



# SELLER'S GUIDE

*to listing a home*

830 Hanshaw Rd., Ithaca, NY 14850

Cell: 607.339.3206 [Jordan@WarrenHomes.com](mailto:Jordan@WarrenHomes.com)

[www.JordanJacobsen.com](http://www.JordanJacobsen.com)

# THE SELLING PROCESS



## PREPARING YOUR HOME TO LIST:

The first step in the selling process is for us to meet at your home so that I can do the following:

- perform a market assessment of your home
- provide counsel on how to best market your property discuss any repairs or cosmetic updates that are needed and give tips on staging (i.e. reduce clutter)
- decide an appropriate time to list and listing price range

Once we come to an agreement on the best way to market your home, I will then book a professional photographer shoot of your home which will include 25-30 professional pictures, a 3D virtual tour and a floor plan with room dimensions.

Next, I will prepare listing paperwork for you to review. Once the listing paperwork is reviewed and any needed changes are made, I will send over the revised paperwork for e-signatures. Typically, the timeframe to get paperwork and pictures completed and your home listed is 48-72 hours.

Once I have the signed paperwork and pictures, I will list your home on the Ithaca Multiple Listing Service (MLS) within 24 hours.



## ONCE YOUR HOME IS ON THE MARKET

During the first week your home is on the market, I will do the following:

- 1.) Create informational brochures to place in your home.
- 2.) Schedule public and agent open houses if needed and desired.
- 3.) Market your home on Warren's website as well as Ithaca's Realstate Journal.
- 4.) Syndicate to third party sites, such as Zillow and Realtor.com
- 5.) Market your new listing on my Instagram business, Facebook business and LinkedIn pages.



## RECEIVING AN OFFER

Once an offer is received, we will go over it together and discuss strategy to determine if there are any changes we would like to make to any of the terms or if a counter offer in price is needed. If we feel that the offer is acceptable "as it is written" then we can move forward and accept the original offer.

When final terms have been agreed upon, and the offer is signed by both parties, the contingency phases begin for the buyer and seller.

## CONTINGENCIES:

### 1.) **Attorney Approval (~3 Business Days):**

Both parties select their own attorney and each attorney will review the fully executed (signed) purchase agreement. Once both attorneys are satisfied with the terms of the contract, and no changes to the contract are needed the contingency will be officially removed from the contract.

### 2.) **Structural Inspection/Radon Test (~7 Business Days):**

Immediately after the purchase contract has been accepted, the buyer will hire a structural inspector who will inspect your home. If concerns are identified the buyers agent will write a formal response for their client, we will then go back to the negotiating table until both sides have agreed to a resolution. Resolution is typically performed as a reduction in the purchase price, having the work professionally done prior to closing, or providing a credit at closing. We will discuss these options and identify the best course of action together. When both parties are satisfied with the negotiated terms of the contract, the structural contingency will be officially removed from the contract. If both parties cannot agree to a resolution then the contract will become null and void.

### 3.) **Financing (~30 Business Days):**

If the buyer is not paying cash for your home, they will have a financing contingency that needs to be met. The buyer will set up a meeting with their mortgage originator to complete loan paperwork. This happens within 3 business days of the structural contingency being released. When the paperwork is finished and they have provided the necessary financial documents to the originator, the loan officer will order an appraisal on your property.



## RECEIVING AN OFFER

### Continued

The appraisal period typically takes two to three weeks. The appraiser will make sure your home's value is in line with what the buyer is borrowing from the bank. Once the appraisal is verified, the bank's underwriter will review it and send the buyer a "commitment to lend" letter. This will be signed by the buyer and sent to your attorney, satisfying the financing contingency. When all contingencies in the purchase contract have been met, the buyers and sellers attorneys will review the title closing documents.

If a septic certification or water test is necessary, it would happen after all contingencies have been met. As the seller, you are responsible to have these tests performed and pay for them. When the tests are completed and the results are satisfactory, the bank attorney will prepare the closing documents for the buyer.



## CLOSING

When a closing date has been finalized by the attorneys, the buyer's agent will schedule a final walkthrough of the property for their client. This usually happens the day prior to closing and assures that the home is as it was during the home inspection and that all appliances and utilities are in working order. If an issue does arise, it will be negotiated and settled through the attorneys prior to closing.





## UTILITY COMPANIES

### **NYSEG**

(1-800-572-1111) - You will need to call NYSEG to have utilities transferred into your name starting on the day your closing is scheduled.

### **Bolton Point Water**

(607-277-0660) - If you have purchased a home in the City of Ithaca, you will need to transfer the water account to your name. You will fill out a City water card at closing.



## ATTORNEY RECOMMENDATIONS

### **Adam Klausner**

- Klausner Cook, PLLC | 409 Taughannock Blvd., Ithaca, NY 14850 | 607-272-0800 | [adam@klausnercook.com](mailto:adam@klausnercook.com)

### **Don Crittenden**

- Harris Beach, PLLC | 119 East Seneca St., Ithaca, NY 14850 | 607-273-6444 | [dcrittenden@harrisbeach.com](mailto:dcrittenden@harrisbeach.com)

### **Sharon Sulimowicz**

- The Law Office of Sharon Sulimowicz | 118 North Tioga St., Ithaca, NY 14850 | 607-256-0727 | [sharon@smsattorneyatlaw.com](mailto:sharon@smsattorneyatlaw.com)

### **Virginia Tesi**

607-273-6841 | [vtesi@bhlawpllc.com](mailto:vtesi@bhlawpllc.com)

# SERVICE PROVIDER

## Recommendations

### Residential Lenders

- Stephanie Klym -Tompkins Trust Company - 607-266-5455- Sklym@Tompkinsfinancial.com
- Taryn Schwartz Community Bank- 607-257-3584- taryn.schwartz@cbna.com
- Kimberly Rozell CFCU -607-277-1292- extension #3610- kimberly.rozell@mycfcu.com
- Ryan Wuerthner M&T Bank - 607-237- 8884- rwuerthner@mtb.com

### Commercial Lenders

- Jason Moore Commercial Loan Dept Tompkins Trust Company -607-274-2099- jmoore@tompkinsfinancial.com
- Rob Hazelton Vice President/ Commercial Loan Officer Elmira Savings Bank-607-368-4633- rhazelton@elmirasavingsbank.com
- Ronald Poole Vice President & Sr Business Banker M&T Bank-607-274-8932

### Contractors

- Robert's and Sedorus- 607-351-3755
- 2 Pros Construction - Jack Litzenberger -607-423-0344-jack@2prosconstruction.com
- Rocco Design + Build Jeff Marianni- 607-351-6696 -roccodesignbuild.com
- Tom Atwood- 1 (607) 857-3913
- Segal and Sorensen- 607-279-0105
- Upscale Remodeling - 607-539-6014 -www.upscleremodeling.com -Freeville
- Michael Snyder-607-592-4912
- Carina Construction-Matt Haney-607-272-9226 607-339-5419-www.carinacs.com
- Sunny Brook Builders Dean Shea - 607-539-6286 - sunnybrookbuilders.com

### Home Inspectors

- Howell on Homes -James Howell - 607-379-0200- James@howellonhomesinspection.com
- Green Home Heroes Dave Astorina- 607-379-9739 - dave@greenhomeheroes.

## Architects

- John Snyder Architects PLLC- 607-273-3565- [www.johnsnnyderarchitects.com](http://www.johnsnnyderarchitects.com)
- Gary Bush- 607-227-4886- Homer
- Claudia Brenner Design- 607-275-0715

## Movers

- Hicks Moving & Storage- 607-277-9777- Dryden -[www.hicksmovingandstorage.com](http://www.hicksmovingandstorage.com)
- Hired Hands Moving Company - 607-272-2000 x 225- [www.hiredhandsmoving.com](http://www.hiredhandsmoving.com)
- Zolar Moving- 607-272-7839- [www.zolarmoving.com](http://www.zolarmoving.com)

## Accountants

- Sprague & Jackson - 121 E Seneca St. Ithaca- 607-273-5322
- Sciarabba Walker & Co., LLP- 410 E Upland Rd Ithaca- (607) 272-5550

## Homeowner's Insurance

- Tompkins Insurance Sally Hoyt- 607-266-5490 - [www.tompkinsins.com](http://www.tompkinsins.com)
- True Insurance Deb Kippola - 607-273-7511 - [www.trueinsurance.com](http://www.trueinsurance.com)
- Bailey Place Insurance - 607-756-2805 - Cortland - [www.baileyplace.com](http://www.baileyplace.com)
- State Farm | Zach Clark - 607-257-8900

## Property Managers

- Finger Lakes Property Solutions-Isaac and Jenna Kain - (315) 297-5108
- Don Edwards Property Management - 607-257-0383
- C.S.P. Management - 607) 277-6961 - [www.cspmanagement.com](http://www.cspmanagement.com)

## Structural Engineers

- Taitem Engineering -607-277-1118- [www.taitem.com](http://www.taitem.com)
- SPEC Consulting Gary R. Bush -607-227-4886 -Groton [www.specconsulting.com](http://www.specconsulting.com)

## Cleaning Services

- Jane Canfield -607-745-3860 - [canfield.jane@yahoo.com](mailto:canfield.jane@yahoo.com) - Brooktondale
- Castle Cleaning Company - 607-279-2532 - [www.castleservicesithaca.com](http://www.castleservicesithaca.com)-  
[service.castle@gmail.com](mailto:service.castle@gmail.com)
- Hayley Owens -607-342-6339 - [hharriganowens@gmail.com](mailto:hharriganowens@gmail.com)
- Pam Watros - 607-216-2572 - [cozychic65@gmail.com](mailto:cozychic65@gmail.com)

## Appliance Repair

- Ithaca Appliance Service, LLC - Ken Kehoe - 607-227-0793
- CNY Appliance Service - 607-227-7373
- R & R Appliance Service - 607-564-0364
- The Ithaca Refrigeration Company Aaron Duffy - 607-342-4194

## Bathtub Reglazing

- Ed Shampine - 315-699-5565 - Cicero

## Cabinet Makers

- Red Barn Cabinet Shop Ben Boynton | 607-539-7675 - redbarncabinet.com - Brooktondale

## Decorators & Interior Design

- Interiors by Elise -607-339-9343 -interiorsbyelise.com
- Balance Studios- Diana Katzman - 607-280-8353- www.balance-studio.net
- Mollie Riley - 607-423-4926 - www.mollierileyinteriors.net

## Basement Moisture

- CRAL Contracting, Inc. -Scott Wenner- 315-380-9892- Syracuse -www.cralinc.com
- MidState - 888-993-7969 - www.midstatebasement.com
- Ecospect 315-207-3262 www.ecospect.com

## Driveway Installation & Repair

- Alex Cole Paving - (607) 533-9274 - Freeville
- Mancini-Ferrara & Sons - (607) 272-3600 - Ithaca
- Suit-Kote - Harold Shoemaker - 607-753-1100 - hshoemaker@suit-kote.com

## Carpet Cleaners & Installers

- Nortes Carpet and Upholstery Cleaning -David Norte- 607-592-8732-  
www.nortescarpetcleaning.com
- ABC Oriental Rug & Carpet Cleaning -607-272-1566
- Everything Onsite Cleaning and Restoration 607-742-5228  
jimector3324@gmail.com
- Warehouse Carpet Sales & Installation 607-273-0001



## **Chimney Services**

- Ithaca Stoveworks - 607-272-2650 - [www.ithacastoveworks.com](http://www.ithacastoveworks.com)
- Holy Smoke - 607-844-3766 - Dryden [holysmokesfc.com](http://holysmokesfc.com)

## **Deck Builders**

- Isaac Kain- [Isaackain@gmail.com](mailto:Isaackain@gmail.com) +1 (315) 807-2966
- Larry Mitchell Contracting - 607-591-1895 - [llmitch67@yahoo.com](mailto:llmitch67@yahoo.com) - [www.larrymitchellcontracting.com](http://www.larrymitchellcontracting.com)
- Timeless Decks 570-888-3810 [trex.com](http://trex.com)
- Kirksway Farms Inc. - Ken - 607-533-7866 - Lansing

## **Foundations**

- Sweeneys - 607-749-8455 - Homer
- P & S Excavating, LLC | Jim Proctor - 607-387-6826 - Trumansburg - [www.pandsexcavating.com](http://www.pandsexcavating.com)

## **Haulers**

- R & T Hauling - 607-273-7531
- The Junkster - 607-539-7449
- Daves Clean-Out - 607-345-2008
- Tom Slaughter - 607-339-7677
- Colleen DeFranco - 717-682-0074
- Steve White - 607-279-3964
- We Do It All Mike & Renee - 607-216-7458

## **Insulation Contractors**

- Snug Planet - 607-277-7684 - [www.snugplanet.com](http://www.snugplanet.com)
- Halco Heating, Plumbing, AC - 844-851-9952 - [www.halcoenergy.com](http://www.halcoenergy.com)

## **Lawn Care**

- Greenscene Lawn and Garden - 607-279-4851
- Four Seasons - 607-272-1504 - [4seasonslandscapingithaca.com](http://4seasonslandscapingithaca.com)
- Carson Irrigation - John Carson - 607-539-3001 - [www.carsongroundworks.com](http://www.carsongroundworks.com)
- Lawn Ranger - Frank Martinez - 607-279-2654

## **Oil Tank Removal**

- Gary Dyer - Excavating & Tank Service - 607-754-0200 - Endicott
- Delof Blackwell - 607-738-8172
- GeoLogic - 607-749-500 - Cortland
- Retec - 607-277-5715

## Plumbers

- Aaron Young- 607-379-1443
- Halco Heating, Plumbing, AC - 844-851-9952 - [www.halcoenergy.com](http://www.halcoenergy.com)
- Cowan Heating and Plumbing - 607-257-1772
- HSC and Associates - 607-273-2180
- Donahue-Halverson Plumbing & Heating -607-273-3393 -[www.donohue-halverson.com](http://www.donohue-halverson.com)
- Lakeside Heating & Plumbing -607-533-7814 -Lansing

## Renewable Energy

- Renovus Solar Energy -Duncan Cooper- 607-277-1777 -[www.renovusenergy.com](http://www.renovusenergy.com)
- Upstate Energy Solutions LLC -Paul Myers- 607-229-4176-  
[www.upstateenergysolutions.com](http://www.upstateenergysolutions.com)

## Septic Testing & Repair

- Stinkys Tank Service - 607-347-4258 -Freeville
- Gaggle Co. - 607-539-7868 - Brooktondale
- Clean Earth Septic Service -607-564-7931 - [www.cleaneearthseptic.com](http://www.cleaneearthseptic.com)

## Well/Water Conditioning

- Lowes Soft Water Service - Danny Northrup -607-387-6892 -Trumansburg-  
[www.lowessoftwater.com](http://www.lowessoftwater.com)
- Beacon Water Equipment Co Inc - 607-648-5248- [www.beaconwater.com](http://www.beaconwater.com)
- Jay Payton - Well Drilling -607-539-7352
- The Pump Guy - Ed Thompson - 607-272-6412
- Berry Drilling -George Berry -607-387-5013 -Trumansburg
- Yaws Well -Drilling -607-532-4800 -Interlaken

## Fencing

- Whitmore Fencing -607-844-9011 -[www.whitmorefence.com](http://www.whitmorefence.com)
- Kirksway Farm Inc. -Ken -607-533-7866 Lansing - [www.kirkswayfarm.com](http://www.kirkswayfarm.com)

## Gutters

- Pearson Seamless Gutters - 607-259-6386 [pearsonseamlessgutters.com](http://pearsonseamlessgutters.com)
- Dan Searles - 607-327-0575

## Handy Man

- Shane Barley -Barley Home Services -607-280-4230- barleyhomeservices@gmail.com
- John Van Herk -Home Repairs, Electrical and Mechanical Work  
607-220-6103 -jvanherk@yahoo.com
- John Everhart - 607-387-6587
- George Park -607-319-6198- georgepark1989@yahoo.com
- Michael Cohen -607-342-3138
- The House Doctor - Michael Taormina - 607-273-0555

## Landscape Architects

- Mary Zebell -607-275-3348- mzebell1@twcny.rr.com
- Paula Horrigan -607-351-2760 -phh3@cornell.edu
- Trowbridge & Wolf -607-277-1400 -www.twla.la

## Lighting

- Carson Outdoor Lighting- 607-539-3001 - www.jacarsongroup.com
- Friedman Electric -607-256-7700- www.friedmanelectric.com

## Locksmith

- Ace Security Control - 607-273-8840
- Pop-O-Lock - 607-272-9535 - www.popalock.com
- Precision Locks -607-269-4388 800.825.3556- www.precisionlocks.net

## Painters/Wallpapering

- Prime Painters Steve Potter -315-748-3087
- Hollywood Painters -607-351-9277
- Joseph Rivers -Painting & Staining- 607-745-5370 -Homer
- Denmark Painting -607-387-5115
- Ithaca Painting Co. -Todd Moran -607-257-5020- www.ithacapaintingcompany.com
- Apex Painters - Craig McCarthy -607-844-3717 -www.apex-painters.com
- Painters Plus+ Robert Schmidt -607-277-2880

## Pool Contracting & Repair

- Cannon Pools- 631-620-2627 -https://cannonpools.com/service/

## Roofing

- Austin Construction Inc.- Dwayne Austin -607-539-7564 -Brooktondale
- J.D. Ferro Roofing -607-273-0872 -jdferreroofing.com
- Finger Lakes Roofing -607-742-7000 -Watkins Glen
- Kanga Roofing -315-923-3003 -www.lakesidekangarooof.com
- Larry Mitchell Contracting -607-591-1895- llmitch67@yahoo.com -  
www.larrymitchellcontracting.com
- Mike Snyder - 607-592-4912
- Paul Yamen Construction -607-273-1240

## Snowplowing

- Ed Brusso -607-793-1081
- Four Seasons - 607-272-1504- 4seasonslandscapingithaca.com
- Lawn Ranger - Frank Martinez - 607-279-2654

## Window Cleaners

- Terry's Window Washing - 607-435-4489
- U-C Clearly- 607-227-7874
- Chucks Cleaning Co. - 607-589-6691

## Electricians

- Sparks Electric - 607-273-0029
- Pleasant Valley - 607-272-6922- pleasantvalleyelectric.com

## Flooring

- Tile House - 607-272-8453
- Bishops Carpet One Floor - 607-269-5776
- Steve Bowman - 607-351-3540
- Warehouse Outlet Carpet - 607-273-0001 - www.warehousecpt.com
- B & B Fine Floor Coverings - 607-844-4900 -Dryden -www.bandbfloorcoveringsdryden.com
- Terrapin Tile -607-227-6569 -www.terrapintileithaca.com
- All Stone & Tile -607-272-8453 -www.allstoneandtile.com
- Granite Works -607-565-7012- nygraniteworks.com



## Heating & Plumbing

- Halco Heating, Plumbing, AC 844-851-9952 [www.halcoenergy.com](http://www.halcoenergy.com)
- Quality Heating & Plumbing Eric Rumsey | 607-273-8310
- Houseworth Heating & Plumbing 607-387-4495 Trumansburg
- Wheatons Heating & AC 607-257-5555
- Donahue-Halverson Plumbing & Heating 607-273-3393
- Lakeside Heating & Plumbing | 607-533-7814 | Lansing

## Landscapers

- Cayuga Landscape 607-257-3000 [cayugalandscape.com](http://cayugalandscape.com)
- Scenic Landscape Landscape Design & Installation 607-589-4156
- SDM Landscaping Scott Morgan 607-279-5609 Lansing [www.sdmlandscaping.com](http://www.sdmlandscaping.com)
- Scotland Yard Caleb Scott 607-327-2023
- Kirksway Farms Inc. 607-533-7866 Lansing



## Masonry, Tile & Stone Work

- Duffees Masonry -Tom Duffee -607-387-5294 -Trumansburg-  
[www.duffees.com](http://www.duffees.com)
- BrainStone - Joel Brain - 607-277-3151 - [www.brainstone.net](http://www.brainstone.net)
- Scotland Yard - Caleb Scott - 607-327-2023
- Terrapin Tile -607-227-6569 -[www.terrapintileithaca.com](http://www.terrapintileithaca.com)
- All Stone & Tile -607-272-8453 -[www.allstoneandtile.com](http://www.allstoneandtile.com)
- Duffees Contracting LLC | 607-387-5294 [duffeesllc@gmail.com](mailto:duffeesllc@gmail.com)

## Pressure Washing

- A-1 Pressure Washing Service -607-279-0041 -[a1pressurewashingservices.com](http://a1pressurewashingservices.com)
- Hollywood Painters -607-351-9277

## Roofing- Slate

- Leelands Slate Roofing -315-781-0689- [www.leelands.com](http://www.leelands.com)
  - Evans Roofing -607-734-8151 - [www.evans-roofing.com](http://www.evans-roofing.com)
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## Septic Engineers

- Spec Consulting -Gary Bush- 607-227-4886 -Homer -[www.specconsulting.com](http://www.specconsulting.com)
- Buck Engineering LLC -607-753-3403 -Cortland
- MacNeil/Tagg Engineering- 607-749-2644 -Homer

## Tree Removal

- Cascadilla Tree Care -607-272-54470 [www.cascadillatreecare.com](http://www.cascadillatreecare.com)
- Cayuga Tree Service -607-201-2534
- Limbwalker Tree Care -Keith Vanderhye- 607-351-1838- [www.limbwalkertreecare.com](http://www.limbwalkertreecare.com)
- Treetops Tree Service -607-387-3916- Trumansburg

## Wood Floor Re-Finishing & Restoration

- Ecklund Brothers Hardwood Flooring- 607-273-6885
  - Real Wood Fabricating, LLC Miles & Eilleen McCarty -607-844-4921
  - Edgewater Hardwood Flooring, LLC Pete Snell -607-227-0543 - [Edgewaterfloor@aol.com](mailto:Edgewaterfloor@aol.com)
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## SELLER'S ESTIMATED NET PROCEEDS

SELLER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Sale Price: .....

\$\_\_\_\_\_ Expenses:

Deed Stamps .....	(\$6.00 per \$1,000 of sale price)	\$	_____	*
Abstract Extension.....	(est. \$200)	\$	_____	*
Survey.....	(est. \$500-750 for avg. size lot)	\$	_____	*
Attorney Fee...(est. \$800 – check with your atty.)		\$	_____	*
Real Estate Professional Fee.....		\$	_____	*
Points Paid by Seller .....		\$	_____	*
Recording Fees .....	(est. \$150)	\$	_____	*
Wood Infestation Report....	(If needed est. \$150)	\$	_____	*
Septic Pumping & Cert.....	(If needed est. \$400)	\$	_____	*
Water Bacteria Test .....	(If needed est. \$50)	\$	_____	*
Misc.....		\$	_____	*
Other.....		\$	_____	*
Other.....		\$	_____	*

Total Estimated Expenses: ..... \$

Sellers net (sale price less total expenses) ..... \$

Less Present Mortgage Balance..... \$ \_\_\_\_\_

Less Any Second Mortgage Held by Seller... \$ \_\_\_\_\_

SELLER'S FINAL NET: ..... \$ \_\_\_\_\_

*\*NOTE: THIS IS AN ESTIMATE BASED UPON DATA BELIEVED TO BE CORRECT, BUT IS NOT GUARANTEED TO BE ACCURATE.*



  
JORDAN JACOBSEN  
REAL ESTATE SERVICES SINCE 2010  
AT WARREN REAL ESTATE

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Cell: 607.339.3206

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[www.JordanJacobsen.com](http://www.JordanJacobsen.com)