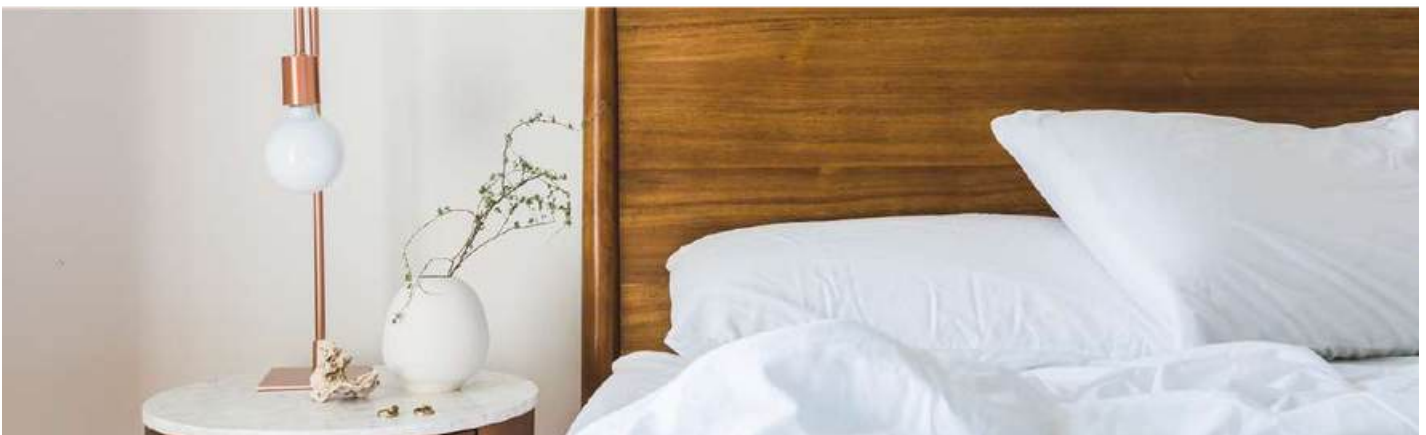
Agent Selection, Pricing Strategy, Seller Questionnaire, Home Preparation & Pre-Listing Checklist

Find Your Agent

TO SELL YOUR HOME

Selling a home can feel complex, especially if you're navigating the process for the first time. Many homeowners choose to work with a real estate agent to help them understand the market, prepare their home thoughtfully, and manage the details involved in a successful sale.

My role is to represent your best interests, provide clear guidance, and help you navigate each step of the selling process with confidence – from preparation to closing.





MORE CONVENIENCE/ BETTER ACCESS

Selling a home involves coordinating multiple parties, timelines, and details. Working with a real estate agent helps streamline communication, manage showings, and ensure buyers, agents, and professionals stay aligned throughout the process.

NEGOTIATING CAN BE COMPLEX

Offers often involve more than just price. Terms, timelines, contingencies, and repairs all play a role. Having representation helps you evaluate options thoughtfully and respond with strategy instead of pressure.

CONTRACTS & DISCLOSURES MATTER

Real estate transactions involve detailed contracts and required disclosures. An experienced agent helps guide you through these documents, explain what they mean, and ensure everything is handled accurately and on time.

ATTENTION TO DETAIL

Small details can have a big impact during a sale. From deadlines to documentation, careful oversight helps keep the process organized and reduces the likelihood of unnecessary complications.

MINIMIZING LAST-MINUTE ISSUES

As a transaction approaches closing, unexpected issues can arise. Having guidance throughout the process helps identify concerns early and address them before they become obstacles.

Listing price

WHAT'S MY HOUSE WORTH?

It's important to understand how pricing affects your home's position in the market. Pricing too high can limit buyer interest, while pricing thoughtfully can help generate activity and momentum. The right price is based on market data, current conditions, and your goals — not guesswork.

WHAT INFLUENCES YOUR LISTING PRICE

- Recent comparable sales
- Current market conditions
- Your home's condition and features
- Location and neighborhood trends
- Timing and buyer demand

Pricing is not based on a single number or online estimate. It's a strategy built using market data, local insight, and your specific goals.

Seller Questionnaire

TO HELP CLARIFY GOALS AND PRIORITIES

NAME:

EMAIL:

PHONE

:

WHEN DO YOU WANT TO MOVE?

WHAT ARE YOUR REASONS FOR SELLING?

WHAT PRICE ARE YOU EXPECTING FROM YOUR HOME?

DO YOU CURRENTLY HAVE A MORTGAGE ON THE PROPERTY?

PROPERTY INFO:
Bedrooms:
Bathrooms:
Approximate Sq. Ft:
Features:
Amenities:



Prepare your home

TO PRESENT YOUR HOME AT ITS BEST

When preparing to sell, presentation matters. Thoughtful preparation helps highlight your home's strengths and allows buyers to better understand the space and its potential.

Home staging doesn't mean making your home look perfect or impersonal. It's about creating a clean, inviting environment that helps buyers focus on the home itself – not distractions – and envision how the space could work for them.

Home Staging tips...

- Start with curb appeal. First impressions matter, and small exterior updates can make a noticeable difference when buyers arrive.
- Declutter to create a sense of space. Removing excess items helps rooms feel more open and allows buyers to better see the layout and features of your home.
- Clean thoroughly. A well-maintained home signals care and attention, and cleanliness plays a key role in how buyers perceive the property.

Pre-Listing Checklist

This checklist is meant to be a helpful reference—not a list of requirements. Not every item applies to every home. We'll work together to prioritize what makes the most sense for your property, timeline, and goals.

Kitchen

- REMOVE MAGNETS FROM FRIDGE
- DECLUTTER COUNTER TOPS
- LEAVE FRESH FLOWERS/ BOWL OF FRUIT
- DEEP CLEAN ALL APPLIANCES
- REMOVE TRASH AND PUT IT IN THE GARAGE
- ENSURE ALL APPLIANCES ARE WORKING
- WASH ALL CABINET FRONTS
- DEEP CLEAN REFRIGERATOR AND STOVE

Bathroom

- CHECK WATER PRESSURE
- REMOVE ANY SOAP RESIDUE
- CLEAN TOILET BOWLS
- CLEAN TILE GROUT
- CLEAN OR REPLACE SHOWER CURTAIN
- PLACE FRESH TOWELS AND RUGS
- REMOVE ANY RUST OR STAINS
- RE-CAULK SINKS, TUBS AND SHOWERS

Curb Appeal

- REPAIR BROKEN WINDOWS & SHUTTERS
- MOW LAWN
- REMOVE STAINS FROM WALKWAYS
- CLEAN ALL PATIO FURNITURE
- REPLACE TORN SCREENS

Garage

- SEAL OR PAINT FLOORS
- ORGANIZE TO CREATE FLOOR SPACE
- ENSURE THE GARAGE DOOR IS WORKING

Bedroom

- REARRANGE FURNITURE AS NEEDED
- CLEAN SHEETS AND BED COVERS
- DUST FURNITURE AND LIGHTING
- DECLUTTER AND ORGANIZE CLOSETS
- CLEAN WINDOW COVERS/ SHADES
- ORGANIZE FURNITURE TO LOOK SPACIOUS

Laundry Room

- ORGANIZE SHELVES AND CABINETS
- STORE AWAY ANY REMAINING CLOTHES
- CLEAN APPLIANCES
- DECLUTTER AND WIPE SURFACES
- WIPE DOWN WASHER AND DRYER

Overall Interior

- REMOVE PERSONAL PHOTOS
- CLEAN FILTERS AND VENTS
- ORGANIZE EVERY CLOSET & ROOM
- RE-PAINT WALLS NEUTRAL TONE
- CLEAN FLOORS, BASEBOARDS, AND TRIM
- REPAIR HOLES OR CRACKS IN WALLS

Exterior

- REMOVE WEEDS & ADD FRESH MULCH
- REMOVE ANY COBWEBS AND NESTS
- PRESSURE WASH WALKWAYS
- REPAINT FRONT DOOR & MAILBOX
- MOW THE LAWN
- CLEAN PATIO FURNITURE
- ADD FRESH PLANTS IN BARE AREAS
- TRIM ANY TREES AND SHRUBS



02

*Attracting the
Right Buyers*

LISTING & MARKETING

MLS Listing & Online Exposure, Signage, Lock Box & Showings,
Open House, Virtual Tour

MARKETING

Plan & Listing

MLS LISTING

Once your home is ready to go live, it is entered into the Multiple Listing Service (MLS). The MLS is the primary database used by real estate professionals to share accurate, up-to-date property information. Listing your home on the MLS ensures it is visible to qualified agents and buyers actively searching in the market, creating broad and appropriate exposure.

SIGNAGE

Professional signage helps indicate that a home is available for sale and can support visibility within the neighborhood. When appropriate, a "For Sale" sign is placed at the property to help direct interested buyers and agents to the listing.

LOCK BOX & SHOWINGS

To make showings as convenient as possible, access is typically provided through a secure lock box. This allows licensed agents to schedule and conduct showings efficiently while maintaining the safety and security of the property. Showings are coordinated to respect your schedule and ensure a smooth experience throughout the listing period.





Open House



An open house may be scheduled to allow interested buyers to view the home in a relaxed, scheduled setting. When appropriate, open houses can help increase visibility and provide additional opportunities for buyers to experience the property firsthand.

Virtual Tour



Virtual tours allow buyers to explore a home online before scheduling an in-person showing. This can expand exposure, especially for buyers viewing from a distance, and help generate interest from a wider audience.



A photograph of a bedroom. In the center is a white bed with a curved headboard, covered in white linens and pillows. On the bed, a wooden tray holds a white coffee cup on a saucer and a small plate with a snack. To the right, a potted plant sits on a dark blue stand. The background features light-colored curtains.

03

Final Steps

NEGOTIATION TIME

Reviewing offers, negotiating terms, and moving toward
escrow

Negotiations

TO SELL YOUR HOME

Negotiations are an important part of the selling process and often involve more than just price. My role is to help you understand your options, evaluate each offer carefully, and navigate decisions with clarity and confidence.

While flexibility can be helpful during negotiations, every decision is guided by your goals and priorities. Together, we'll focus on creating a strategy that supports a smooth process and a successful outcome.

At first glance, the highest offer may seem like the best choice. However, price is only one part of the picture. Terms, timing, and overall strength of the offer all play a role in determining which option truly works best for you.

- **CASH OFFER:**

In some situations, sellers may consider a cash offer even if it is lower than a financed offer. Cash transactions can reduce uncertainty and may involve fewer contingencies, which can be appealing depending on your timeline and comfort level.

- **CLOSING DATE:**

The proposed closing date can impact your overall plans. Whether you need a quicker close or additional time, evaluating timing alongside price helps ensure the offer aligns with your needs.

- **CLOSING COST:**

Closing costs and requested credits can vary between offers. Part of the negotiation process includes reviewing these details carefully so you understand how they affect your net proceeds and overall terms.

Offer Accepted

Congratulations — you've accepted an offer on your home!

Once you and the buyer have agreed on terms, the purchase agreement is signed and the sale process officially moves forward. At this stage, inspections, disclosures, and other time-sensitive steps begin as the transaction works toward closing.

I'll guide you through each requirement, manage timelines, and communicate with all parties involved so the process stays organized and on track.





CLOSING IS THE FINAL STEP

As closing approaches, final documents are signed, funds are disbursed through escrow, and ownership of the property is officially transferred to the buyer.

I'll help coordinate communication with escrow and guide you through the final steps so nothing feels unclear or rushed.

Congratulations on selling your home!

AFTER CLOSING REMINDERS

- Confirm final instructions with escrow
- Provide keys, garage openers, and access items
- Set up mail forwarding and update addresses
- Save copies of final documents for your records

STAYING CONNECTED

Even after closing, I'm here as a resource – whether you have questions, need referrals, or want guidance down the road.

My goal is to be your trusted real estate contact long after the sale is complete.

A large rectangular area with a light gray background and horizontal dashed lines, resembling a page of lined paper for taking notes.



NOTES

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