



# PROPERTY SALE CHECKLIST

**Module 10 – Video 7**

# CHECKLIST: SELLING THE PROPERTY

Use this checklist when selling your property.

Checklist Item		Done
<b>Sale Decision Factors</b>	What price will you achieve in sale?	
	What will your investors clear after all fees, penalties, costs, and sponsor participation?	
	What will sponsors clear in sale?	
	Would refinancing and returning investor capital be a better for investors?	
	Can you do a Section 1031 exchange given your ownership structure?	
	Is now a good time in the market for a Section 1031 exchange?	
	How does sale affect your long-run goals? Is it better to continue to run property as-is, refinance, or sell and lock-in gains?	
	Should you sell on-market or off-market?	
<b>Sale Process</b>	Prepared property for sale one year in advance by taking measures to increase NOI?	
	Select listing broker	
	Decide on viewing dates and Call for Offers date	
	Conduct "best and final" rounds of bidding	
	Select buyer – bid, terms, closing strength, interviews	
	Negotiate contract	
	Allow due diligence	
	Notify tenants of sale	
	Close and collect proceeds	

## CHECKLIST: SELLING THE PROPERTY

<b>Wrapping Up</b>	Notify all vendors of 30-day window to submit invoices	
	Obtain return of vendor escrows (taxes, insurance, repairs, etc.)	
	Obtain insurance refunds (allow up to 90 days)	
	Return original invested capital to investors	
	Pay investors preferred returns through closing date	
	Inform investors of expected date for final distributions of sale profits (90-120 days)	
	Pay accountants in advance for final year tax returns and financial statements	
	Work with property manager to identify accounts payable and reserve accordingly	
	Work with accountants to calculate final investor return amounts and sponsor participation amount	
	Distribute profits to investor and participation to sponsor, subject to reserved amounts	
	Work through any escrows with buyer from sale	
	When vendor deadline has passed, distribute reserved amounts to investors and sponsors, according to splits	
	Terminate entity	
	Work with accountants to prepare and distribute final tax returns and financial statements (year after sale)	