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Resource Realty Services was opened in 2005 by Cindy Strobel & Kathy Holland, "The Sister Team", with a simple principle in mind. We discovered early in our careers that real estate is a service business and not a sales business. Our desire was to create a culture providing a unique "boutique" style to Real Estate – where clients are treated like family and remain in the forefront of our attention before, during and after each transaction. Our approach is to be your "resource" not only for real estate but for all things pertaining to life and community. We accomplish this through a vast network of business partners, allowing us the ability to have a "one stop shop" feel. We want to thank the advertisers who helped provide this folder. Please take the time to consider using their services.

And, thank you for selecting **Resource Realty Services** to assist you in your transaction. We hope you will find working with us an enjoyable experience.

Sincerely,
Cindy Strobel & Kathy Holland
Cindy Strobel & Kathy Holland - Owners/Brokers

MAKING YOUR HOME READY FOR SALE:

EXTERIOR:

- Yard is mowed and edged.
- All refuse is collected and hauled away.
- Flower beds are cultivated.
- Exterior paint in good condition.
- Exterior walls are in good condition with any damaged wall boards replaced and bricks and mortar replaced as needed.
- Roof is in good condition and repaired.
- All exterior lighting is in working order.

INTERIOR:

- Walls are cleaned and unmarked.
- Windows are clean inside and out.
- All plumbing is in good order; repair leaky faucets and stains.
- All doors should open and close easily and all hardware should be in place.
- Remove unneeded materials from attic, basement and garage.
- Kitchen is sparkling clean, counter tops are uncluttered and all dishes are placed in cabinets.
- Every room is neatly arranged and unneeded materials are removed.
- All lighting fixtures and lamps have bulbs and are in working order.

Visit our website for a more detailed checklist of items.
www.YourResourceRealty.com

HOME BUYERS TO DO LIST:

This is a short list of items you will need to complete prior to your closing date:

- Provide Mortgage Company with ALL requested information.
- Provide payment to the Mortgage Company for your appraisal.
- Call all utility providers to arrange for service if applicable for Electricity, Water/Sewer, Natural Gas, Phone, Internet, Cable/Satellite, and Security System Monitoring

Please make connections as of the date of your closing so there are no laps in utilities, which could result in a reconnection fee. If the sellers are renting back from you the cancellation date should be the last date of their occupancy. A list of utility providers is enclosed for your convenience.

- Arrange for your homeowners insurance and give us and your closing attorney your insurance providers name and number.
- Schedule your closing time with your attorney. Your attorney will let you know the amount you will need to bring to closing (this will need to be in the form of a cashier's or certified check).
- Schedule with us the day and time you would like to do your final walk through prior to closing.