

# ***Home Sale Preparation Checklist***

## **CLEAN**

- [ ] Remove clutter: picture frames, accessories, papers, files, books, music, magazines, small appliances, electronics, collectibles, toys & decorative objects.
- [ ] Scrub all surfaces — think hotel clean.
- [ ] The home should be free of all smells, including animals, food & cigarette smoke. Remove potpourri, scented candles & air fresheners. If the home is kept clean, these should not be needed.
- [ ] Clean the baseboards in the entire home - this is where the most dust & dirt collects that is often overlooked.
- [ ] Clean windows & sills inside & out - let the light in!
- [ ] Don't neglect the closets - potential buyer will peak in here, too. Keep them tidy & clean.
- [ ] Clean all light fixtures & ceiling fans; dangly spiderwebs are not attractive to homebuyers.
- [ ] Have carpets professionally cleaned & consider replacing them if they are too worn.
- [ ] Hardwoods should be mopped & oiled or waxed to give new life & shine.
- [ ] Large appliances should be cleaned inside, out & under.
- [ ] Steam curtains & dust blinds.
- [ ] Keep the bed linens clean & the beds made.
- [ ] Remove caked-on peeling paint from window clings & sills. Top with fresh coat of paint.
- [ ] Clean off shelves & display just a few purposeful objects.
- [ ] Remove grease & grime from kitchen cabinet doors.
- [ ] Clean & tidy inside the kitchen & bathroom cabinets.

## **REPAIR**

- [ ] Take an inventory of all repairs needed in the home & get to work!
- [ ] Check all doors to make sure that the hardware is in good working order, & replace if needed.
- [ ] Do all the windows open easily & have secure window lock?
- [ ] Reglaze the bathtub if needed — this is an easy way to cover pink & aqua of times past.
- [ ] Check that caulking is clean & not peeling away in kitchen & bath — if so, have it replaced.
- [ ] Repair any cracks in ceilings & walls.
- [ ] Fill in holes left by picture hangers & wall art. Touch up with paint.
- [ ] Replace showered with a clan, new one with multiple settings.
- [ ] Repair any leaky faucets or supply valves.
- [ ] If you can, repair chipped or broken tiles you have in the house.
- [ ] Ensure all outlets & light switches are working. Hire an electrician if they need to be fixed or replaced. Adding dimmers is an inexpensive luxury that potential buyers will appreciate.
- [ ] Replace old, dirty & paint covered electrical covers with new ones.
- [ ] Put the right bulbs in light fixtures, make sure there are no bulbs burned out inside or outside of the home.

## **DECORATE**

- [ ] Take down overly fussy window-treatments; replace with simple, clean blinds or curtains to allow light in.
- [ ] If homeowner is moving with their decorative fixtures, replace lights & other permanent fixtures with stylish, inexpensive alternatives. Keep in mind finish & style of home.
- [ ] Keep colors neutral on the furniture & walls, but don't be bland. Introduce a little color through thoughtfully placed accessories like pillows or pottery.
- [ ] A fresh coat of paint can do wonders. Consider using a low-VOC / non-toxic paint to eliminate the overpowering new paint smell.
- [ ] Place vases of fresh flowers or potted plants inside for added life. Make sure that dead leaves are pruned.
- [ ] Mow the lawn, plant flowers in beds, window boxes & place a few bright pots at the entry.
- [ ] This is the one time to make the home look as neutral & depersonalized as a catalogue.
- [ ] Each room should have a clear use — rearrange & move furniture if necessary for buyers to see how the room can be used.
- [ ] My go-to paint colors: Benjamin Moore Seapearl & Manchester Tan
- [ ] Buy a pretty house-number sign for the front door.
- [ ] Keep clean, crisp towels in the bathrooms. Buy new ones if your existing towels are worn.
- [ ] Add mirrors to add light & spaciousness.