



# Seller's Checklist

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## Time: 1 to 3 months before putting your home on the market

- 1. Hire a home inspector to check your home from top to bottom, or inspect yourself with "buyer's eyes."
- 2. Work with your Realtor to prioritize what should be taken care of before listing your home.
- 3. Complete major projects, hiring a handyman or contractor if needed (See note below if you are short selling). Organize outdoor projects to enhance curb appeal. Hire a landscaper to help.
- 4. Paint rooms that need fresh paint and/or trim, using only neutral colors.
- 5. Get packing boxes, labels, tape and markers.
- 6. Work with your agent or professional stager to de-clutter your home. Remove EVERYTHING that you don't need or use regularly. Have a garage sale, Craigslist sale, donate and/or store extra "stuff."
- 7. Assemble all the paperwork concerning your home including deeds, notes and any legal documents, if applicable.

**\*\*\*Note:** Make a checklist of items that will stay with the property (i.e. - washer/dryer, refrigerator, etc.), and a list of items that will NOT stay.



## Time: 1 to 3 months before putting your home on the market

- 1. Create a routine to ensure that everything is absolutely clean from now until the house sells. Teach family members some "quick pick-up" techniques for showings.
- 2. Do a thorough deep "spring" cleaning (even if it isn't spring). Hire pros to take care of cleaning projects that you don't have time or the skills to do from cleaning gutters to carpets.
- 3. Meet with your agent to set a listing price, discuss the marketing strategy and complete paperwork.
- 4. Make keys, if necessary for your agent and for the lockbox.



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## Time: 1 Week Before Listing

- 1. "Stage" home and have property photos taken for listing services and other marketing pieces
- 2. Prepare a final checklist to execute in a few minutes when a Realtor calls to show the house. For example, open drapes and blinds so the house appears bright and cheerful. Turn on lights. Remove pets, valuables, etc.



## Time: Showings and Open Houses

- 1. Pets, especially their odors (cat boxes and dog beds) need to be neutralized. Change cat boxes daily.
- 2. Perform your cleaning routine every day. The kitchen and bathroom are particularly important to keep immaculate.
- 3. When the agent calls, execute your showing checklist, and arrange to disappear.

## Daily Cleaning Routine During Listing Period

- 1. Touch up windows and mirrors.
- 2. Sweep/vacuum entire house and mop floors.
- 3. Clean smudges around doorknobs, light switches and on walls.
- 4. Clean and polish bathroom fixtures (rubbing alcohol on a cloth quickly removes water spots on bathroom fixtures).
- 5. Make beds and fluff pillows. Add strategic bouquets of seasonal flowers.
- 6. Run wash (don't leave dirty clothing lying about).
- 7. Clean stove, refrigerator doors and sink.

### **\*\*\*Note to Short Sellers:**

While you want your home to show as well as possible, you do not want to spend any money on improvements. Focus on de-cluttering and cleaning only.

