

SELLERS CHECKLIST

We have prepared a **checklist** that can help virtually any property look its best. Feel free to print the checklist, then proceed critically down the list and systematically check off the items that apply to your house. If an item calls for an expenditure, your broker can help you decide whether it's worth the investment.

Outside

- _____ Trim Shrubs
- _____ Mow lawn
- _____ Weed flower beds
- _____ Edge lawn
- _____ Repair walk, driveway
- _____ Repair porch, steps
- _____ Clean porch light, lamppost
- _____ Shovel walk, driveway in winter
- _____ Clean siding
- _____ Paint trim, front of house
- _____ Paint sides, back of house
- _____ Repair roof, gutters, downspouts
- _____ Pain front door, mailbox
- _____ Repair/replace storm door
- _____ Clean/repair screens, storm windows
- _____ Clean /paint/repair garage – dispose of what you don't intend to keep

Inside - General

- _____ Paint where necessary
- _____ Clean/fix windows
- _____ Clean/polish floors
- _____ Replace burned out light bulbs and brighten lighting with more powerful bulbs
- _____ Make sure doors, windows are operating freely –lubricate if necessary
- _____ Fix squeaking floors
- _____ Fix light switches
- _____ Repair/repaint cracked walls, ceilings
- _____ Fix faucet drips
- _____ Clear clogged drains
- _____ Clean fireplace, lay logs for fire
- _____ Straighten all closets
- _____ Use room deodorants to remove mustiness
- _____ Vacuum/shampoo rugs

Clean/polish heating elements – furnace, boiler, etc.
Neaten up, throw away what you're not going to move

Kitchen

Clean/paint cabinets
Use bright curtains
Clean ventilating hood, fan
Repair/clean/wax floor
Clear off counter tops to make kitchen look spacious and neat
Make sure drawers slide smoothly
Put appliances out of sight, stack items neatly in cabinets
Clean/polish appliances – inside and out

Bathroom(s)

Put out fresh towels
Clean fixtures, tub, toilet
Replace toilet seat
Clean/replace shower curtain

Bedroom(s)

Make beds
Use most attractive bedspread, curtains

Living Room/Den

Plump up cushions
Stack newspapers, magazines
Clean television screen

Dining Room

Polish table, buffet, etc.
Clean glass in china cabinet
Make sure chair seats are in good shape

Laundry Area

Remove hanging clothes
Put away powders sprays, etc.
Clean/polish washer, dryer, tub