Burbank Home Seller Checklist

Valuation, documents, preparation, disclosures, and escrow — a practical checklist for Burbank homeowners.

1. Valuation

- ☐ Ask for a written comparative market analysis using recent Burbank sales of similar homes, ideally on similar streets.
- ☐ Compare like with like: flats vs. hills, same era and style, similar lot and square footage.
- ☐ Pull your permit history from the City of Burbank so the valuation matches permitted square footage (additions, ADUs, garage conversions).
- ☐ Request a written net-proceeds estimate: price minus loan payoff, commissions, escrow and title fees, transfer tax, and credits.
- ☐ Decide on timing and whether you need to buy before, after, or at the same time as you sell.

2. Documents to gather

- ☐ Grant deed or vesting information, and the current mortgage/HELOC statements for payoff.
- ☐ Property tax bills and any supplemental tax notices.
- ☐ Permits, final inspection sign-offs, and plans for work done on the home.
- ☐ Warranties, receipts, and records for roof, HVAC, water heater, sewer, electrical, and plumbing work.
- ☐ Prior inspection reports, pest reports, and insurance claims you are aware of.
- ☐ Utility account info (Burbank Water and Power) and any solar lease or loan documents.
- ☐ If selling from a trust or estate: trust documents, death certificate, and Letters from the Los Angeles County Superior Court if probate applies. Ask your attorney what is required.

3. Preparation

- ☐ Consider pre-listing inspections (general, pest, sewer lateral, roof) so there are no surprises in escrow.
- ☐ Fix items that hold a sale together (leaks, safety issues, broken systems) before cosmetic upgrades.
- ☐ Declutter, deep clean, touch up paint, and tend to the front yard and entry.
- ☐ Plan professional photos and, if helpful, staging.
- ☐ Install or confirm smoke and carbon monoxide detectors and water heater strapping, as required at sale in California.
- ☐ In the Burbank Hills, clear brush and check defensible-space and fire-zone status early.

4. Disclosures (California)

- ☐ Transfer Disclosure Statement (TDS): disclose known material facts about the property.
- ☐ Seller Property Questionnaire (SPQ) or equivalent, as used in your purchase agreement.
- ☐ Natural Hazard Disclosure (NHD) report, including fire hazard severity zone status.
- ☐ Lead-based paint disclosure for homes built before 1978.
- ☐ Disclose unpermitted work, repairs, and anything you know that affects value or desirability. When in doubt, disclose.
- ☐ Some trust and probate sales have modified disclosure requirements; confirm with your agent and attorney.

5. Escrow process

- ☐ Accept an offer and open escrow; the buyer deposits earnest money.
- ☐ Title company issues a preliminary title report; review it for liens or issues.
- ☐ Buyer completes inspections and appraisal within the agreed contingency periods.
- ☐ Negotiate any repair requests or credits in writing.
- ☐ Sign seller documents and grant deed with the escrow officer (notarized).
- ☐ Loan payoff, recording with the Los Angeles County Registrar-Recorder, and funds released to you.
- ☐ Hand over keys, remotes, and manuals; cancel or transfer utilities and insurance after closing.

This checklist is general information, not legal or tax advice. Requirements change; confirm details with your agent, escrow officer, and attorney.

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