



# HOME SELLING CHECKLIST

We have prepared this checklist to help you get ready for that all-important sale.

## *Interior List*

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### **Entryway**

- Overall appearance
- Clean and uncluttered
- Excess furniture removed
- Lights fixtures work and are polished

### **Living Room**

- Overall appearance
- Walls and ceiling freshly painted/clean
- Wood floors or carpet are clean and in good condition
- Curtains, drapes and windowsills are clean
- Doors are in good condition and polished
- Room is free of clutter
- Excess furniture removed
- Fireplace is clean (wood stacked neatly and ready to use)
- Lights and outlets working and polished

### **Dining Room**

- Overall appearance
- Walls and ceiling freshly painted/clean
- Wood floors or carpet are clean and in good condition
- Curtains, drapes and windowsills are clean
- Doors are in good condition and polished
- Room is free of clutter
- Excess furniture removed
- Lights and outlets working and polished

### **Bedroom**

- Overall appearance
- Walls and ceiling freshly painted/clean
- Paint and wallpaper are fresh
- Wood floors or carpet are clean and in good condition
- Curtains, drapes and windowsills are clean
- Doors are in good condition and polished
- Room is free of clutter
- Excess furniture removed
- Closets and dressers are tidy
- Lights and outlets working and polished

### **Laundry Room**

- Overall appearance
- Washer and dryer are clean and empty
- Floors are clean and in good condition
- All lighting in good condition

### **Kitchen**

- Overall appearance
- Ceilings, walls and floor are clean
- Paint and wallpaper are in good working condition
- Sinks clean and working without leaks or drips
- Pantry, cupboards and drawers are clean and uncluttered
- All appliances are clean inside and out / good working condition
- Counters uncluttered

### **Bathrooms**

- Overall appearance
- Walls and ceilings freshly painted/clean
- Paint and wallpaper look new
- Floors are clean and in good condition
- Sinks and tubs scrubbed
- No leaks or drips
- Fixtures sparkling and in good working condition
- Tile is clean and un-cracked (caulking is in good repair)
- All cabinets are cleaned out
- Toilet working. Seat cleaned and firmly fastened
- Hang bright and fresh towels

### **Basement**

- Clean and uncluttered
- Light fixtures work
- Storage is organized
- Smells fresh and aired out
- Cracks in ceilings/walls repaired
- No evidence of water penetration
- Dampness removed
- Cold water pipes covered
- Drains cleared
- Sump pump installed
- Furnace cleaned
- Handrail secure

### **Heating/Cooling Systems**

- Furnace clean and inspected
- Hot water heater is clean and in good condition
- Hot water heater is inspected
- Air conditioner is clean and working
- Heating and air system filters replaced

*-Selling your home the right way-*

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**Sotheby's**

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*continued...*

## Exterior List

### Lawns and trees

- Lawn green and mowed
- Shrubs and trees trimmed
- All necessary weeding completed
- Edges trimmed
- Flowering plants to add color
- Fence in good repair
- Yard cleared of leaves and debris
- Fresh bark for an attractive entryway

### Garage and driveway

- Garage is clean and tidy
- Uncluttered (junk is thrown out)
- Workbench clean and clutter free
- Garage door opens and closes properly
- Oil and rust stains removed from driveway

### Pool and Spa

- Pool/spa is clean
- Pool/spa equipment in good working condition
- Good overall appearance

### House

- Overall appearance
- House freshly painted
- Doors painted/stained
- Hardware works
- New front doormat
- Exterior lights working
- Gates and fences painted and working
- Walkways are clean, uncracked, and free of clutter
- Trash cans are clean and out of sight
- Outside windows clean, uncracked, caulked and working properly
- Gutters clear, clean and fastened
- Roof in good condition

### Things To Do

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### Other Recommendations

- Light a fire in the winter
- Open blinds during the daytime
- Tastefully decorate tables and mantles with fresh cut flowers
- Have plenty of lights on at nighttime
- Be aware of any strong odors; create a pleasant “fresh smelling” fragrance

### Selling tips while your home is being shown

- Turn off the T.V.
- Play music—tune into classical or soft jazz
- Let the salesperson show your home; let him/her discuss the price and terms with the client; try not to interfere
- Disappear or remain in the background (take kids and pets with you)
- Be friendly and available
- Refer inquiries about your house to your Realtor to take advantage of the agent’s professional skills in selling your home
- Have information handy (where bus runs, what school their child will go to, how to get garbage service, good dentists or babysitters in the neighborhood, shopping centers nearby, etc.)

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