

# Home Selling Checklist ✓



**The Right Way Home.**

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## About this Guide

Preparing your home to sell can be a big event. Making it ready for the photoshoot for the listing photos, and then maintaining it as best as possible for open houses and showings can also be stressful!

This checklist will help breakdown the deep cleaning, decluttering and repair phase for both the interior and exterior of the home.

It also provides tips for helping to stay organized, with a quick clean up checklist for those last minute showings! If you need an agent and get stuck in the process, give Kelly Right Real Estate a call, we are happy to help!

# Home Selling Checklist

## Exterior

### HOUSE

- Overall appearance
- House freshly painted
- House numbers visible and secure
- Doors painted/stained
- Hardware works
- Stucco walls free of cracks
- Bricks secured and undamaged
- Doorbell works
- New front doormat
- Exterior lights working
- Mailbox in nice, working condition
- Gates and fences painted and working
- Walkways are clean, repaired & free of clutter
- Trash cans are clean and out of sight
- Outside window clean, repaired, caulked and working properly
- Gutters clear, clean and fastened
- Roof in good condition

### PATIO, DECK, SHED, FIRE PIT PLAY AREA, WALKWAYS ETC.

- Clear of leaves, weeds and overgrowth
- Sweep, clean and in good condition
- Arrange outdoor furniture nicely
- Paint, seal, repair items as needed
- Dispose of trash, clutter, broken items etc.
- Lighting in good condition

### GARAGE & DRIVEWAY

- Garage is clean and organized
- Uncluttered (junk is thrown out)
- Work bench clean and clutter free
- Garage door opens and closes properly
- Oil and rust stains clean from driveway
- Items nicely stored in bins, shelves etc.
- Lights are in working order

### 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 trash
- Fresh bark for an attractive entryway
- Shovel snow, clear sidewalks, de-iced

### POOL & SPA

- Pool/Spa is clean
- Equipment in good working condition
- Good overall appearance
- Pool/Spa storage area is clean
- Pool toys and devices stored away

# Home Selling Checklist



## Interior

### ENTRYWAY

- Overall appearance
- Clean and uncluttered
- Excess furniture removed
- Windows and sills clean
- Light fixtures work and are polished

### LIVING ROOM(S)

- Overall appearance
- Walls and ceilings freshly painted/clean
- Floors/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 clean (wood stacked neatly)
- Lights and outlets working and polished

### DINING ROOM

- Overall appearance
- Walls and ceilings freshly painted/clean
- Floors/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(S)

- Paint and wallpaper are fresh
- Walls and ceilings freshly painted/clean
- Floors/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

### KITCHEN

- Overall appearance
- Ceilings, wall and floors are in good condition
- Paint and wallpaper are in good condition
- Sinks clean and working without leaks or drips
- Pantry, cupboards, drawers clean and uncluttered
- All appliances are clean inside and out
- All appliances in good working condition
- Counters uncluttered
- Clean backsplash
- Shine appliances, hood-range and sink
- Dust on top of fridge and light fixtures
- Clear food and clutter from counters and surfaces
- Sweep and mop
- Clean windows and window treatments

# Home Selling Checklist



## Interior continued

### BATHROOMS

- Paint and wallpaper look new
- Walls and ceilings freshly painted/clean
- 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 in good repair)
- All cabinets are cleaned out
- Toilet working, seat clean and firmly fastened
- Hang clean, fresh towels neatly
- Polish fixtures
- Check exhaust fan
- Clean walls, baseboards and windows
- Empty and replace garbage

### LAUNDRY ROOM

- Overall appearance
- Washer and dryer surfaces are clean
- Floors are clean and in good condition
- All lighting in good condition
- Shelves clean and organized

### 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 replaced
- Air conditioning filters / vents clean and replaced

### BASEMENT/ATTIC

- 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
- Stairs and Handrail secure

### CLOSETS

- Neat overall appearance
- Doors and fixtures clean and working
- Floors are clean and in good condition
- All lighting in good condition
- Shelves clean and organized
- Declutter unneeded items
- Stored items stacked neatly in bins
- Straighten hanging items

### HALLWAYS/STAIRS/LANDINGS

- Walls, baseboards and floors clean
- Clear and uncluttered
- Light fixtures work and are polished
- Banisters and rails clean and secure

# Showings & Photoshoot



## Prepare Your Home

- Put away family photos and personalized decor- buyers should be able to picture themselves in the home
- Declutter as much as possible- go through each room, closet and storage area. Trash, donate and store away items (this will help your spaces look larger, more functional and make it easier to maintain and quick clean before showings. Decluttering will help make it easier to pack while moving too)
- Secure and lock up valuables including: sensitive and financial documents, medication, guns, jewelry, etc.
- Keep pet areas clean, wash bedding regularly, keep a lint roller handy and clean up pet hair daily
- Do a daily cleaning, sometimes a showing can happen without much notice
- Clear off surfaces: countertops, couches, tables, sinks, dressers, etc. A nice storage tray on counters help
- Create "stations" or decorative boxes you can keep organized. Ex: bathroom caddy, mail center, key storage
- Get a decorative storage box or basket for each room of the home to help with organization and decluttering
- Keep storage spaces tidy- closets, laundry room, pantries, garages, etc. these will all be looked at

## Quick Clean Before Each Showing

- Clear off and wipe down surfaces: countertops, couches, tables, sinks, dressers, etc.
- Quickly check each room before the showing: straighten blankets, towels, pillows, bookshelves, etc.
- Use the decorative basket or storage box in the room to quickly hide daily clutter in
- Light a fire in the winter
- Open blinds during the daytime
- Have plenty of lights on at night time, turn on exterior lights
- Tastefully decorate tables and mantels with fresh cut flowers or plants
- Be aware of odors; avoid strong smelling foods, create a pleasant (but not overwhelming) fragrance
- Close all toilets, replace empty toilet paper rolls
- Close / empty all trash cans
- Hide pet and food bowls, clean out any cages / litter boxes
- Keep a lint roller handy and clean up pet hair, straighten pet area
- Turn off the TV and play music – tune into classical or soft jazz

## Working with the Agent

- Let the agent show your home; let them discuss the price and terms with the client; do not interfere
- Refer inquiries about your house to your agent to take advantage of the agent's professional skills
- Have information handy (where bus runs, local school list, garbage service, utilities company information, sprinkler system company, transferable roof warranty information, shopping centers nearby, etc.)
- Disappear or remain in the background (take the kids and pets with you)
- Be friendly and available to showings

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Purchase & Sell Property*

## About Kelly Right Real Estate

Kelly Right Real Estate is an innovative, 100% commission, real estate brokerage that combines full support, cutting edge technology and outstanding marketing. Kelly Right gives our agents the best commission structure in the industry, so they can offer their clients the best service possible!

Contact us for inquiries on listings, to find a real estate agent near you to help you sell or purchase a property, for questions about the home buying process, and for real estate careers questions.

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