



Seller To-Do Checklist

Four Simple Rules to Follow:

1

If it's broken,
fix it.

2

If it's dirty,
clean it.

3

If it's cluttered,
de-clutter it.

4

If it smells,
neutralize it.

Home Interior

- ☐ Light Switch covers- replace if broken or marred
- ☐ Light Bulbs- Use daylight bulbs, ensure all are working
- ☐ Carpet and Flooring - no rugs on top of carpet
- ☐ Windows, blinds, and window treatments- freshen or dust
- ☐ Doors and door knobs (interior and exterior)
- ☐ A/C and furnace vents- replace
- ☐ Ceiling fans and light fixture covers - clean
- ☐ Paint (touch up or re-paint rooms in neutral tones)
- ☐ Walls, baseboards, and ceilings



Living & Family Rooms

- ☐ Arrange furniture to give an open feel and maximize visual floor space
- ☐ Remove unnecessary or oversized furniture
- ☐ Toys and pet ownership should be concealed
- ☐ Remove all personal items, such as family photos, knick-knacks, remotes, etc
- ☐ Clean fireplace and remove smoke stains, if applicable

Dining Room

- ☐ Keep dining table clear except for one nice centerpiece

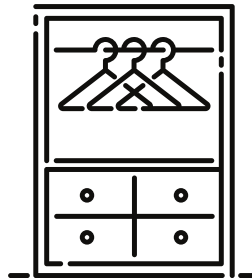
Kitchen

- ☐ Stow all small appliances and items from countertop
- ☐ Clean and organize drawers and cabinets
- ☐ Clean tile grout and caulk
- ☐ Clean the stove, oven/hood, exhaust fans, and microwave
- ☐ Clear refrigerator doors of all magnets, pictures, and messages
- ☐ Empty the garbage before each showing
- ☐ Organize pantry to look neat and clean - shop your shelves
- ☐ Box up any unnecessary dishes/cooking supplies
- ☐ Scrub and polish sink
- ☐ Stage kitchen with simple centerpiece on kitchen table, or bowl of lemons on countertop



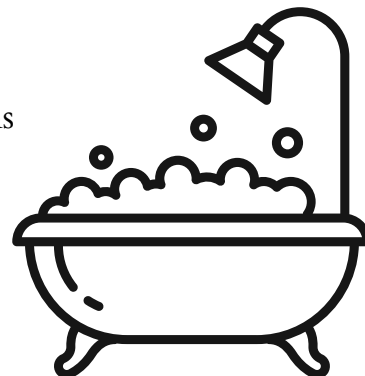
Bedrooms & Closets

- ☐ Make beds daily
- ☐ Clear off tops of furniture including nightstand, dressers, bookshelves, etc.
- ☐ Keep floors clear and vacuum/mop regularly
- ☐ Remove all wall decor
- ☐ Repair any holes/damage to walls
- ☐ Remove and pack "out of season" clothing
- ☐ Organize shoes on racks
- ☐ Neatly arrange items on shelves- 25% rule.....
- ☐ Leave extra space on shelves and floor



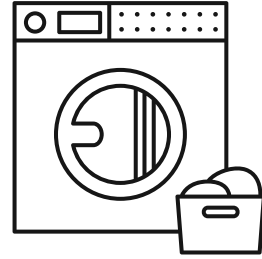
Bathroom

- ☐ Clear off vanity countertops and neatly store all personal care items
- ☐ Remove any stains from sinks and bathtubs
- ☐ Clean all tile, grout, and caulk. Re-caulk areas that cannot be cleaned
- ☐ Clean any moldy areas of showers and baths
- ☐ Repair leaky faucets
- ☐ Tuck prescription medications safely away
- ☐ Empty the shower of all non-essential personal items
- ☐ Coordinate all linens (preferably white)
- ☐ Clean/replace all shower curtains
- ☐ Keep toilet lids closed
- ☐ Organize cabinets to be neat
- ☐ Hide garbage cans and cleaning supplies



Laundry Room

- ☐ Store all soap and supplies in cupboards or matching baskets
- ☐ Keep all surfaces clean
- ☐ Use high watt, daylight bulbs to make it look brighter
- ☐ Do laundry often to limit dirty clothing
- ☐ Keep floors cleared of clutter and mop regularly



Yard & Exterior

- ☐ Inspect all gutters, downspouts, siding, window sashes, trim, and shutters
- ☐ Replace any broken windows, doors, and screens
- ☐ Inspect the roof for missing or damaged shingles or flashing. Make any needed repairs.
- ☐ Clean and touch up paint on little things: house numbers, mailbox, door bells, etc
- ☐ Put out new doormat
- ☐ Clean glass on porch lights and remove bug remains
- ☐ Sweep all walkways, patios, porches, and decks
- ☐ Pressure wash any vinyl siding and/or dirty/stained concrete
- ☐ Re-stain or paint deck/fence as needed
- ☐ Wash windows (inside & out)
- ☐ Arrange outdoor furniture and firewood neatly
- ☐ Trim shrubbery, bushes and trees, remove dead limbs, plants and debris
- ☐ Do not allow shrubs/plants to block windows
- ☐ Remove all weeds from flower beds, rocks & cracks in concrete
- ☐ Clean up rock and mulch beds. Add fresh mulch
- ☐ Keep lawn mowed, edged, and fertilized
- ☐ Add flowers in pots for splash of color

