

## **Checklist For IPG Agent To Sell A Building**

- ☐ Deed
- ☐ Survey
- ☐ As built Floor plans
- ☐ Verify the Survey matches the building (If not; deal can't close)
- ☐ Tenant Leases
- ☐ Estoppel Certificates
- ☐ Rent Roll
- ☐ Operating Statement
- ☐ Valuation Analysis
- ☐ Mortgage
- ☐ Any past appraisals
- ☐ Tax Bill
- ☐ Certificate of Occupancy
- ☐ Schedule E off Income Tax Statement
- ☐ Any liens (mechanics, tax, summary judgments, etc.)
- ☐ List of any personalty that is remaining or going
- ☐ Insurance Bill
- ☐ Electric Bill
- ☐ Gas Bill
- ☐ Oil Bill
- ☐ Water Bill
- ☐ Keys to all doors
- ☐ Signage on the Building
- ☐ Set-up Flyer
- ☐ Create a website using WIX
- ☐ Send Set-up to all other IPG Agents
- ☐ Send Set-up to all lawyers and accountants
- ☐ Send set-up to all other executive lists
- ☐ Hold open house for IPG agents
- ☐ Hold open house for other agents
- ☐ List in Loopnet (other websites)
- ☐ Add Press Release to our main IPG website
- ☐ List in MLS?
- ☐ Ad in Craig's List
- ☐ Canvass nearby owners
- ☐ Visit Bank Managers nearby the property
- ☐ Send to family and friends asking if they know a buyer
- ☐ Classified ad in the local paper
- ☐ Get Name and contact info of our client's lawyer
- ☐ Copy of the Contract of Sale format our client's lawyer will be using
- ☐ Create the 1- page Deal Sheet distribute to all parties