

Seattle Condo Seller Checklist

A 42-point plan for HOA review, building-level pricing, preparation, launch, offer evaluation, and closing.

42

CHECKPOINTS

from first decision through key handoff

HOA

PRICE

PREP

LAUNCH

OFFERS

CLOSE

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Clarify the sale

Audit the HOA and building

Price and prepare

Check each item, add notes, and flag anything that needs a building-specific answer.

03

Build the pricing set

Price the unit inside its true competitive group, not by ZIP code.

- ☐ Start with recent same-building sales and pending transactions.
- ☐ Adjust for floor height, view, exposure, layout, parking, and storage.
- ☐ Compare condition and renovation quality without overvaluing upgrades.
- ☐ Review every active unit a buyer is likely to tour instead.
- ☐ Model total monthly ownership cost, not price alone.
- ☐ Choose a launch price and a written response plan for weak early demand.

NOTES AND BUILDING-SPECIFIC QUESTIONS

04

Prepare the condo

Make the unit easy to understand, photograph, tour, and imagine owning.

- ☐ Repair visible defects that create doubt about overall maintenance.
- ☐ Reduce furniture and personal items to improve scale and circulation.
- ☐ Deep clean glass, grout, appliances, lighting, floors, and balconies.
- ☐ Use staging to clarify awkward rooms, workspaces, and view orientation.
- ☐ Confirm move elevator, loading, key, fob, and contractor access rules.
- ☐ Create a secure storage and showing plan for pets, valuables, and mail.

NOTES AND BUILDING-SPECIFIC QUESTIONS

05

Give buyers the building and unit context they need to act confidently.

- ## NOTES AND BUILDING-SPECIFIC QUESTIONS

06

Treat the first seven days as a decision window, not a waiting period.

- ## NOTES AND BUILDING-SPECIFIC QUESTIONS

Offer and close

Check each item, add notes, and flag anything that needs a building-specific answer.

07

Evaluate offers

Compare execution risk and net outcome, not headline price alone.

- ☐ Verify financing strength, lender readiness, and available funds.
- ☐ Review inspection, financing, appraisal, and document contingencies.
- ☐ Calculate the true net after credits, timing, and requested inclusions.
- ☐ Choose the offer most likely to deliver the preferred seller outcome.

NOTES AND BUILDING-SPECIFIC QUESTIONS

08

Protect the closing

Keep condo-specific questions from becoming last-minute surprises.

- ☐ Track resale certificate delivery and buyer review deadlines.
- ☐ Answer HOA, insurance, assessment, and building questions in writing.
- ☐ Coordinate move-out reservations, deposits, keys, fobs, and parking.
- ☐ Confirm final walk-through condition, utility transfer, and key handoff.

NOTES AND BUILDING-SPECIFIC QUESTIONS

Turn the checklist into a timeline

Use this sequence as a starting point. Buildings with assessments, major projects, unusual move rules, or difficult pricing may need more lead time.

8 TO 6 WEEKS

Clarify the sale, order documents, inspect the HOA, and build the initial pricing set.

6 TO 3 WEEKS

Complete repairs, reduce, clean, stage, and resolve building access logistics.

3 TO 1 WEEKS

Finalize pricing, photography, copy, disclosures, documents, and launch strategy.

LAUNCH WEEK

Verify presentation, manage showings, capture feedback, and monitor competition.

OFFER TO CLOSE

Compare risk, manage document review, coordinate the move, and protect the handoff.

My first three actions

1

2

3

Want a building-specific readiness review?

Use the free Pre-Listing Audit to identify the HOA, pricing, competition, and preparation questions that matter for your unit.

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