

BETH'S SELLERS GUIDE



**REAL ESTATE IS MY BUSINESS;
ASSISTING CLIENTS IS MY PRIVILEGE.**

Beth Arnold Realty, LLC

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Thank you so much for allowing me the opportunity to work with you in selling your home.

It is my goal to provide you with unsurpassed service particularly in communication and negotiation.

I will be with you from beginning to end, providing you with updates and/or referring you to any necessary professionals.

If you plan to buy a new home or property locally, I would be glad to assist you with that purchase. If you are planning to relocate to another area, I can refer you to an agent at your destination. That agent will supply you with properties that match your criteria as well as relocation information.

Please do not hesitate to call or text me with questions or concerns. If I am with another client, please leave a message; I will return your call.

I will always give you the loyalty and service you deserve.

Again, Thank You So Much,

Beth Arnold, BROKER/OWNER, CRS, GRI, CNS, ABR

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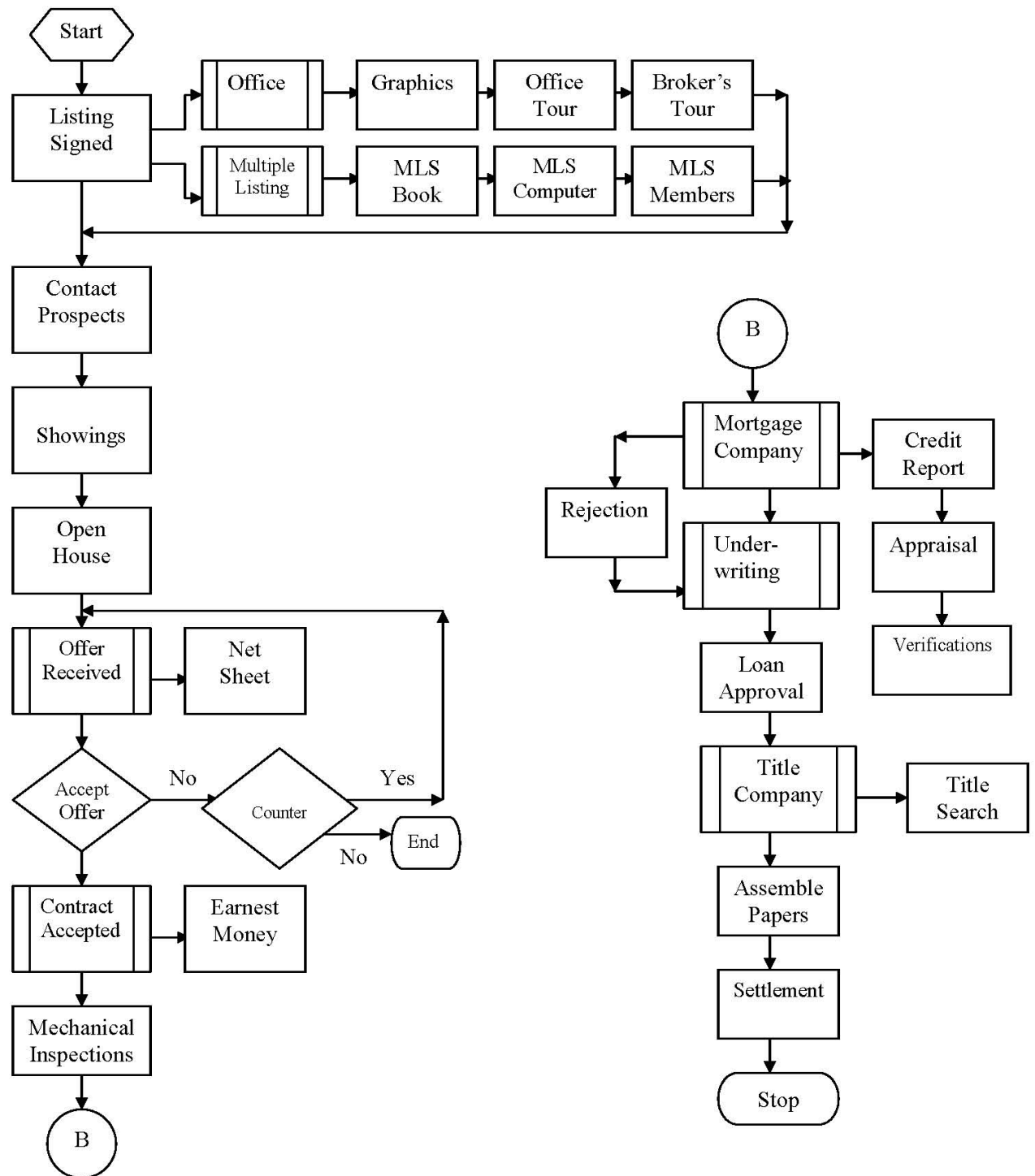
www.facebook.com/BethArnoldRealty



Items Needed Upon Listing

- ☐ 2 keys
- ☐ Copy of Survey
- ☐ Copy of Appraisal
- ☐ Copy of Warranty Deed
- ☐ Taxes paid last year
- ☐ Any other verification of square footage
- ☐ List of items a buyer may feel is an extra benefit to your home, i.e., larger water heater or AC unit, new appliances, new roof, new paint, or new flooring. *Some of these items will add value to your home while others will only be added selling features that help your home sell faster.*
- ☐ What you liked best about your home when you purchased it
- ☐ Any item you would like in advertising

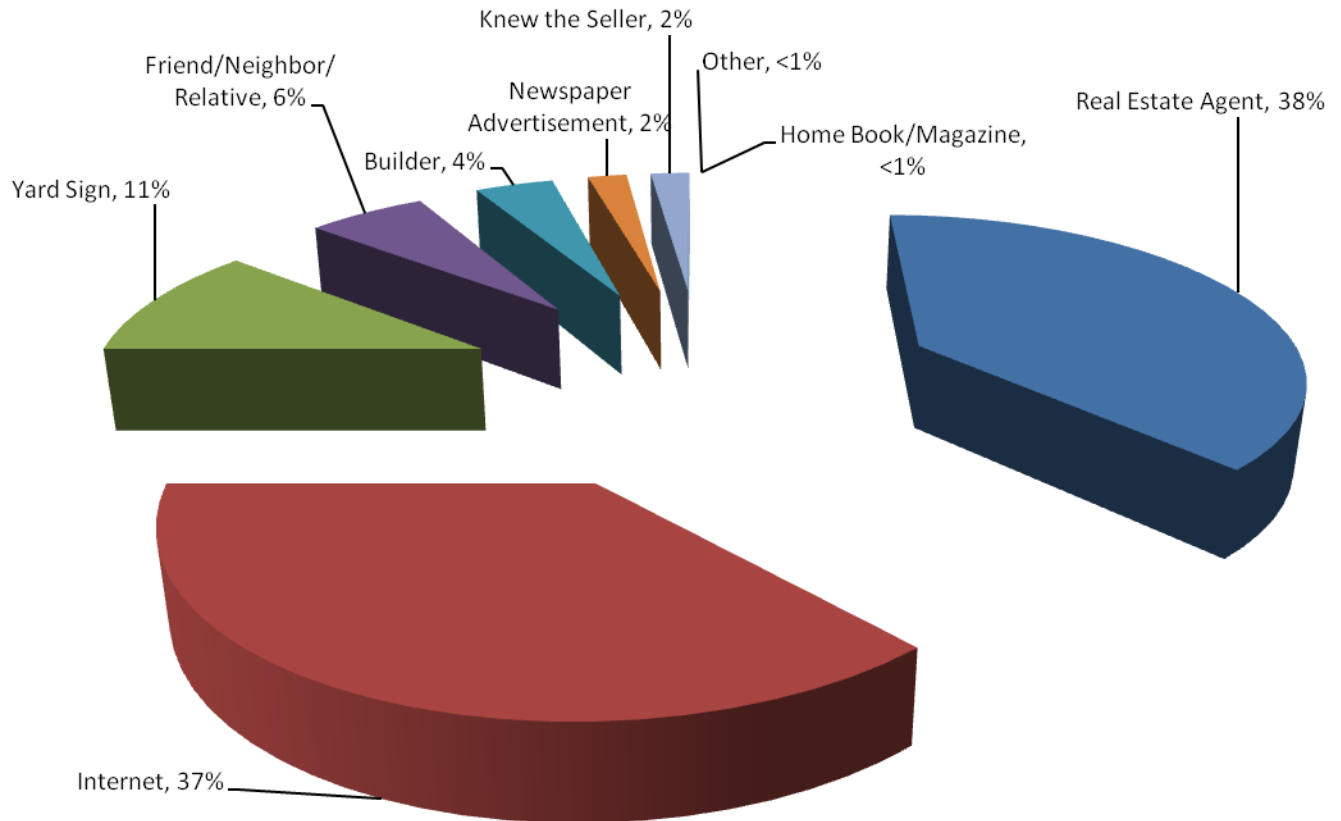
Home Selling Process



What are people saying about Beth on their survey sheets?



Where Buyers First Learned About the Home They Purchased



Source: National Association of Realtors 2010



TIPS FOR IMPROVING MARKETABILITY OF YOUR HOME AND FOR PASSING HOME INSPECTION

Living Areas

- Fix all cracks, nail-pops, and visible seams in plaster.
- Check ceiling for leak stains. Fix the cause of the damage and repair and repaint the ceiling.
- Use conventional white and neutrals if re-decorating.
- Clean out fireplace, stack logs inside to make it look inviting. Check the firebrick for cracks and the flue and damper condition. Call chimney sweep if there is more than 1/8" of creosote.
- Wash all windows, repair broken glass and windows that stick.
- Replace all burned out light bulbs, use higher wattage bulbs.
- Make sure all light switches work.
- Repair any known electrical defects or amateur wiring. Add Ground Fault Circuit Interrupters to kitchens and baths that are not protected.
- Check all exhaust fans, whole house fans, ceiling fans, and attic fans for operation.
- Clean all floors and fix any creaking boards or stair treads. Clean stains in carpets with Simple Green spot cleaner. Stretch and steam clean carpets, if necessary.
- Repair excessive floor sags or soft flooring with additional piers or jack posts.
- Straighten closets; get rid of clutter to make them appear larger.
- Fix squeaking doors with oil, spray with room deodorizer to eliminate musty smells.
- Fix doors that stick by rubbing a block of paraffin wax against the edge.
- Rub tracks of sticking sliding doors with candle wax.
- Service the heating and A/C and get a written report. Check for gas leaks.



Bathroom

- Repair dripping faucets, loose toilets, plumbing leaks, and recaulk bathtubs.
- Display fresh towels, guest towels and soaps.
- Remove stains from toilets, sinks, and bathtubs.
- Clean all bathroom tile with tile cleaner and regrout with white grout for a "new" appearance.
- Keep mirrors and all chrome shining.
- Unclog sink and bath drains so water drains quickly.



TIPS FOR IMPROVING MARKETABILITY OF YOUR HOME AND FOR PASSING HOME INSPECTION



Basement, Attic, Garage

- Dispose of all objects you will not be taking with you when you move, and box all others neatly to make area look spacious.
- Repair cracks in the basement or garage floor with ready-mix concrete.
- Clean motor oil from garage floors using Tide detergent to absorb stain. Then apply concrete sealer to a clean floor.
- Vacuum garage floor and rafters.
- Check the attic for water stains and seal any leaks from the outside with roofing cement.
- Check attic rafters and exposed floor joists for stress cracks and repair by “sistering” along side another board.
- Check chimney and vent flashing and skylights and caulk with roofing cement.
- Make sure the basement stairs are well-lighted.
- Paint ceilings and walls of basement in a light color if they are gloomy.



Kitchen

- Make the room bright and attractive. Paint cabinets, put up new curtains.
- Clean all kitchen appliances and have equipment in working order. Replace worn out appliances.
- Scrub the ventilating hood over the stove.
- Put down new flooring if the current tile is badly worn. Replace broken or missing tiles, re-affix loose tiles.
- Stow all counter-top appliances in cabinets to make the counter space look larger. Clean counters well.
- Leave a delicious smell in the kitchen—potpourri, cinnamon-apple tea, etc.

Outside

- Add downspout extensions and splashblocks to downspout.
- Maintain a positive grade of dirt away from foundation for 3' to direct water away from house.
- Clean gutters and check alignment. Replace deteriorated sections.
- Power wash exterior siding and decks to remove stains and streaks.
- Clean masonry walks and paint handrails with Rustoleum.
- Caulk windows, doors and door thresholds with latex caulk.
- Freshly paint front door, windows, trim and shutters for curb appeal.
- Check the foundation for cracks, and seal cracks less than 1/8" with epoxy sealer. Consult a professional for larger cracks.

TIPS FOR IMPROVING MARKETABILITY OF YOUR HOME AND FOR PASSING HOME INSPECTION



- Repair wood rot areas. Look especially on exterior siding, chimney areas in attic, and around plumbing.
- Keep crawlspace vents open at all times. Add or paint attractive latticeboards around pier house crawlspaces.
- Brighten up the landscaping with flowers. Trim overgrown trees and bushes. Remove excess wood around the house.

While your house is being shown...



- Keep room draperies and shades open to let in light.
- Tag any items that will not be included in the sale.
- Turn on porch light and any outdoor lighting if house is being shown at night.
- Keep rooms neat and avoid clutter. This will make rooms look larger.
- Keep sink and counters clear of dirty dishes.
- Keep all toys in the children's room, and all bikes, wagons, or skateboards stowed away.
- Turn off radio, stereo, or TV.
- Refer any direct inquiries about the house to your real estate agent. Take advantage of his or her professional skills in selling homes.
- Keep pets outside when your house is being shown.
- Avoid questioning potential buyers, and let the agent do most of the talking. Answer candidly if asked a direct question.
- When possible, leave agent alone to sell your property. If you cannot leave, be friendly and inconspicuous.
- If possible, remove items not included in the sale of your house (i.e., chandelier) and replace them when showing is complete.



Sellers “To Do” List for Closing

1. Arrange for termite inspection resulting in a letter/report.
2. Make sure all repairs are made.
3. Transfer utilities.
4. Hire an attorney if you are paying this.
5. Sign disbursement sheet.
6. Bring all keys and garage door openers to closing.
7. Check pay off--difference from loan balance.
8. Check escrow--taxes and insurance.
9. Leave the following in the house for the buyer:
 - a. All warranties
 - b. Any other pertinent information concerning your home
 - c. Left-over paint, paint chips, or paint colors
 - d. Garbage pick-up day
 - e. Any instructions for pool, appliances, watering yard, etc.
 - f. Wallpaper and carpet samples
 - g. Any instructions on special light switches, fireplace, et.
 - h. Anything pertinent to the house
10. Walk-Through: Please make sure all utilities are on, make sure everything is in working order and all light bulbs are on.

Quick Reference Guide for Long Beach, MS

Emergency Numbers	Phone
Emergency	911
Police Department	(228)865-1985
Fire Department	(228)863-7292
Poison Control Center	1-800-222-1222
Local Government	
City Clerk's Office	(228)863-1556
Mayor's Office	(228)863-1556
Library	(228)863-0711
Schools	
Superintendent, Carrolyn Hamilton	(228)864-1146
Long Beach High School	(228)863-6945
Long Beach Middle School	(228)864-3370
Reeves Elementary School	(228)864-9764
Quarles Elementary School	(228)864-3946
Harper McCaughan	(228)863-0478
Private Schools	
Coast Episcopal School	(228)452-9442
St. Vincent DePaul	(228)863-6876
Utilities	
City of Long Beach	(228)864-8531
Cable One	(228)864-1506

Mississippi Power Company	1-800-532-1502
Coast Electric Power Association	1-228-388-3109
Center Point Energy	(228)896-7500
Bell South (phone)	(228)868-5039
Cellular South	(877)276-8841
Verizon	(228)863-6036
Sprint	(228)563-1000
AT&T	1-877-618-9496
T-Mobile	(228)863-6660

Gulfport City Directory

Contact	Phone
City Hall	(228) 868-5700
Emergency (Police & Fire)	911
Police - Hearing Impaired	(228) 868-5978
Police - To Report a Crime	(228) 868-5959
Police - General Information	(228) 868-5900
Fire Department	(228) 868-5950
Water & Sewer Billing	(228) 868-5720
Public Works - Streets Drainage and Water Leaks	(228) 868-5742
Garbage and Trash Service	(228) 328-1820
Planning and Zoning	(228) 868-5710
Building Code/Permits	(228) 868-5715
Municipal Court	(228) 868-5855
Leisure Services - Parks & Recreation	(228) 868-5881
Leisure Services - Reservations	(228) 868-5723
Leisure Services - Cemeteries	(228) 868-5764
Human Resources	(228) 868-5831
Civil Service	(228) 868-5869
Engineering	(228) 868-5815
Harbor Master	(228) 868-5713

Gulfport Utilities:

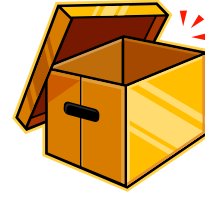
Power: [Coast Electric](#) and [Mississippi Power](#) (228) 864-1211

Phone: [Bellsouth](#)

Television: [CableOne](#)

Water: [Southwest Water](#)

Ready to Move????



Before you leave your present address:

- ☐ Visit your local post office to get a Change of Address packet or go to www.usps.com.
- ☐ Send Change of Address cards to: magazines, insurance companies, and friends.
- ☐ Pack a copy of the local telephone directory.
- ☐ Take a reading of: gas, electric, and water meters.
- ☐ Cancel: telephone, utility services, cable, and newspaper services.
- ☐ Have your refrigerator and other appliances serviced for the trip.
- ☐ Contact the utility company in the city to which you are moving. Ask about required fees and deposits for installation of services.
- ☐ Remit required utility deposits, with information of when and where you will want the following services: gas, water, electricity, and telephone.
- ☐ Obtain medical, dental and other records for family members.
- ☐ Refill and transfer all prescriptions to a pharmacy in the new area.
- ☐ Get transcripts of school records, including immunization records.
- ☐ Notify your church and social clubs of your move. Ask for referrals in your new area.
- ☐ Check out your banking options; does your bank operate in your new location? If not, get a reference letter from your present bank.
- ☐ Obtain traveler's checks for traveling funds and for funds while you are settling in to your new location.
- ☐ Make arrangements with a moving company or begin notifying people who are helping you move with your planned move date.
- ☐ Leave keys for your old property with the realtor or neighbors.
- ☐ Don't forget the pets! Arrange for food, water and equipment to tote your pets.



YOUR MOVING CHECKLIST

BEFORE LEAVING:

Disconnect and obtain any deposits and letters of credit:

____ Electricity ____ Fuel/Oil
____ Telephone ____ Cable TV
____ Water ____ Water Softener
____ Gas ____ Solar Systems
____ Other: _____



Stop services on:

____ Newspaper ____ Lawn
____ Garbage Collection ____ Laundry
____ Bakery, Milk ____ Diapers
____ Other: _____

General reminders:

- ☐ Notify local post office of forwarding address.
- ☐ Get medical records of X-rays, shots, eyeglass prescriptions.
- ☐ Transfer bank account; empty safety deposit box, if leaving town.
- ☐ Prepare moving expenses log for tax deductions, if applicable.
- ☐ Review check stubs for other services to be stopped.
- ☐ Get refunds of any deposits made.
- ☐ Arrange for serviceman to get appliances ready for move.
- ☐ Pick up dry cleaning, laundry.
- ☐ Defrost refrigerator.
- ☐ Get credit references in new city.
- ☐ Buy traveler's checks to cover expenses until you get to bank.
- ☐ Return library books.
- ☐ Return other borrowed items.
- ☐ Round up things borrowed from you.
- ☐ Collect everything designated for garage sale or charity.
- ☐ Select mover, arrange for exact form of payment at destination.
- ☐ Notify friends and relatives, charge accounts, credit cards and magazine subscriptions of change of address.
- ☐ Give away or arrange for transportation of house plants.
- ☐ Service power mowers, boat, etc. that are to be moved, drain all gas/oil to prevent fire in moving van.
- ☐ Get children's school records.
- ☐ Plan special care of infants or pets.
- ☐ Have automobile serviced for trip.

- ☐ Check and make inventory of all furniture for dents and scratches.
- ☐ Notify moving company of your inventory and compare on final day.
- ☐ Dispose of all combustibles and spray cans.
- ☐ Pack a separate carton of cleaning supplies, hammer, nails, screwdriver, pliers, masking tape, tape measure, flashlight and batteries, cloths, scissors, light bulbs, aspirin, soap, toilet paper, and first aid supplies to take with you.
- ☐ Organize at least one room in the house for packers and movers and stay out.
- ☐ Arrange for overnight accommodations, if necessary.
- ☐ OBTAIN CERTIFIED CHECK OR CASHIER'S CHECK NECESSARY FOR CLOSING REAL ESTATE TRANSACTION.
- ☐ Other: _____

CHECKLIST

Change Address for:

_____ Magazines _____ Auto Insurance
 _____ Book Clubs _____ Household Insurance
 _____ Catalogs _____ Friends and Relatives
 _____ Draft Board _____ Credit Cards
 _____ Veterans Adm. _____ Charge Accounts
 _____ Life Insurance Co.

MOVING DAY:

- ☐ Leave keys to house with agent or neighbors.
- ☐ Make arrangements for care of children and pets.
- ☐ Plan to spend the entire day at the house. Last minute decisions must be made by you. Don't leave until after the movers have gone.
- ☐ Make a final check of the entire house—basement, closets, shelves, attic, garage, every room.
- ☐ Approve and sign Bill of Lading.
- ☐ Double check with the driver to make certain moving company records show the proper delivery address for your new house.
- ☐ Verify the scheduled delivery date.
- ☐ Give the driver phone numbers both here and in the new community to contact you in case of a problem.
- ☐ Carry enough cash or travelers checks to cover cost of moving services and expenses until you make banking connections in new city.
- ☐ Carry jewelry and documents yourself, or use registered mail.
- ☐ Let close friends or relatives know route and schedule you will travel including overnight stops; use him or her as message headquarters.
- ☐ Leave all old keys needed by new tenant or owner with Realtor or owner.
- ☐ Other: _____

WHEN YOU ARRIVE:

Order services for:



___ Electricity ___ Cable TV
___ Water ___ Newspapers
___ Gas ___ Diaper Service
___ Fuel Oil ___ Garbage collection
___ Telephone ___ Installation of appliances
___ Water softener ___ Other

Get new licenses for:

___ Automobile ___ Recreational vehicles
___ Drivers ___ Trailers
___ Pets ___ Boats
___ Other

IMPORTANT REMINDERS:

___ Locate schools and enroll ___ Change locks
___ Register to vote ___ Establish credit
___ Check insurance coverage
___ Make moving damage claims
___ Locate new doctor and dentist
___ Ask mailman for mail he may be holding for your arrival
___ Consult attorney about will revisions if moving out of state
___ Obtain local emergency numbers
___ Other: _____

