



Checklist

EXTERIOR

Replace, repair and/or paint any damage...

- _ plaster
- _ wood siding
- _ trim
- _ rain gutters
- _ shutters
- _ doors
- _ window frames
- _ glazing
- _ screens
- _ hardware
- _ fences/gates
- _ outdoor lighting

Clean/Wash

- _ siding
- _ windows
- _ screens
- _ outdoor BBQ
- _ AC unit
- _ pool/spa

Put 100 watt bulbs in...

- _ porch lights
- _ carport
- _ garage

- _ Clean around service areas/trash cans
- _ Haul away rubbish
- _ Straighten woodpile
- _ Repair leaky faucets
- _ Clean up pet droppings
- _ Paint or varnish doors
- _ Polish door hardware
- _ Make sure doorbell/knocker works
- _ Paint or replace street numbers on house
- _ Make sure septic tank is odor-free
- _ Clean oil stains from driveway/street
- _ Patch/reseal driveway if necessary

LANDSCAPING

- _mow/edge lawn regularly
- _Aerate/feed lawn
- _Overseed bare spots in lawn
- _Water lawn regularly
- _Remove/replace dead plants
- _Prune overgrowth/disease/damaged shrubs

_Prune or remove shrubs/trees blocking view from windows (unless view is undesirable)

- _Stake up any sagging trees/shrubs**
- _Keep flower beds free of weeds**
- _Trim around base of trees/walls/fences/**
- Repair or remove any broken/damaged landscape accessories such as:**
- _fences**
- _walls**
- _gazebos**
- _fountains**
- _trellises**
- _planters**
- _others(_____)**
- _Replace any broken stepping stones**
- _Adjust any sprinkler system, repair any broken/leaky heads**
- _Install fencing or shrubs to hide any unsightly views**

ALL ROOMS

Clean, especially around:

- _doors
- _windows
- _light switches
- _baseboards
- _chair rails
- _Wash lace curtains and have draperies cleaned if necessary**
- _Remove or pull back dark curtains**
- _Lubricate window slides (soap for wood/silicone or a candle stump for metal)**
- _Make sure doors open smoothly**
- _Clean ceiling light fixtures**
- _Check for cobwebs in all corners**
- _Fix any scratches in wooden floors**
- _Replace worn broken flooring**
- _Remove or replace worn carpet**
- _Use area rugs where needed**
- _Empty wastebaskets**
- _Make the beds**
- _Fluff the pillows**

KITCHEN

- _Keep dishes and food out of sight
- _Clean Appliances
- _Clean range hood, including light bulbs
- _clean behind Appliances

- _Keep floor clean
- _Clean light fixtures
- _Make sure all electrical outlets work
- _Eliminate cooking odors
- _Deodorize garbage disposal, dishwasher, refrigerator
- _Repair faucets
- _Put fresh shelf paper in cabinets
- _Organize cupboards
- _Clean out under sink
- _Replace garbage disposal gasket to reduce noise

BATHROOMS

KEEP THEM SPOTLESSLY CLEAN

- _Shine mirrors
- _Keep wastebasket empty and clean
- _Clean out cabinets and remove non-essentials
- _Keep clean fresh towels on towel racks
- _ Clean shower door-if sliding door, keep track well lubricated
- _Remove soap residue, mildew and mold from tub/shower
- _Remove stains from porcelain sink/tub/toilet
- _Replace torn/moldy shower curtain
- _Clean tile grout
- _Make sure toilet flushes properly-replace mechanism if necessary
- _Clean exhaust fan/heater-replace if broken or noisy

CLOSETS

- _Keep closets clean and free of clutter
- _Throw out or pack away nonessentials
- _Adjust/repair any sliding doors
- _Lubricate sliding door hardware
- _Paint if needed

LAUNDRY AREA

- _Clean out area behind washer/dryer
- _Eliminate any mildew odors

GARAGE/CARPOT/SHED

- _Install 100 watt light bulb or highest allowable
- _Keep area clean/uncluttered
- _Hang up/put away tools

- _Clear away any cobwebs
- _Remove oil/paint stains from floor
- _Adjust tension rod to eliminate sag from overhead garage door
- _Lubricate /adjust/repair garage door opener
- _Paint if needed

BASEMENT

- _Eliminate any signs of dampness/mold
- _Check for and eliminate cracks

HEATING/AIR CONDITIONING UNIT

- _Vacuum
- _Replace filter
- _Clean intake vent
- _Remove any stored items

If at least 75% of the items above have been checked off, and your home is reasonably priced, expect to make a sale.

SOME FINAL HINTS:

- *Make sure the temperature in your home is comfortable-keep it cooler in the summer and warmer in the winter. If it's cold outside and you have a fireplace, a nice fire will make your home seem cozy and inviting.**
- *If you can't leave and give buyers some privacy, be available in case perspective buyers have any questions, but don't crowd them.**
- *Provide an exhaustive written list of the features of the home.**
- *Answer questions professionally and truthfully, but don't volunteer any information.**
- *Know the name and distances to schools and shopping centers.**
- *Let the home and sales person do most of the selling.**
- *Refer any prospect who calls or comes by to your broker for the pre-screening and pre-qualification process as well as your own safety.**
- *Provide a home warranty and promote it.**
- *Tell your real estate agent all about the home-good and bad. Let the professional decide how to handle any negative features and feature or highlight the positives.**

This pamphlet was reprinted from information provided by First American Heritage Title Company.