

# *HJL Realty, LLC*

## *Standard Policy and Procedures for Home Sellers.*

*A prospective home seller(s) will need the following when meeting with an agent of HJL Realty, LLC to commence the process of selling a property:*

*1- A Government Issued Picture ID may be asked and the Agency Policy will be reviewed/discussed.*

*2-Seller will be asked to review the current mortgage statement if any to determine amount owes before deciding of selling.*

*3-A Comparable Market Analysis (CMA) will be prepared and ready to be presented to the seller upon meeting if the address of the subject property is known.*

*4-Before a final decision is made an agent of HJL Realty, LLC will be visited the subject property. If there is an agreement between the seller(s) and the agent, a contract will then be presented for the seller(s) review and signature (s)*

*5-If another party is representing the seller (s), a Government Issued Picture ID may be asked, and proof of Legal Representation will be asked.*

*6-Optional: Seller (s) may be asked, if possible, to conduct a formal home inspection to determine if any repairs are needed to be done prior to put the property on the market to making sure that seller(s) gets maximum possible \$\$\$ for the subject property.*

*7- If seller owes more money than the subject property can be sold for but seller(s) still wants to sell, other option including but not limited to short sale will be presenting to the seller(s)*

*8- Seller (s) will be expected to know an attorney. If one is needed, a list of 3 to 4 will be provided to choose from. If seller(s) needs help choosing an attorney, HJL Realty, LLC agent will be available to be assisting in every step of the way.*

*401 Blake Street, New Haven, CT. 06515*

*Email address: [jeanhlouis@yahoo.com](mailto:jeanhlouis@yahoo.com) or [hjlrealty688@gmail.com](mailto:hjlrealty688@gmail.com)*

*[www.hjlrealtygroup.com](http://www.hjlrealtygroup.com) or [www.hjlrealtygroup.net](http://www.hjlrealtygroup.net)*

*Office 203-387-5728 - Cell 203-414-1013 - Fax 1888-882-4007*