



# PRE-LISTING AUDIT CHECKLIST

## Strategic System Review for Listing Appointments

### PROPERTY INFORMATION

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Seller: \_\_\_\_\_

### ELECTRICAL PANEL

Location: Garage / Utility Room / Exterior (circle one)

Panel Type/Brand: \_\_\_\_\_

Federal Pacific or Zinsco panel present (RED FLAG - insurance issue)

Age (estimated): \_\_\_\_\_ years

Has panel been upgraded? Yes / No / Unknown

Seller reports electrical issues or tripping breakers? Yes / No

Strategy:  Fix before listing  Price to absorb (\$3K-\$5K)  No action needed

### PLUMBING

Water pressure adequate? Yes / No

Drainage adequate? Yes / No

Seller reports plumbing leaks or repairs? Yes / No

Strategy:  Fix before listing  Price to absorb (\$1K-\$3K)  No action needed

### HVAC

Age (from serial or seller): \_\_\_\_\_ years

*First two are week, second two are year. So "1504" means week 15 of 2004.*

Seller reports heating/cooling issues? Yes / No

Strategy:  Service before listing  Price to absorb (\$6K-\$10K)  No action needed

### ROOF

Age (ask seller): \_\_\_\_\_ years

History of leaks? Yes / No

Visible missing or damaged shingles? Yes / No

Strategy:  Repair before listing  Price to absorb

No action needed

### WATER HEATER

Age (from serial or seller): \_\_\_\_\_ years

*Letter for month (A=Jan, B=Feb, etc.) followed by two-digit year. So "E09" means May 2009.*

Visible rust or leaks? Yes / No

Strategy:  Replace before listing  Price to absorb (\$800-\$1,500)  No action needed

## RECOMMENDED STRATEGY

Based on issues identified above:

OPTION 1: FIX BEFORE LISTING

Items to repair: \_\_\_\_\_

Estimated cost: \_\_\_\_\_ Adjusted list price: \_\_\_\_\_

OPTION 2: PRICE TO ABSORB

Total estimated credits: \_\_\_\_\_ List price reduction: \_\_\_\_\_

OPTION 3: HYBRID APPROACH

Fix now: \_\_\_\_\_

Price to absorb: \_\_\_\_\_

## QUICK REFERENCE: MEDIAN COSTS

Electrical panel replacement: \$3,000-\$4,000

Plumbing repairs: \$500-\$2,000

HVAC credit (aging unit): \$5,000-\$10,000

Roof repairs: \$1,000-\$3,000

Water heater replacement: \$800-\$1,500

**Median credit when negotiations happen: \$5,000**

### NOTE

You are identifying big-picture issues to inform pricing strategy, not conducting a detailed inspection. When in doubt, recommend seller obtain a pre-listing inspection from a licensed professional.