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San Clemente: Selling From a Distance Checklist

Each step for selling a San Clemente home after an out-of-state move or new orders, in working order.

Your team and your calls

- [ ] Pick a regular video-call time that works in both time zones, and say how you like updates (text, email or call).
- [ ] Share the HOA contact and any gate, parking or amenity rules.
- [ ] **Outside the U.S.:** Ask escrow early which ID it needs from you and how papers will reach you abroad.
- [ ] **Military:** Visit your installation legal assistance office about a power of attorney before you need one, and tell escrow if you plan to use it.
- [ ] **If you can't travel:** If someone you trust may sign for you, ask an attorney about a power of attorney and get the title company's OK first.

Keys, access and the house

- [ ] Count every key, garage remote, mailbox key, gate fob and pool key.
- [ ] **No keys nearby:** Ask Rudy where the keys should go, and how: a tracked overnight package, a courier or a friend.
- [ ] **Neighbor or relative:** Agree with the neighbor or relative who holds keys on who lets vendors in.
- [ ] **Property manager:** Agree with your property manager on who schedules vendors and showings.
- [ ] Write down the alarm code, Wi-Fi details, water shut-off, sprinkler timer and trash day.
- [ ] **Empty home:** Keep power, water and gas on until closing.
- [ ] **Empty home:** Tell your insurer the home is empty and ask what changes.
- [ ] **Rented:** With your tenant's OK, share their contact, and plan showings with written notice (24 hours is presumed reasonable under Civil Code 1954).
- [ ] **Rented:** Decide whether to sell with the tenant in place or after the lease ends, and gather the lease and deposit records.
- [ ] **Someone living there:** Agree on showing times, a tidy-up routine and a move-out date with whoever lives there.

Getting it ready without the trips

- [ ] Go through every room on a live video call, then agree on a short prep list.
- [ ] Approve each vendor quote in writing before work starts, and agree how each one is paid.
- [ ] Have a handyman check the smoke alarms, carbon monoxide alarms and water-heater bracing.
- [ ] **Empty home:** Choose rented furniture, virtual staging (labeled, with the originals available) or a clean, empty home.
- [ ] **Things still inside:** Declutter, deep clean and box up what ships to your new home.
- [ ] **Rented:** Plan photos and showings around your tenant's schedule.
- [ ] Scan permits, warranties, HOA papers and receipts into one shared folder.

- [ ] **If you travel back:** Make the trip count: time it for the walk-through before photos, or for packing day.

Paperwork from where you are

- [ ] Sign the listing agreement and disclosures electronically once your questions are answered.
- [ ] Ask escrow how you will sign: most papers electronically, the deed in front of a notary.
- [ ] **In the U.S.:** Line up a mobile notary or a notary near you for the deed.
- [ ] **Outside the U.S.:** Ask about a U.S. consular officer or a local notary, and how the signed papers get back.
- [ ] **Military:** Ask whether a military legal office notary can take your deed signature.
- [ ] If you had the homeowners' exemption, tell the County Assessor.
- [ ] Before closing, ask a tax professional about the home-sale exclusion and California real estate withholding.
- [ ] **Military:** If the home has a VA loan, ask after closing about restoring your entitlement.

Closing week

- [ ] Book the signing a few days before closing, and send the papers back the way escrow asks.
- [ ] Set utilities to transfer or stop on the closing date, not earlier.
- [ ] Ask Rudy where to send the keys, remotes and manuals for the buyer.
- [ ] Start USPS mail forwarding, and keep the closing statement for your taxes.
- [ ] **Rented:** Ask escrow how the security deposit and the lease are handled.

Rudy Flores, Real Estate Strategist · Coldwell Banker West · (619) 392-6714 · CalDRE #02257808 · Responsible Broker CalDRE #01481919 · Equal Housing Opportunity

Preferred lender: Point Mortgage Corporation (NMLS #231073), (619) 475-4095. You are always free to choose any lender you like.

General information for orientation, prepared October 2026. It is not legal, tax or financial advice, and rules and forms change. Confirm details with your lender, the county, an attorney or tax professional and your agent.