

Property Prep Checklist

Property Exterior

- Property painted, repaired
- Front door & door area freshly painted, polish the door knob and house numbers.
- Put a seasonal wreath on the front door.
- Porches, stairs, and walkways swept at all times
- Nice door matt at front and back doors
- Trim freshly painted
- Doors work easily and silently
- Doorbells operate
- Windows in good repair; clean
- Consider a new mail box or slot

Yard

- Fence in good repair
- Walkways and driveways in good repair; swept
- Clear leaves, newspapers, litter
- Hedges trimmed-at windows, trim so windows are exposed
- Trim low hanging tree branches
- Eliminate dead branches, stalks and blooms
- Add colorful flowers around the home
- Weed flower pots and beds
- Lawn cut & green
- Plantings have been watered and look healthy
- Put away toys, bikes, lawn tools, etc...
- Upgrade or add exterior lighting for the property to sparkle at night showings
- Clean gutters
- Fences, gates and hardware in good repair

Living Room

- Walls and ceiling freshly painted; clean; free of smudges, fingerprints and dents.
- Window coverings clean and in good condition
- Furniture aesthetically arranged

- Fireplace clean; consider a fire in the fireplace for open houses
- Appropriate temperature

Eating Areas

- Set the table with pretty dishes, placemats, flatware and candles

Kitchen

- Range and oven clean and in working order
- Clean kitchen hood
- Fix slow drains
- Kitchen cabinet faces clean and in good condition. If they appear worn, painting them is a cost effective to make them look fresh and new. New chrome hardware makes them sparkle.
- Walls and ceiling freshly painted and/or clean
- Sink and counters clear of dishes and kitchen appliances
- Cupboards neat
- Floors clean and in good condition-repair or replace if necessary-I can help you pick finishes if necessary.
- Clean seals at oven, refrigerator and dishwasher doors

Bedrooms

- Walls and ceilings freshly painted; clean
- Beds made-curtains and bedspreads neat and attractive
- Clothing put away and hung neatly
- Closets neatly arranged-remove extra items, make closets look like there is room for additional items
- Toys, belongings put away
- Window coverings clean and in good condition

Bathroom(s)

- Walls and ceilings freshly painted; clean
- Floors/tile clean and in good condition
- Replace or repair grout and caulk as necessary
- Curtains/window treatments clean and in good condition
- Shower or tub tile clean
- Shower glass clean or new shower curtain
- Faucets in good condition; no leaks
- Fix slow drains
- Toilet lids down
- Vanities, sinks, and shelves cleared of personal items
- Your best guest towels out
- New soap in the soap dish

Basement

- Stairways clear, painted and with handrail
- Windows in good repair; clean
- Floor clean, clear of obstacles
- Area neatly arranged

Garage

- Door(s) open easily and quietly
- Paint fresh and/or in good condition
- Workbench and tools neatly arranged
- Floor clear of debris and free of grease

In addition:

- Have presale inspections such as structural pest inspections, roof
- inspections, and sewer inspections. Get estimates of repair costs to present to the prospective buyer as part of your disclosures. This will be a good way to pre-negotiate with buyers, making sure they are serious at the start of your contract. I can help you coordinate this.
- Pull together all warranties, appliance, and operating manuals to remain with the property to pass along to the new purchaser.

- Tighten loose door knobs and hardware
- Clean mirrors, picture frames and glass.
- Electrical items, such as lamps, are plugged in and usable
- Fix warped drawers
- Tighten loose banisters
- Turn on lights; make sure burned out light bulbs are replaced
- Lamp shades in good condition
- Make sure light switches and outlets work; replace damaged or discolored covers
- Lubricate squeaky or sticky doors
- Consider hiring a cleaning service; this will relieve pressure and have a more professional look. Keep everything extra clean; for example, clean fingerprints from switch plates, mop and wax floors, clean the stove and refrigerator. A clean property looks like a well-care for property.
- Wash all windows, clean window sills, wash blinds
- Have carpets cleaned
- Consider replacing out of date light fixtures
- Get rid of all items you will not be moving- reduce clutter, have a garage sale, donate to charity or hire a hauler to take unusable items to the dump. Store seasonal closing, pre-move-consider a storage facility.
- Remove some furniture to make spaces look bigger
- Remove damaged or badly worn furniture
- Consider taking on minor repairs that can make a bad impression. Sticky doors, torn screens, cracked, or moldy caulking, or dripping faucets. These are easy items that when not done, make the property look uncared for.

Preparing for showings

- Heat or cool the property appropriately

- Remove or isolate pets-they may be a problem for visitors
- Air out the home; if there are any offending odors, like litter boxes, or pet stains, eliminate them
- Hide valuables such as cash, jewelry, or other small valuable objects; it is not possible to watch everyone in the property. If there are tenants, please notify them of this as well.
- In general, consider how you would perceive your home if you were a prospective buyer
- Open shades and blinds. Consider changing to sheer window coverings that allow more light into the property.
- It is best to show your property if you are not present. Buyers will feel more at ease to check out your property completely if you are not there.
- At night, please light property appropriately for viewing and safety
- Additional touches such as a fire in your fireplace or quiet music are always nice
- Neatly arrange, or stack magazines and newspapers