

# CENTURY 21<sup>®</sup>

## Real Estate Center

### Home Seller's Checklist

This checklist is meant as a guide to help you get your home ready to be sold. You will want to capture the potential buyer's interest from the moment they step out of their car and increase their interest as they open your front door and move throughout your home.

<b>Kitchen</b>	<b>Notes</b>	<b>Completed</b>
Keep dishes and food out of sight		
Clean all appliances and range hoods		
Clean all fixtures		
Check all electrical switches		
Check working order of electrical outlets		
Deodorize garbage disposal, dishwasher, refrigerator		
Eliminate cooking odors		
Clean under sink		
Organize cupboards		
Remove all clutter		
<b>Bathrooms</b>	<b>Notes</b>	<b>Completed</b>
Clean out tile grout and repair if needed		
Shine mirrors		
Remove soap residue/mildew/mold (shower/tub/sink)		
Remove lime deposits (fixtures/shower/tub/sink/toilet)		
Make sure toilets flush properly; replace noisy mechanisms and "stuck" handles		
Clean out cabinets and remove non-essentials		
Empty and clean all wastebaskets		
Keep fresh towels on towel racks		
Clean shower door; keep track lubricated on sliding door		
Replace old shower curtains		
Clean exhaust fans/heaters or replace if broken or noisy		
Remove all clutter		
<b>Clean Interior - All Rooms</b>	<b>Notes</b>	<b>Completed</b>
Doors		
Windows		
Baseboards		
Light switches		
Chair railings		
Window coverings		
Ceiling fixtures		

Area rug		
Shampoo carpeting		
Check corners for cobwebs		
Make beds and fluff pillows		
Fix scratches in wood floors		
Check that all doors work smoothly		
Empty wastebaskets		
Check that all lighting is working		
Polish all wood surfaces		
Patch wall holes		
If needed, consider an interior paint job		
Evaluate the furniture in each room and remove anything that interrupts "the flow" or makes the room appear smaller. Consider renting a storage unit to move items off-		
Remove all clutter		
<b>House Exterior - Check/Clean/Repair/Replace:</b>	<b>Notes</b>	<b>Completed</b>
Remember the importance of CURB APPEAL		
Trim, siding, rain gutters/downspouts, shutters		
Doors and screens		
Paint or refinish the front door		
Buy a new welcome mat		
Put potted flowers by the front door, if space permits. You don't want to crowd the front porch.		
Windows, frames, glass and screens		
Hardware		
Fences and gates		
Light fixtures/outdoor lighting		
Roofs - wash and clean		
Power wash home exterior		
Air conditioning units		
Outdoor BBQ		
Garage		
Porch		
Carport		
Patch or reseal driveway if needed		
Clean oil stains from driveway		
Check septic tank for unpleasant odors		
Paint or replace street numbers on house		
Check doorbell or knocker		
Clean and polish (or replace) door hardware		
Clean up any pet droppings		
Repair leaky faucets		
Haul away rubbish		
Straighten woodpile and check for insects		
Keep service areas and rubbish cans clean		

Remove all clutter		
<b>Landscaping/Yard:</b>	<b>Notes</b>	<b>Completed</b>
Remember the importance of CURB APPEAL		
Keep your yard mowed and neatly trimmed		
Green up the lawn		
Eliminate bare spots		
Water lawn regularly		
Remove and replace dead plants and shrubs		
Weed flower beds and apply fresh mulch		
Prune plants/trim around trees, fences, and walls		
Replace any damaged landscape accessories		
Check and adjust sprinkler system		
Replace any broken stepping stones		
Apply fresh paint to any wood fences		
If your yard is small, remove everything that emphasizes the small size		
If you have a view, make sure that anything that obstructs the view is either removed or trimmed		
If you have a pool and/or spa, make sure it is clean and inviting		
Remove all clutter		
<b>Closets</b>	<b>Notes</b>	<b>Completed</b>
Keep closets clean		
Throw out or store non-essentials		
Adjust and/or repair any sliding doors		
Lubricate sliding doors or noisy hinges		
Paint interior wall if needed		
If your closet has the wooden rails, consider putting in adjustable closet organizers		
Remove all clutter		
<b>Laundry Notes</b>	<b>Notes</b>	<b>Completed</b>
Clean out areas behind and under the washer and dryer		
Eliminate any mildew odors		
Keep lint traps		
Remove all clutter		
<b>Garage / Carport / Utility Shed</b>	<b>Notes</b>	<b>Completed</b>
Keep area clean		
Clean away any cobwebs		
Keep tool area uncluttered and hang up all lawn tools		
Use bright lights in garage and work areas		
Make sure automatic hinges and tracks of overhead doors		

Remove all clutter		
<b>Air Conditioning &amp; Heating</b>	<b>Notes</b>	<b>Completed</b>
Replace filters		
Clean intake vent		
Clean around all supply vents		
<b>Additional Helpful Hints</b>	<b>Notes</b>	<b>Completed</b>
Provide potential customers with a list of all maintenance		
Schedules, warranties still in effect, and all bonds (i.e.		
List current improvements and upgrades that make your house special		
Remove all clutter		
<b>OTHER</b>	<b>Notes</b>	<b>Completed</b>
Remove all clutter		
<b>Special Details for Showing</b>	<b>Notes</b>	<b>Completed</b>
Turn on all the lights		
Open all drapes and shutters in the daytime		
Keep pets secured outdoors		
Buy new towels for bathrooms		
Buy new bedding for bedrooms		
Replace old lamps or lampshades		
Play quiet background music		
Light the fireplace or clean out the ashes and light a candelabrum		
Infuse home with a comforting scent, such as apple spice or vanilla		
Set the dining room table for a fancy dinner party		
Vacate the property while it is being shown		
Remove all clutter		