



Long Realty Company
Lopez & Lopez, REALTORS®



The Smart Way

The Estate Home *Sale Process.*

*Handled with care.
The Best Way Home.*

For executors, personal representatives, trustees, caregivers, and the family member who got the call.

Tyler Lopez · Seller representation · Tucson, Arizona

(520) 462-6023

PORTFOLIO ILLUSTRATION
NOT A CURRENT ESTATE LISTING



Long Realty Company

Lopez & Lopez, REALTORS®



You can start *with one question.*

A family home holds more than a sale price. There are memories, responsibilities, and decisions that do not all move at the same speed.

You may be grieving. You may be arranging care. You may be doing this from another state. Start with the next decision you can make responsibly.

My job is to organize the real estate work around your priorities, the property's facts, and the guidance of your professionals. We can begin with a conversation before you have a finished inventory or a complete plan.

Tyler Lopez

Seller Representative

(520) 462-6023



**You set the
priorities.**

The property facts and the guidance of your professionals shape the work.

*“Be interested, not
interesting.”*

What matters first

Who can authorize decisions? Is the home occupied? What needs protection? Is there a date the plan must respect?

Tyler Lopez · Seller Representative

Begin with the responsibility you are carrying and the decision that comes next.

What can wait

A finished cleanout. A renovation commitment. A public launch date. Resolve the facts that affect each decision first.



The right person. *The right authority.*

A role in the family and authority to sell are separate questions. Counsel and title confirm the documents, signatures, restrictions, and legal timing that apply.

Power of Attorney

If an owner is living and someone assists under a power of attorney, ask counsel and title to confirm the document's current scope and acceptability.

Personal Representative

If the estate is in probate, ask counsel what appointment, court requirements, or limits affect preparation, contracts, and closing.

Successor Trustee

Ask counsel and title which trust documents, signatures, and steps are needed before the real estate work proceeds.

Caregiver or family helper

You can help organize questions and information. Identify the authorized decision maker before instructing work or a sale.

Tyler organizes seller strategy and representation. The attorney handles legal advice. The CPA handles tax advice. Title handles its title and closing requirements. Independent providers define their own scope.

Record who can approve, who confirms that authority, and who may receive updates.



Protect the home.

Keep the irreplaceable.

Agree on a property care plan before visitors, vendors, or removal work begin. If someone lives in the home, resolve occupancy and access with the appropriate professionals.



ACCESS

Who holds keys? Who may enter? Who approves a provider visit?

INSURANCE

Ask the insurer about occupancy, vacancy, coverage, and required checks.

UTILITIES & CARE

Confirm utilities, landscape, pool care, mail, and an emergency contact.

RECORDS

Preserve property records, receipts, warranties, photos, and specialist reports.

CONTENTS

Set aside photographs, documents, valuables, and items awaiting family decisions.

The family selects and confirms these arrangements. Property care, insurance, security, and removal services are separate scopes. A checklist does not put a service in place.

Name one responsible contact for each item and record the confirmation date.



Five stages. *One clear path.*

The sequence creates order. Your legal timeline, property, budget, and written instructions set the pace.

01 Assess

Review the home, priorities, market evidence, and estimated seller math.

DECIDE · Which options deserve a closer look?

02 Review

Identify condition questions and the independent advice needed.

DECIDE · What should be inspected or confirmed?

03 Supervise

Sequence approved contents and property preparation.

DECIDE · What work, budget, provider, and access are authorized?

04 Market

Approve price, presentation, launch, showing plan, and offer responses.

DECIDE · Launch, revise, pause, or respond?

05 Close

Track the contract calendar and coordinate the professional handoffs.

DECIDE · Resolve the file's requirements before completion.

A pause is a valid decision. Record the reason and the next review date.

We read the home *before we price it.*

A useful recommendation begins with the home in front of us. Available records and automated estimates are starting points. Condition, history, and current market evidence need review.



ACT 926 SELLER HANDBOOK PAGES • ILLUSTRATIVE SERVICE MATERIAL

Property facts

Review parcel information, recorded characteristics, improvements, access, and questions that need current confirmation.

Condition & history

Visit the home or arrange an appropriate video review. Gather available reports, permits, repairs, and the seller's knowledge.

Independent price evidence

Compare available RPR or RVM evidence, relevant closed sales, and similar size or floorplan sales with supported adjustments.

Current competition

Review competing listings, the subject's history, and verified showing or buyer feedback when available.

When evidence disagrees, keep the range and explain why. An unknown stays open until a reliable source resolves it. Tyler reviews the recommendation and confirms the proposed list number for seller approval.

Ask for the source, its date, the uncertainty, and the decision it changes.



Your choices. *In plain numbers.*

A higher sale price can come with more spending, time, and uncertainty. Compare the likely net, cash required, and burden of each path with dated assumptions.



Sell in current condition

Less preparation spending; condition affects price and buyer terms.

Which issues are priced in, disclosed, or still unknown?

Focused preparation

Selected work, written quotes, carrying costs, and a revised price range.

What evidence supports spending on each item?

Larger improvements

Full scope, risk, time, cash needs, and the finished-home competition.

Does the possible benefit justify the cost and burden?

Pause or retain

Ongoing care, carrying costs, authority, and professional advice.

What changes before the next decision date?

Estimated sale price less payoffs, selling costs, concessions, preparation, and carrying costs gives an estimated sale net. Use a consistent time period and count each cost once. Tax and estate distributions require separate professional advice. Unknown inputs are not zero.

Choose a path only after reviewing the range, cash required, and unresolved inputs.



Condition first. *Then a decision.*

A prelisting inspection or targeted specialist review may help. Choose the scope for this home, budget, timing, and the authorized seller's instructions.

Name the question

What do we need to know about the roof, cooling, plumbing, structure, pool, septic, permits, or another material issue?

Choose the right specialist

Confirm scope, credentials where required, exclusions, fee, access, and report timing directly with the provider.

Read the evidence

Keep the independent report, photographs, estimate, and any limits on what was inspected. A quote and a diagnosis serve different purposes.

Record the response

Discuss repair, disclosure, pricing, or additional review with the appropriate professionals. The authorized seller decides.



Selling in current condition does not answer every disclosure question. Ask the appropriate real estate and legal professionals what the file requires. Inspectors and contractors retain responsibility for their findings and work.

For each open issue, record the source, next question, responsible person, and date.



Keep. Clear. Prepare.

In the right order.

Contents carry family meaning. Property preparation serves the sale. Give each its own decisions, budget, and responsible people.



Contents & keepsakes

Identify items to keep, review, distribute, sell, donate, store, or remove. Mark items awaiting direction. Use qualified providers when needed.

Property preparation

Sequence approved cleaning, landscape, cosmetic work, and specialist repairs around access, utilities, and the intended launch.

BEFORE WORK

Confirm provider, scope, written price, payment terms, exclusions, access, and seller authorization.

DURING WORK

Track the agreed scope and dates. Changes need a new written decision before the scope expands.

AT HANDOFF

Keep invoices, receipts, reports, warranties, and the record of what remains open.

The seller chooses providers and their terms. Tyler may coordinate scheduling and access when separately authorized. He does not act as the contractor, estate-sale provider, appraiser, attorney, or accountant.

No removal or preparation work begins without the authorized seller's written direction.



Long Realty Company
Lopez & Lopez, REALTORS®



Made for this home. *Told with care.*

The Smart Way

The presentation should help a buyer understand the property. Thoughtful light, composition, room flow, and context make the work useful.



A property-specific media plan

Select photography, floor plan, video, or a three dimensional tour as appropriate. Confirm the scope, cost, access, and schedule.

An honest visual record

Check captions and material facts. Review edited media and any required disclosures before release. Verify features and dimensions independently.

The TSUNDOKU craft standard guides the sequence: story, design, motion where useful, a consistent voice, and one visual world. The selected property package is agreed separately. Illustrations in this guide are editorial scenes, not available listings or client results.

Approve the selected assets, facts, and launch instructions before publication.



A thoughtful launch. *A visible response.*

Launch is the beginning of a feedback cycle. Decide how the property will be shown, what will be reported, and when the strategy will be reviewed.



THE ESTATE HOME SALE PROCESS

PRICE & TIMING

Tyler reviews the evidence. The authorized seller approves the list price and launch timing.

DISTRIBUTION

Use selected MLS and brokerage channels. Other syndication depends on agreements, availability, and seller instructions.

ACCESS

Agree on showing notice, occupancy needs, key control, and who approves changes.

FEEDBACK

Review showing activity, available comments, competing inventory, and written offers on the agreed cadence.

REVIEW

Keep the current strategy or recommend a change with dated evidence, estimated effect, and seller approval.

Activity is not an offer. An automated estimate is not an appraisal. No channel, sale price, timeline, or buyer response is guaranteed. Avoid unsupported probabilities and fixed price-change formulas.

Set the next review date and the evidence that would cause a decision.



Compare the offer.

Every part of it.

Price belongs beside terms, cost, timing, and what still needs to happen. Tyler presents written offers and helps the seller compare their practical effect.

MONEY

Price, concessions, costs paid by the seller, and updated estimated net.

FINANCING

Evidence of funds or financing, financing conditions, and appraisal terms.

PROPERTY

Inspection rights, repair requests, personal property, and other material conditions.

TIME

Response deadline, contingency dates, closing date, and possession terms.

AUTHORITY & RISK

Required signatures, approvals, title questions, and unresolved conditions.

A clean comparison

Use the same cost assumptions and time period for every offer. Identify which terms are confirmed and which depend on later events.

A written decision

Accept, counter, decline, or ask for clarification through the appropriate process. Keep the offer, advice received, and written response in the file.

The authorized seller chooses the response. Legal questions stay with counsel.



The final documents.

The next chapter.

After acceptance, Tyler and the transaction coordinator track the real estate calendar and coordinate with the seller, buyer side, title company, lender, and other professionals.

CONTRACT CALENDAR

Record each actual deadline, responsible contact, status, and unresolved condition.

TITLE & AUTHORITY

Counsel and title resolve their document, signature, lien, and authority requirements.

SIGNING

Confirm location, identity, notarization, and any permitted electronic or mobile options with title.

FUNDS & RECORDING

Title explains settlement, funding, recording, and disbursement status for the transaction.

POSSESSION & FILE

Follow the contract's possession terms. Preserve the closing statement and supporting real estate records.

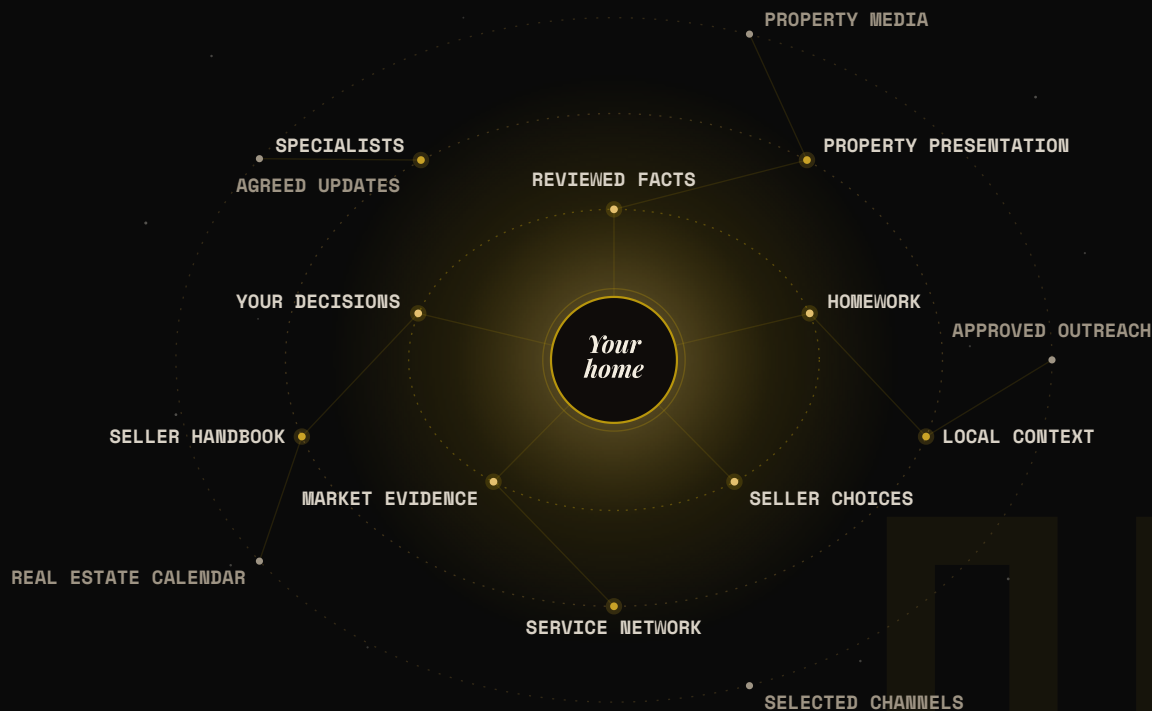
Actual timing comes from the contract and the file. Title work, financing, legal authority, condition, and other facts can change the schedule. Confirm wire instructions through a trusted, independently verified title-company number before moving money.

Ask title what is complete, what remains open, and when possession may transfer.



One home. *A connected system.*

RORY is the connected research and preparation system behind our work. It helps organize source material, surface questions, and prepare comparisons for Tyler's review.



Evidence with a source

The useful question is where a fact came from, when it was checked, and whether it is still current.

Options with assumptions

See how condition, spending, time, and price affect the decision. A range keeps uncertainty visible.

A record of the decision

Keep the recommendation, written authorization, selected provider terms, and next action together in the real estate file.

A professional in the loop

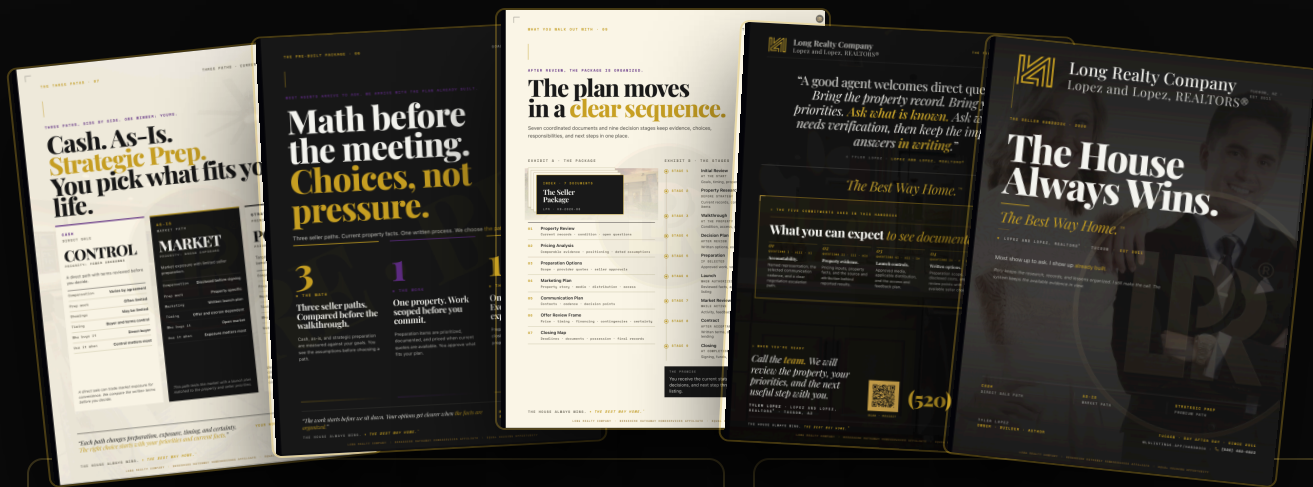
Tyler reviews seller strategy. Independent professionals keep their roles. The authorized seller makes the decisions.

Ask for a concise update: what changed, what it means, what needs your decision, who owns the next action, and when it will be reviewed. Agree on the recipients, channel, and cadence for your file.

The standard is a better supported decision with a clear next step.

The work is here. *Open any door.*

The estate guide is one part of the system. Read the public work, see how the process fits together, and choose what helps you next.



THE ESTATE HOME SALE PROCESS



The Seller Handbook

The full listing process, from research and preparation through closing and the file that follows.

mlslistings.app/handbook



The condition checklist

Optional property notes to prepare for a conversation. Entries stay in that browser and do not transfer to intake.

mlslistings.app/estate/checklist



Seller homework

The separate fillable packet for property disclosures, utilities, claims history, and records.

mlslistings.app/homework



The service network

Current independent provider resources. Confirm availability, scope, price, and terms directly. Your provider choice stays yours.

mlslistings.app/network

Shown pages are from our public Seller Handbook. They illustrate the service and do not describe a particular estate, client, available property, or completed result.

Open the resource you need. A complete packet is not required for the first conversation.



Bring the questions.

We will build the plan.

Use this as a conversation aid. Leave anything unknown blank. Keep legal documents, account numbers, access codes, and private family information out of these notes.

The decision we need to make next

Who can authorize it, and who confirms that authority

What we know and the source

What still needs confirmation

Timing or budget we need to respect

Who may receive updates and how often

Next action • responsible person • review date

Optional condition checklist: mlslistings.app/estate/checklist. Its notes stay in that browser and do not transfer to private intake. The separate seller homework packet lives at mlslistings.app/homework.

A complete worksheet is optional. You can begin with one question.



Long Realty Company

Lopez & Lopez, REALTORS®



The people *behind the work.*

the whole team behind you

Tyler leads seller strategy and representation. The people involved in each file have defined responsibilities. Independent legal, tax, title, and property specialists retain theirs.



Tyler Lopez

Seller strategy and representation



Tana Lopez

Team co-owner and Associate Broker at Long Realty Company



Rich Pesqueira

Buyer representation when a purchase follows a sale



Joel Pielemeier

Buyer representation when a purchase follows a sale



Jeff Morris

Transaction coordination



Kember Switzer

Operations support

The authorized seller chooses who receives updates and who may be involved. Team coordination does not replace counsel, title, tax advice, or an independent provider agreement.

One responsible contact for the next action. Clear roles for the work.



A clear plan. *A family decision.*

We will start with the home, the people, the timing, and the next decision. A conversation can begin before the sale plan is complete.

- 1 Authority comes first.**
Confirm who may decide and what the file requires before commitments.
- 2 Every number has a source.**
Keep facts, estimates, assumptions, and open questions visible.
- 3 Your provider choice stays yours.**
Choose the scope, price, terms, and people you authorize.
- 4 The plan stays in writing.**
Record decisions, selected work, and the agreed update cadence.
- 5 The next step is clear.**
Name the responsible person and the next review date.

(520) 462-6023

Tyler Lopez · Seller representation
mlslistings.app/contact



Lopez & Lopez, REALTORS® is a real estate team within Long Realty Company. Office: 6410 E Tanque Verde Rd, Tucson, AZ 85715.

The Best Way Home.

Valuations, ranges, seller net figures, and timelines are estimates. They are not appraisals, legal, tax, or financial advice. Consult the estate attorney, CPA, title company, or other appropriate licensed professional. Property and community images are editorial illustrations. They do not establish availability, condition, features, boundaries, or other material facts. Verify independently. Equal Housing Opportunity. We follow the Fair Housing Act and the Arizona Civil Rights Act.

Arizona Judicial Branch · Probate resources IRS · Basis of assets, Topic 703