



A COMPREHENSIVE

SELLING GUIDE

It's All About You

The client comes first with Shane Hall Group. Starting from a dedication to client service, we approach every transaction with hustle, empathy, and gratitude. Our team of professionals works together closely to deliver high-quality marketing and consulting for every client, no matter the price point.



The Shane Hall Group

We are a small real estate group that focuses on selling, marketing and consulting on homes in the Greater Annapolis marketplace. I set out to become a more efficient service provider and started this team with a foundation of client service. I trust these people with my business, my life and yours! No matter what price point, we feel every client deserves the same relentless attitude, professional marketing, empathy and gratitude. You will always get me or the better version of me in any transaction you have with The Shane Hall Group.

Meet Shane Hall

Shane was born in Georgetown (Washington, DC) and grew up in the nearby South River area. He's the oldest of 5 children and 20 grandchildren.

After graduating South River High School in Edgewater, MD in the spring of 2007, he attended the University of Maryland in College Park on a Lacrosse scholarship. While earning his Bachelors degree in Communication, he helped lead the team to the National Championship game and won the ACC Championship title.

In October of 2013, while the market was still very much recovering from the Great Recession, his real estate journey began. Shane's evolved

from a novice into one of the top producers in real estate through hard work, client advocacy, and innovative thinking. He quickly became one of the youngest real estate agents in the Annapolis area, bringing competitive spirit, sharp instincts, and foresight to lead and create opportunities for buyers and sellers in changing markets.

Shane has been awarded a lot of achievements in his young career but being recognized by his peers as a top agent in the Baltimore and Annapolis markets is most humbling. He manned the number 1 team at his old office at Sotheby's in Annapolis, has been named Best of Washingtonian Magazine and named a 30 Under 30 Award Winner.

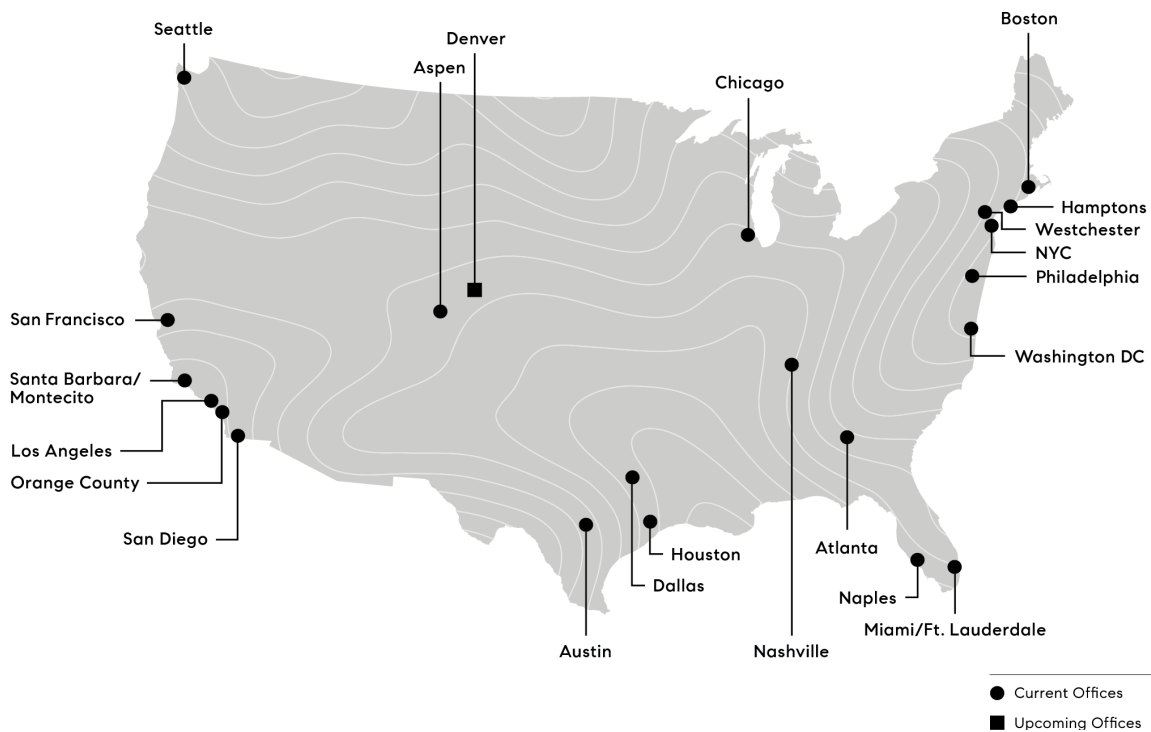
The best part about his work is when clients feel that same fulfillment. That same sense of purpose. It's a bond that creates a friendship. Shane's friends will recognize his laugh anywhere and cherish his sense of humor. Real estate is always better when you're shopping with friends.





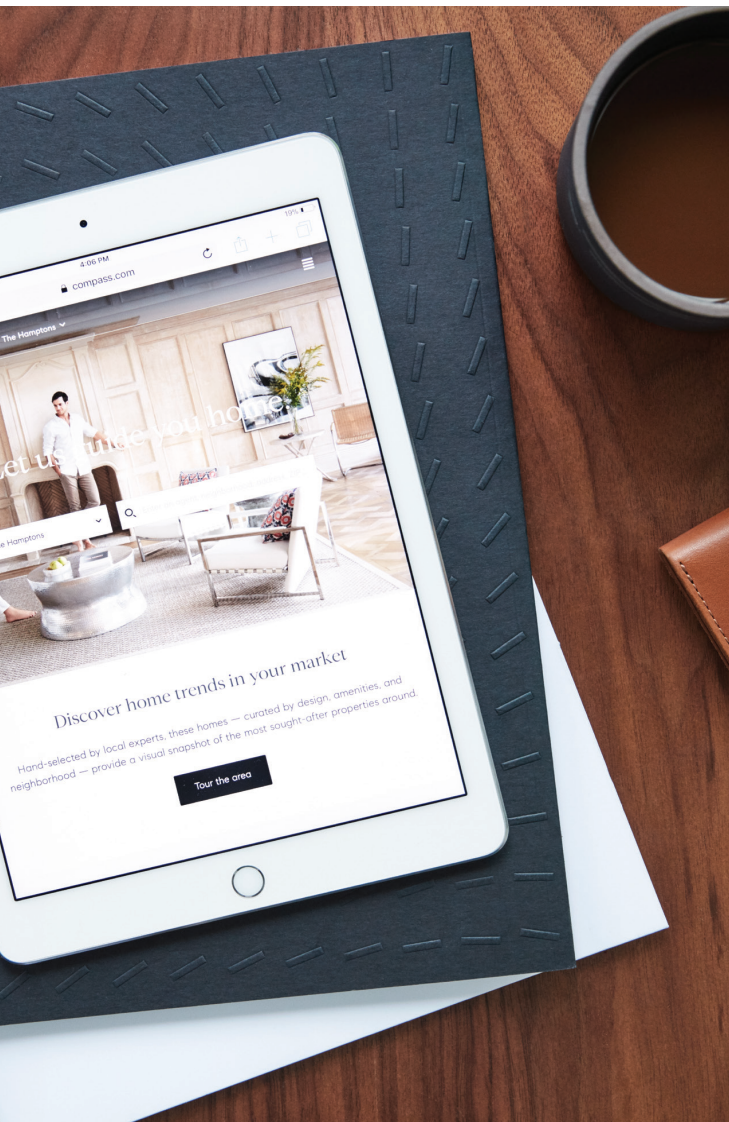
A Nationwide Network

Since our launch in 2012, we've been simplifying the real estate process one community at a time. Today, we have more than 235 offices extending from coast to coast.



Tap into a Smarter Real Estate Experience

From new cities to new technology, Compass is transforming the industry — culminating in a host of improvements to aid your most pivotal real estate decisions. But what is it that inspired these milestones and will continue to motivate us into the future? We answered that question by formalizing our mission: To help everyone find their place in the world. Here's a glimpse at how we're delivering on that promise and reinventing the industry for buyers and sellers across the country.



Pre-Marketing Your Home

Drive buyer interest and buzz with Compass Coming Soon, which affords prospective buyers a glimpse of your home before it officially comes on the market.

Compass Concierge Program

Compass advances the upfront cost of select services that can increase your home's selling price. From deep-cleaning to cosmetic renovations, we'll work together to elevate your home's value and create a tailored plan to maximize its potential on the market.

Bridge Loans

Compass Bridge Loans will provide security to Sellers by potentially offering them simple, fair bridge loans that allow them to purchase their next home before their current home sells.

Networking Capabilities

Aided by state-of-the-art Compass technology, we are strategically connected to the market's entire brokerage community.

The Five Steps to Selling Your Home



Selling a home that you may have lived in for many years can be challenging, time-consuming, and stressful.

We've compiled this Home Seller's Guide for you to make that process much easier and so that you can be in control every step of the way and feel confident in the results.

Here are the steps.

First: Selecting a top-notch Realtor

Second: Preparing your home for sale

Third: Marketing and showing your home

Fourth: Reviewing contract offers

Fifth: Preparing to move and closing



The Compass Advantage

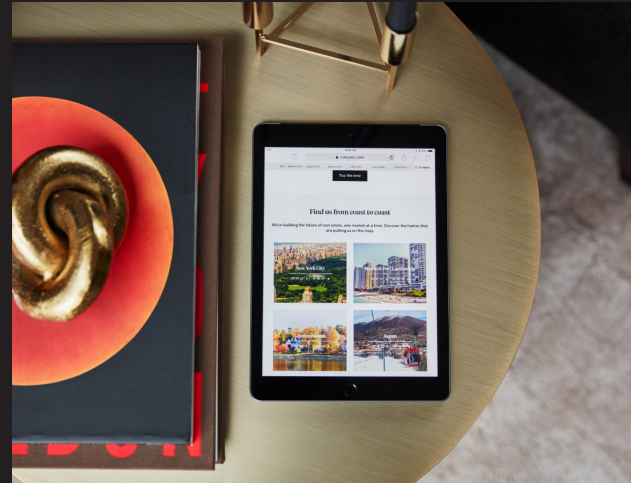
We joined Compass to be able to provide our clients with several benefits found only at Compass.

The Compass Platform

At Compass, our search platform will allow us to collaborate seamlessly as we work together to find your new home. Within the search that we set up for you, we can all be looking at the same group of homes, making comments, and providing feedback. You can also search on your own. Being able to communicate within the platform puts everyone on the same page, and shortens the time needed to find the right home for you.

Only-On-Compass Homes

Most homes are on the multiple listing service (MLS), but not all homes are found there. At Compass, because we have a platform for listing homes that can be shared among all Compass agents, many homes will first appear only on Compass, where they can typically be shown and purchased. We also have Compass-only pricing tours where we have access to homes before they go on the market. No other broker in this area provides this advantage.



Compass Concierge

If you have a home to sell as part of your move, Compass will help you maximize the value of your home by fronting the cost of home improvement services like painting, flooring, new appliances, and staging. There are no fees or interest. You just repay Compass at closing, after pocketing the significant increase in home value these improvements provide you.

Compass Bridge Loans

If you need to tap the equity in your existing home to make a move, Compass has an inexpensive bridge loan program from industry-leading lenders that can help you fund the transition to a new home.

Nationwide Service

Compass is the largest independent brokerage in the United States, with offices coast-to-coast. If you need to relocate from another region, we can connect you with a top Compass agent wherever you live.



Track Record of Success

Team Stats



12+

Number of years
combined in business



\$175M

Total production
value to date;



98.9%

Average list
to sales price

Compass Stats



#1

Our rank as the
nation's largest
independent
brokerage



1.9M+

Average monthly
page views on
compass.com



40K+

Transactions closed
across the county
in 2018

Awards

Washingtonian
2018, 2019, 2020

30 Under 30 NAR, BRP
2019

Step One: Selecting A Top-Notch Realtor



Do your due diligence

We expect you to evaluate us as we begin to help you sell your home. You want someone on your side who you get to know, like, and trust. Don't just default to a friend, unless they have the requisite experience and expertise. There is much more to selling a home than most people realize.

Qualifications your Realtor® should have:

- Local market knowledge
- Good reviews and testimonials
- Track record of selling homes for maximum value in minimum time
- Financial knowledge - can they explain the costs of selling a home?
- Good time management and communication skills
- Being well connected with contractors, photographers, stagers, cleaners, title companies, and a host of other professionals it will take to sell your home

Also:

- Do they know how to evaluate your house and advise you how to put it in the best light to get the best return?
- Do they offer services that other brokerages do not have?

- What will they do to market your home?
- Do they know how to help you sell your home and buy another?
- Do they communicate with you in a way that you understand and feel comfortable with?
- Do they show up on time, well prepared?
- Are they full-service?
- Do they support your interests as opposed to working for a corporation?
- What expenses will they cover in helping you sell your house?
- What other experience and expertise do they have that will benefit you?

We believe if you ask these kinds of questions that Siebel Homes will stand out compared to other Realtors you could use.



What we will cover at a listing appointment

A listing appointment is an opportunity to become comfortable with us as the agents who will help you sell your home.

Before the meeting, we are going to send you three things:

- Our Home Seller's Guide as a digital link
- A blank listing agreement for your jurisdiction
- An initial set of neighborhood comparable home sales set up as a Compass Collection

Before the meeting, we would ask that you do a few things:

- Itemize the things you think you might need to do or have done to put your house in the best light
- List any renovations or updates you have done in the last five years, and the ages of your heating and cooling systems, appliances, and roof
- Map out an ideal timeline of when you would like to sell and move

- Review the materials we will send you in advance

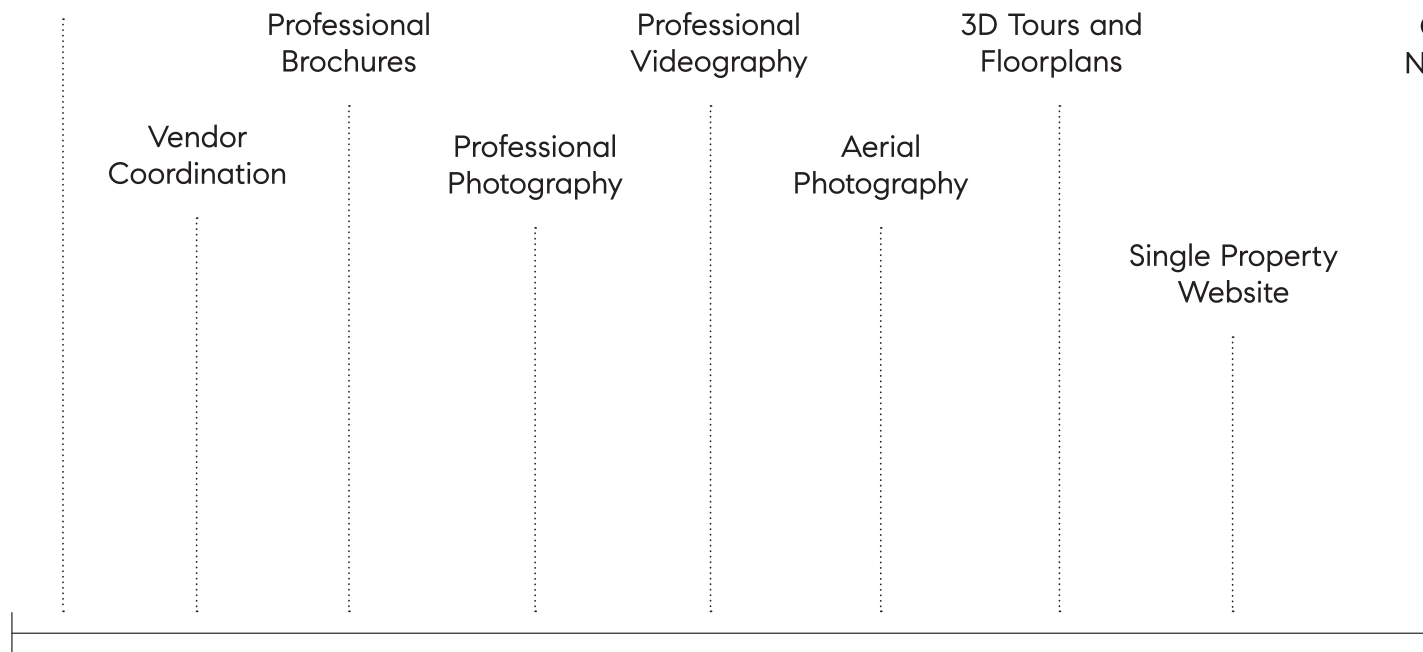
When we meet at your home, we will:

- Go through your home to evaluate and discuss what could/should be done
- Talk about your options for preparing your home for sale, from doing the minimum, to doing more significant renovations
- Discuss your timeline of selling your home and moving to your next destination
- Lay out our process for selling your home
- Fill out the listing documents if you are ready
- Answer any questions that you have

During our meeting we like to take some photos and measurements if it's okay with you. We like to save you time by getting as much done as we can in our initial meeting.

Our Marketing Strategy

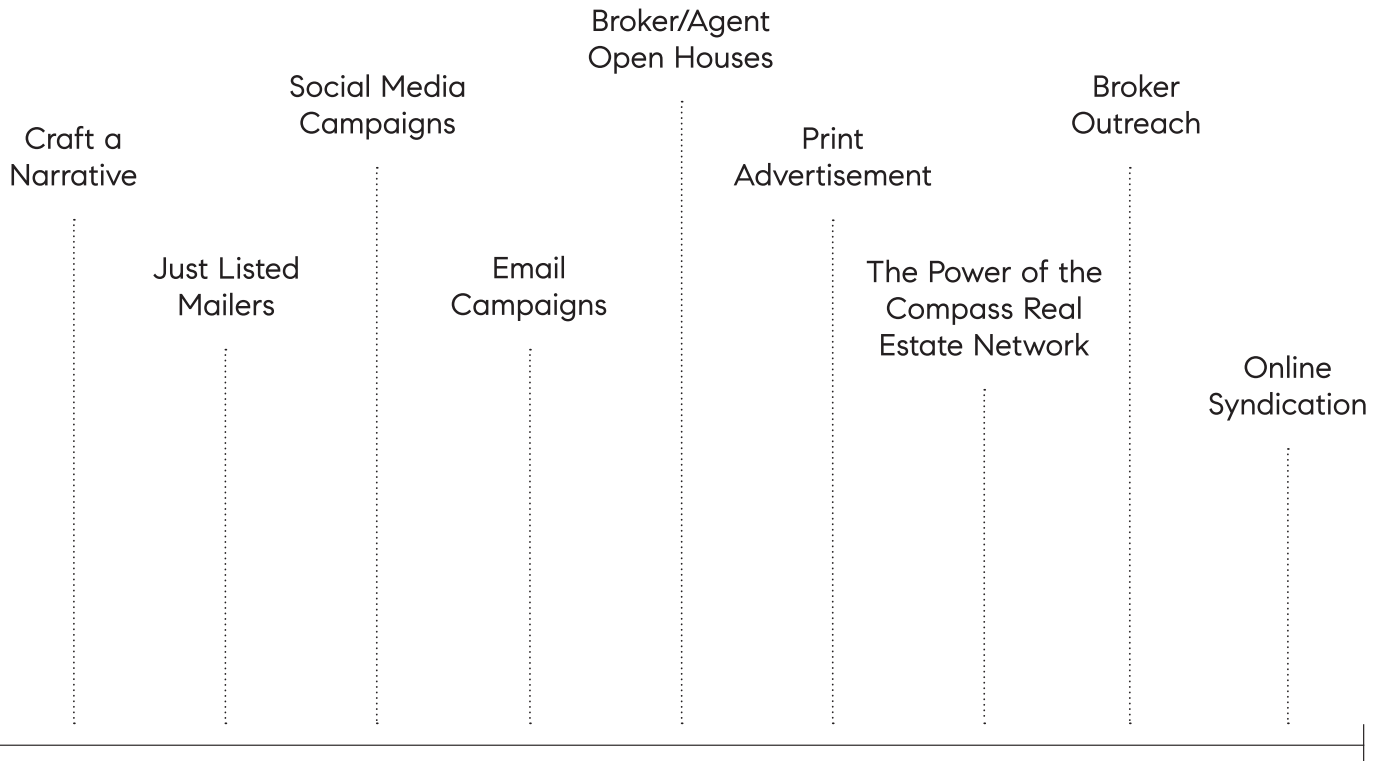
Staging



- **Staging** to give your home the best possible presentation for the photos and video.
- **Vendor Coordination** we walk the grounds to identify any cleanup, landscaping, power washing, maintenance required prior to performing the photo and video shoots. Walk the house to identify any touchup, decluttering, painting, and repairs required prior to performing the photo and video shoots.
- **Professional Brochures** with glossy finish for buyers to take home and to display in our DC area offices.
- **Professional Photography** to give your home the best online presentation possible.

- **Professional Videography** to give out-of-town buyers a virtual tour of the property. The use of video is the best way to engage potential buyers and enhance a property's position online. We will shoot a high-quality video tour of the property with professional videographers and the use of aerial drone footage.
- **Aerial Photography** to showcase the acreage, waterfront and lot dimensions. It also showcases some unique architectural features of your property which we believe your buyer will appreciate.
- **3D Tours and Floorplans** to best inform buyers of your layout. Will help us during a probable appraisal and our out of town buyers.
- **Single Property Website** will house video, photos, documents related to the listing.

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• **Craft a narrative** description of the home and neighborhood. The story of the home is one-of-a-kind and we believe will be a large draw for regional buyers.

• **Just Listed Mailers** to your neighbors to alert them of the listing. It is more for their network than for them. People talk and friends want to be near friends.

• **Social Media Campaigns** to targeted audiences on Facebook, Instagram and LinkedIn.

• **Email Campaigns** to the top 5% of brokers region-wide.

• **Broker/Agent Open Houses** to showcase your property to agents with likely buyers. There is a small community of agents that actually have these buyers and we work with them regularly.

• **Print Advertisement** Campaigns in What's Up? Annapolis Magazine, DC Modern Luxury and other publications as necessary.

• **The Power of the Compass Real Estate Network** with properties being shared across the country to our internal platforms.

• **Broker Outreach** calling all brokers and agents who have listed or sold similar properties in the last 2 years.

• **Online syndication** after being entered in the multiple list, the property will also appear as an enhanced listing on the following websites: trulia.com, realtor.com, yahoo, wsj.com, aol.com, nytimes.com, juwai.com (China), zillow.com, financialtimes.com, openhouse.com, iht.com, cyberhomes.com, homefinder.com, homes.com and others.

Step Two: Preparing Your Home For Sale



You have multiple options when you sell a home. You might think of it in tiers. Tier One would be to do as little as possible. If the home needs a lot of work, or is an estate sale, this is an option. Tier Two would be to do a normal amount of work to put the house in the best light, with some cost-effective renovation. Tier Three would be the top of the line, where you might invest more money to update and renovate the kitchen and baths, as well as other portions of the house to maximize its value. Our job is to give you the best advice, and work with you to implement whatever level you decide to reach for when you sell your home.

Deciding whether to move before or after you put the house on the market

One of the first decisions you need to make is whether to sell the house while you are living in it, or after you have moved out, because this will influence how you prepare your house for sale. This turns on a number of factors.

- Do you have the option of moving first?

- If you stayed in the house, would you be able to declutter and make repairs and/or renovations while you are there?
- Where are you looking to move? Will you be able to find the house you want to move to if you put your home on the market first?

We've helped many clients move to a new home and sell their existing home. We will walk you through all the options, and help you make the transition as smoothly as possible.

Deciding what needs to be done

Once you know your timing and whether you are moving before or after you put your house up for sale, the next step is to decide what needs to be done in consultation with us. During the listing appointment, we will have toured the home with you to point out what you could do to get your home ready. We will often take informal photos so that we can prepare a list for you of your options after the meeting. Before making a final decision, you may need to get estimates of repairs and/or updates.



Getting Estimates

Once we've gone through the home with you, we can identify the contractors you may need to make repairs and bring the house up to date. If you have contractors you are familiar with, you can get estimates from them. We can also recommend contractors for any work that may be needed.

Decluttering

Nearly every home needs to be decluttered to be shown in its best light.. This can take many forms, depending on how many things you have, and what your next move looks like. My advice is to decide what you need to take with you to your next home as a way to identify what you don't need to keep. Anything you are not taking with you should either be sold, donated, or disposed of. We can help you with that process.

Making Repairs

Unless you plan to sell a home "as is", at a minimum you should repair broken items. You may already have a to-do list that you just haven't gotten around to. When we go through the house at the listing appointment, we will identify those items, and who might be able to fix them.

Lighting, Painting, and Flooring

These are typically the three areas where you can make the biggest difference in a home's value for the lowest cost.

- Light sells homes. Therefore, we advise adding as much light as possible to sell it. This can include changing out light bulbs to the brightest wattage, opening curtains and blinds, removing screens, and having all windows professionally cleaned.
- Painting is another low-cost way to modernize a home. If your color scheme is fine, you may only need to touch things up. If you need more extensive painting, it can add a lot to your bottom line.
- Flooring might involve replacing old carpeting, removing it if there are nice hardwood floors underneath, or refinishing worn hardwoods. We will advise what is needed and worth the expense.

Exterior Work

You want your home to have great curb appeal, because the outside will usually be a buyer's first impression. There is a range of items to take care of, from repairs, to powerwashing, to painting, to landscaping. How old is your roof? We will address all these items in our first walk through.



Updating

Most people don't choose to do complete makeovers of their homes before selling, like what you might see on an HGTV remodeling show. But it can return a profit to you in the right situation to update a home.

- Bathrooms are one of the most common areas where updating can add more value to a home than it costs. New vanities, lighting, tiling, shower doors are options.
- Kitchens are another area to consider updating. Once again, there is a whole range of options, from replacing appliances or counters, to repainting or replacing cabinets, to changing out the flooring, or adding recessed lighting.

If you are considering these options, we first need to get estimates to evaluate what your return might be with, or without, these updates.

Staging

There are different levels of staging. Homes will typically sell for more money if they are well staged. The photos will look better, which will draw more interest and more visitors, and the more traffic you have, the more likely you are to receive multiple offers and the highest sales value. Staging can be done if you sell while living in the home by maximizing the look of what you have. If you have moved out, a professional staging company will bring in furniture and artwork to stage the main living areas, the primary bedroom, and the baths. Depending on the approach for your home, we will make sure it is well staged.

Compass Concierge



Maximizing the value of your home with Compass Concierge

Compass Concierge is the hassle-free way to sell your home faster and for a higher price.

By fronting the cost of home improvement services like painting, flooring, and staging, our exclusive Concierge program transforms your home with no upfront costs or interest - ever.

By investing in your home's potential, we aim to provide a swifter, more profitable sale.



↓ AFTER / BEFORE ↑



Key services include:

- Fresh paint
- Strategic staging
- Updated HVAC
- Updated plumbing
- Cosmetic renovations
- Decluttering
- Landscaping improvements
- Custom closets
- Moving support
- Storage support
- Roofing repair
- Upgraded electric
- Structural fencing

“Compass Concierge was a true gift. Suddenly I had the finances to get my home of 18 years ready to sell, with no upfront cost to me. It ought to be called the ‘Concierge stress relief program.’ It exceeded all my expectations of the home-selling process.”

Jo Ann, Seller | San Francisco Bay Area

\$200k

above list price

4

days on the market



↑ BEFORE / AFTER ↓



How it works

01

We will work together to decide which home improvement services can increase your home's value the most and set an estimated budget for the work.

02

Once approved, I will be by your side as you engage vendors and commission work.

03

When your home sells, you will simply pay the cost of the services provided - and nothing more.

Learn more at compass.com/concierge
(terms and conditions apply)

Concierge Capital

How can Concierge help you?

Compass Concierge fronts the cost of home improvement services with no interest and no fees. Concierge is the hassle-free way to sell your home faster and for a higher price! To get funds directly in your hands, Compass has partnered with Notable, an independent lender to provide Concierge Capital, an interest-free loan.

Common use cases

Staging & Decor
Appliances
Light fixtures
DIY Projects or flexible use of vendor
Landscaping elements
Painting
Open house materials
Inspection Items
Moving & Storage
& many more!

How Compass Capital works

Step 1: Apply For A Loan

Work with your agent on a Compass Concierge refresh plan, budget and sign an Exclusive Listing Agreement (ELA).

Complete the 5-minute loan application through Notable's website at

<https://concierge.notablefi.com/apply/start> to determine loan eligibility. Required fields in the application include: listing address, Compass agent, listing price, requested loan amount, seller contact name, email, phone number, birthday, social security number, annual income, and outstanding debt on the property. Please note Sellers must submit applications. Having an agent do this on your behalf will delay application processing.

**This information is collected for a soft credit check which does not affect your credit score.*

After you fill in the application fields, you will be conditionally approved or denied. If approved, you will be prompted to choose how you would like to receive funds: Concierge Capital Debit Card or via Direct Deposit.

Step 2: Agent Confirmation & Funds Released

Once you are conditionally approved, your Compass agent will receive an automatic request via email and text message to confirm you have a signed Exclusive Listing Agreement.

Upon agent confirmation, funds will be disbursed to sellers via their preferred payment method (Debit Card or Direct Deposit).

Direct Deposit: Funds disbursed to account within 2-5 business days.

Concierge Capital Debit Card: Virtual card issued immediately and physical card will be delivered within 2-3 business days.

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Step 3: Complete Your Project

You will select vendors to complete the work on your Concierge project. Using Concierge Capital, sellers are able to pay vendors as work is completed.

**If you choose to receive funds via the card and vendors require cash or check payment, you can reach out to Notable to request to transfer these funds to your account and pay vendors with cash or personal check.*

Step 4: Notify Notable of Closing & Repayment

Funds borrowed from Notable are due at close of sale, or the first applicable milestone in your lending agreement (for example, delisting the home, if 12 months pass from borrowing date etc.)

When a Concierge listing is about to go into contract, sellers must notify Notable 1-2 weeks prior to closing by emailing support@notablefi.com or by calling 833.615.0252.

Question: Are there any upfront fees or interest?

Answer: No! This is a no upfront fee, 0% APR loan .

Question: What if my vendors don't take debit card?

Answer: You can choose direct deposit and pay vendors with any method needed or contact Notable to transfer funds from the card to your account to pay out vendors with cash. Please only submit one cash transfer request at once. Submitting multiple requests will result in transfer delays.

Want to learn more about Compass Concierge?

Visit www.compass.com/concierge For any loan related questions, please contact Notable directly at support@notablefi.com or call 833.615.0252.

Your questions, answered

Question: Does applying for Compass Capital affect my overall credit score and future loan eligibility or hit my credit report?

Answer: No!

Question: How long does the Concierge Capital application take?

Answer: Only a few minutes!



Step Three: Marketing and Showing Your Home



Once your home has been prepared according to the items we laid out in Step Two, we will put the finishing touches on it before it goes on the market.

Deep cleaning, window washing, and photography

We will cover the expense of having your home deep cleaned. This is typically done the same day we will have professional window washers come to remove your screens and have all your windows washed. Then we have a professional photographer take photos, prepare a 3D tour, make a floor plan, and give precise room measurements.

Highlight your home's best features

Remember the list we asked you to make before our initial meeting of any updates you have made in the last five years? When your home is ready, we will complete a home profile sheet that gives a full breakdown of what is offered in your home, and will highlight its

best features. The more we know, the more we can share to make your home stand out.

Pricing your home for sale

We will likely have discussed a market price as early as the listing appointment. Depending on how long it takes to put the house on the market, and how much work you decide to have done, that preliminary price might change. You only need to set a price when we put it on the market. Before making that decision, we will show you updated comparable homes and discuss pricing strategies to get you the best return.

The three stages of putting your house on the market

Our goal is to help you get the best return when you sell your home. When we put your house on the market, we want to generate interest and buzz, and ultimately traffic and offers. We have found that the best way to do that is through pre-market build up and outreach. Accordingly, we offer three stages to selling your home.

- **Compass Coming Soon.** Before your home is publicly advertised in the Multiple Listing Service (MLS), we can put it on the Compass platform, which can be seen by all Compass agents in the DC metro area and nationwide, and any of their clients who are receiving search feeds that would include your home. In this status, which we can create while the home is being prepared, we can target interested agents and buyers, and if they make an attractive offer, you can decide if you want to accept it, or to move to the next stage. To make sure you receive top value, you can set an aspirational price while in this status. This price will not be seen, nor will days on market be counted, if and when we enter your home in the MLS.
- **MLS Coming Soon.** If your home does not sell in the Compass Coming Soon stage, we can put it in MLS as Coming Soon. In this status, the house cannot be shown, but this stage can be used to generate additional anticipation for going active.
- **MLS Active.** Most homes end up selling in this status, once the house is fully prepared, cleaned, and photographed. Once we move a house from Private Exclusive to MLS, we can set a different price without the prior status or days on market showing up.

Marketing your home

In the Compass Coming Soon stage, we will:

- Put your home on the Compass platform
- Reach out to Compass agents and others we know who work in your neighborhood
- Discuss your home on Compass virtual pricing tours



In the MLS Coming Soon stage, we will:

- Enter your listing in MLS Coming Soon, typically a week or so before it goes active
- Send out broad-spectrum emails to area agents regarding your homes features
- Begin to put your house out on social media
- Have a yard sign installed

In the MLS Active stage, we will:

- Make your property active, which shares it on hundreds of websites
- Have the photography, floor plans, and 3D tour posted
- Set the showing schedule, and have a Sentrilock installed to allow for showings
- Set up and host open houses
- Expand our email, online, and social media outreach
- Prepare print materials for people who visit your home



Open houses

Each home is different, but we typically host both a Saturday and Sunday open house the first weekend your home is on the market, with further open houses scheduled as necessary. We want to maximize your home's exposure once it is active because traffic is the best way to generate interest and offers.

Showing your home

Showings can depend on whether you are still living in the home. Ideally, you want to make it as easy as possible for potential buyers to see your home. If you are still living there, you may want to take a mini-vacation that first weekend. By staying away for a few days, the home will remain in the pristine shape it was in after it was cleaned and photographed. That is the best way to maximize your return. We will provide you with a checklist of items to take care of when the time comes.

We manage showings through Sentrilock and Showingtime. These tools allow us to control who visits your home, and when. We follow up with them for feedback and to gauge interest. If you remain in the house, we will coordinate showing requests with you.

Monitoring interest in your home

We have several analytical tools to keep track of how your home is being seen.

- Showingtime will give us data on showings, and feedback from agents. If they do not respond to automatic requests, we can call them for feedback.
- Your home photographs are linked to a platform that gives us data on viewings
- We can track Compass page views and insights and third party websites to gauge interest

We will keep you up-to-date on how things are going and answer any questions you may have.

Making adjustments if necessary

We have a very strong track record of being able to sell homes quickly and for top dollar. We have shared that data with you separately from this guide. If for any reason your home does not sell in the time we might expect, we will work with you to make any adjustments that might be necessary. .

Step Four: Reviewing Contract Offers



To prepare to receive offers on your home, there are a few additional details to take care of.

Contract information sheet

Before your house is actively on the market, we like to make it easy for anyone writing an offer on your home to have certain details. We will create a contract information sheet that we will post in the MLS, listing the utilities, conveyances, and other information about your home that offerors need to write an accurate contract.

Disclosures

If your home is in Maryland or the District of Columbia, you will need to prepare a number of disclosures. We will provide these to you once you have listed the house with us. For some of the forms, we are not allowed to help you fill them out, but we will share them with you and give you an overview. In Virginia, there is a very simple general disclosure form, and it typically requires no disclosure. In all jurisdictions, if your house was built before 1978, you will need to fill out a lead-paint disclosure form or forms. These disclosures are also posted in the documents section of your listing in the MLS.



Deciding how to handle offers

Depending on the condition of your home, its pricing, and how hot the market is, you may receive multiple offers. However, not every home will get multiple offers. It is generally the move-in ready homes that have been fixed up -- the Tier Three homes we discussed above -- that generate the most traffic, interest, and offers. We might be able to anticipate multiple offers on your home, but we won't know until it is active and receives considerable traffic.

We are under a duty to present any offers that we receive on your home. But you have some choices on how you decide to review and respond to any that come in. There are many variables here, but generally there are two main approaches.

- **Take offers as they come.** You might decide to entertain offers as soon as they come in. If your house does not sell during its first weekend on the market, this is most often the approach, but it can also be employed from the outset. We will discuss the pros and cons of how you want to proceed before your house goes active.
- **Set a deadline for offers.** The other typical approach is to set a deadline, usually after the weekend open houses and showings, for offers. The idea here is to give everyone a chance to submit their best offers up front. We will talk through this option as well before your home is active.

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Evaluating Offers

If you are not familiar with the contract in your jurisdiction, we can share one with you and discuss it before you start receiving offers. Contracts can be long and complicated, but we will explain them and answer any questions you may have. My background as a lawyer is quite useful here.

When reviewing and evaluating offers, there are a number of terms to consider, including:

- Sales price
- Is there an escalation addendum?
- How are they financing the purchase? Who is their lender? Cash buyer?
- Are they asking for a home inspection? Full or void-only? Radon test?
- Is there an appraisal contingency?
- What is the closing date?
- How much earnest money?
- Do you need a rent-back? What terms are they offering?
- Do they need a seller subsidy?

We will walk you through all of these terms, and more, whenever a contract offer is submitted. We have an ethical obligation to present all offers to you. Ultimately, it is your decision which contract to accept. If you need to counter an offer, we will negotiate on your behalf with your interests at heart. Once all terms are agreed upon, you will have a ratified contract.

Step Five: Preparing to Move and Closing



Once you are under contract and you have a closing date, you can accelerate your moving plans. You need to make sure that none of the contract contingencies, if they exist, will be used by the buyer to back out, before you make final plans. But this is not common.

From contract to closing

As soon as you are under contract, we will send you a Dates and Deadlines document listing the important milestones in the contract, including any contingency deadlines and the closing date.

- **Home inspection.** If the buyer has been able to negotiate a home inspection, you will need to allow the buyers and their inspector(s) to evaluate the house. If it is a full inspection with a requested list of repairs, that will bring up a second round of negotiations.
- **Radon.** If this contingency is in the contract, you will need to allow access for the testing, which takes a few days and requires you to keep the house buttoned up. If your home is in Maryland, special rules apply that we will explain..
- **Appraisal.** Even if the buyer waives an appraisal, their lender will typically require an appraiser to come to your house. You will need to give them access and leave the home as you would with any showing. If the home is contingent on an appraisal, we will provide the appraiser with as much information as we can to support the value of your home so the appraisal comes in at or above the sales price.
- **Financing.** This is up to the buyer to complete, but if there is a financing contingency, we will check to make sure they are proceeding with the loan and able to close on time.
- **Condo or HOA documents.** If your home is a condo or in an HOA, you will need to produce those documents, and may need to have your home inspected by the association. Buyers have a right to void the contract after they receive these documents, so we will discuss when to have them ready.
- **Walkthrough(s).** Buyers are entitled to do one or more walkthroughs within a week of closing. They want to check to ensure the condition of the house is the same, and if there was a list of home inspection repairs, to make sure these were done properly. You need to allow access.



Preparing to move

There are many steps to moving. Here are some of them:

- **Line up a mover.** If you need recommendations, we can provide them.
- **Deciding what to keep and what to let go.** We recommend doing most of this work before your house goes on the market. We can help you execute your plan.
- **Conveyances.** Anything itemized in the contract must be left for the buyer.
- **Change of address.** Notify people you will have a new address. File a change of address with the Post Office.
- **Insurance.** Make sure you keep your insurance active until the house is closed and you have received your closing proceeds.
- **Utilities.** Keep the utilities on for the same period as you retain insurance.
- **Garbage collection.** If you have a private collection service, you need to cancel.
- **Rent-back.** If you have a post-settlement occupancy, you will need to keep insurance and utilities in your name, keep the house in the same condition it was in at closing, and provide a security deposit.
- **Moving out.** Once you have moved out, you need to leave the house in broom clean condition, and the same shape it was as of the date specified in the contract.
- **Keys.** We typically allow the buyer's agent to take a lockbox key during the final walkthrough. You can leave the remaining keys and any garage door openers inside the house.
- **Title company choice.** The buyer is allowed to choose a title company to close their side of the transaction. You can use the same title company, or you can choose your own. We will discuss those options once you have a ratified contract.
- **Reviewing the closing numbers.** The buyer is given the final closing numbers at least three days before closing. You should be able to see the numbers at the same time. We can go over them if you need us to.
- **Scheduling your closing.** Most closings today are done separately. That was true even before Covid-19. As a seller, you can sign your documents before or on closing day, depending on what is best for you. We will help you schedule your closing. You will need photo IDs.



Congratulations! You have sold your home!!

Once you close and move into your new home, we hope that you will think of us whenever you need anything related to your home, whether it's a contractor, or a question, or a problem you need someone to help solve.

We are also here as a resource for your friends and family, and will be more than happy to meet and help them just like we have helped you.

Referrals are the greatest compliment you can give us for the job we have done. We will always be there to help you in any way that we can.

We have also begun an annual pie giveaway at Thanksgiving, and may be sending invites to you for other events that we decide to host. We hope you will take advantage of them.

We love helping people like you, and are grateful for the opportunity.

THANK YOU!

Testimonials

"Shane Hall exceeded expectations and provided excellent client service. He demonstrated impeccable integrity, was extremely responsive, and was consistently receptive to new ideas and suggestions. He used local knowledge and transaction expertise to effectively negotiate our deal. A marketing and tech savvy agent. Highly recommended, no reservations."

– Seller

"We would highly recommend working with Shane! We recently bought our first home in the Annapolis area and couldn't be more pleased. It was important for us to have a professional and energetic real estate agent who could be readily available to show us listings. Shane was also very helpful in educating us on the real estate market in our desired area. He was very patient and knowledgeable and was able to answer all of our questions. When we found the community we liked, Shane creatively contacted all of the neighbors letting them know that we were interested in buying. The right place came on the market a few months later and it checked all the boxes we were looking for."

– Seller

"Shane was excellent from the start of the process all the way up until closing. He took time to explain different areas of Baltimore to me, there are advantages and disadvantages, and didn't want me to make any decisions I wasn't comfortable with. He was very responsive and always available to talk. He answered many questions I was unsure of and was a real great person to get to know. If I ever buy property again, I'm using Shane Hall."

– Buyer

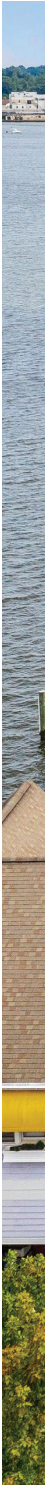
"Shane was awesome! He helped us find an apartment for our son, while we remained in NY. He did it all; arranged for financing, title insurance and inspections. In NY attorneys represent the buyers and sellers but not in Maryland, so Shane's expertise and availability were even more valuable to us."

– Buyer

"Working with Shane has been an absolute pleasure! He is professional, thoughtful, reliable and an extremely hard worker! We were lucky to have him guide us through what could have been a very stressful experience! Shane helped us both list (and sell) our home in record time and purchase a new home. He was always prepared and very knowledgeable about the marketplace. We would highly recommend him to anyone!"

–Buyer and Seller

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