

# Seller Checklist

## **CLEAN/REPLACE:**

- ✓ Light Switch Covers
- ✓ Fireplace
- ✓ Light Bulbs
- ✓ Front door
- ✓ Carpets
- ✓ Blinds
- ✓ Doors and Door Knobs
- ✓ Interior & Exterior Paint

## **DUST EVERYTHING:**

- ✓ Walls Blinds
- ✓ Ceilings
- ✓ Baseboards
- ✓ Windows
- ✓ A/C Intake Vents
- ✓ Ceiling Fans

## **MAKE IT INVITING:**

- ✓ Rearrange furniture to maximize visual floor space
- ✓ Pack up all knick-knacks and figurines
- ✓ Prune and nurture all house plants
- ✓ Reduce or add house plants to a balanced number
- ✓ Remove any furniture that you can live without
- ✓ Remove all but a few decorative books from bookshelves
- ✓ Pack away personal family photos to de-personalize the home
- ✓ Reduce the amount of wall art to one or two items per room
- ✓ Add lamps to any dark spaces to brighten the room
- ✓ Avoid using Scented candles, sprays, and plug-in air freshness
- ✓ Leave your home smelling fresh and clean with an essential oil diffuser

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## **LIVING ROOMS & FAMILY ROOMS:**

- ✓ Keep coffee tables clear
- ✓ Remove any ashtrays
- ✓ Keep furniture at a minimum
- ✓ Any toys should be stored out of sight
- ✓ Use pillows and throws to soften the space

## **DINING ROOM:**

- ✓ Bottom of Chandelier should be at min. 60" from the floor
- ✓ Keep dining table clear except for one nice centerpiece
- ✓ Remove extra chairs from the table and dining room
- ✓ Remove extra leaves from the table
- ✓ The table should seat 4 to 6 chairs max.

## **BEDROOMS:**

- ✓ Make beds daily. Invest in new bedspreads if necessary
- ✓ Clear off bedside tables, dressers, etc.
- ✓ Store daily necessities in drawers or closets
- ✓ Organize closets to be nice and neat. Keep closet doors closed
- ✓ Keep all the floors clear and vacuum regularly
- ✓ Remove all wall decor, other than a tasteful piece of art
- ✓ Repair any holes or damage to walls

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## **KITCHEN:**

- ✓ Clear all items from kitchen countertops
- ✓ Clean tile grout; bleach if needed
- ✓ Clean the stove, oven, and microwave
- ✓ Clear the refrigerator of magnets, pictures, and messages
- ✓ Repair broken or loose corners on Formica countertops
- ✓ Replace burner pans on the stove if worn
- ✓ Keep all mops, brooms, vacuums, etc., put away.
- ✓ Empty the garbage before each showing
- ✓ Remove any pet food and water dishes before showings
- ✓ Organize pantry to look nice and neat
- ✓ Box up any dishes & cooking supplies you can live without
- ✓ Scrub/polish the sink to make it look like new again

## **LAUNDRY:**

- ✓ Put soap and supplies in cupboards
- ✓ Keep all surfaces and sink clean and empty
- ✓ Use high watt bulbs to make it look brighter
- ✓ Remove any and all clothing, dirty or clean.
- ✓ Keep floors cleared of clutter and mop regularly

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## **BATH:**

- ✓ Clear and clean ALL surfaces
- ✓ Display a bottle of hand soap or a clean bar of soap
- ✓ Purchase new towels if necessary
- ✓ Coordinate all linens in one or two colors
- ✓ Fold towels in thirds on towel rack
- ✓ Remove all unnecessary items out of shower stalls and tubs
- ✓ Clean or replace all shower curtains
- ✓ Clean any moldy areas in the showers and baths
- ✓ Replace caulking to make it look new again
- ✓ Take off all cloth toilet lids and keep lids closed
- ✓ Hide garbage cans and cleaning supplies
- ✓ Organize cabinets to be nice and neat

## **GARAGE:**

- ✓ Clean and sweep out the garage
- ✓ Keep storage nice and neat
- ✓ Repaint dirty areas
- ✓ Pack anything you can live without
- ✓ Make sure garage door openers are in working order

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## **EXTERIOR:**

- ✓ Look at your house objectively from your neighbor's yard
- ✓ Clean or repaint the front door if needed
- ✓ Repaint the exterior and trim if needed
- ✓ Replace any rotten wood on the exterior
- ✓ Sweep all walkways, patios, porches, and decks
- ✓ Pressure wash any dirty/stained concrete
- ✓ Re-stain deck wood as needed
- ✓ Wash windows, inside and out
- ✓ Use outdoor furniture to show use of space
- ✓ Outdoor drapes, pillows, and throws create an inviting retreat
- ✓ Spray perimeter of home for bugs & pests

## **YARD:**

- ✓ Prune bushes and plants to look healthy
- ✓ Do not allow shrubs or plants to block windows
- ✓ Weed all planting areas
- ✓ Put down fresh mulch to restore color contrast
- ✓ Keep the lawn freshly mowed, edged, and fertilized
- ✓ Remove any dead plants
- ✓ Add a few flowers for a splash of color if needed