

# Seller's Checklist



## First Impressions Are the Most Lasting!

Maintaining the condition of your home is very important to impress buyers. Other people will also be closely examining your home such as Real Estate Agents, Appraisers and Inspectors.

This is an interior and exterior checklist to help identify areas of your home which may need work before you put it on the market.

## Overall Home

- Clean out stored junk
- Have your home professionally sprayed for insects
- Park in garage at all times for potential drive-by buyers
- Childproof your entire home in case potential buyers bring children into your home:
  - Make sure kitchen is cleared of knives and other sharp objects
- Secure any tools in garage or work shed
- Place childproof covers on open outlets
- Do not have extension cords or blind cords where small children might pull
- Place household cleaners and yard products in high storage areas or in locked containers
- If you have a pool, have it locked and key available

## Interior

### Walls & Ceilings

- Repair cracks, holes or damage to plaster or drywall
- Clean off fingerprints, smudges, grease and dirt
- Check condition of paint and wallpaper
  - Clean off fingerprints, smudges, grease and dirt
  - Paint with neutral color if necessary

### Floors

- Check baseboards and moldings
- Check:
  - Creaking boards
  - Loose, missing or cracked tiles
  - Carpet issues such as stains, over-stretching and hanging threads
- Check staircases for loose handrails or posts, worn tread, carpet and chipped paint

### Windows & Doors

- Oil all windows and doors to ensure smooth operation
- Replace broken or cracked panes and missing or damaged screens for windows and doors
- Check glazing, weather stripping and caulking
  - Repaint and caulk if necessary
- Clean all windows: interior and exterior
- Clean window sills, tracks, blinds and valances
- Test doorbell or chimes
- Test security alarms

## Rooms

### Attic

- Check the chimney for signs of water
- Clear ventilation openings and clean if needed
- Check underside of roof for leaks, stains or moisture
- If attic has flooring, check for damage and needed repairs

### Basement

- Check for signs of moisture, cracked walls or damaged floors and ceilings
- Inspect structural beams
- Check pipes for leaks

### Garage

- Inspect doors and windows for any peeling paint
- Check condition of glazing around all windows
- Test door opener for smooth and quiet operation
- Oil hinges and other hardware on door

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## Rooms cont.

### Kitchen

- Organize cabinets, drawers, pantry and refrigerator
- Remove accumulation of grease or dust from surfaces
- Clean ventilation or exhaust fan on stove
- Clean built-in microwave and replace filters
- Clean and polish all appliances

### Closets

- Dust all shelving and organize clothing and shoes
- Remove laundry
- Vacuum or repair flooring
- Arrange to appear as spacious as possible

## Systems

### Electrical

- Check for exposed wiring and outlets
- Have a professional electrician label circuit breakers
- Test and repair switches
- Test and repair ceiling fans
- Replace any dead/burned out bulbs

### Plumbing

- Check for leaks inside and outside
- Check water pressure with multiple sources running
- Check and clear all slow running or clogged drains
- Check, clean and repair garbage disposal if applicable

## Exterior

### Driveway

- Power wash surface to remove grease or stains
- Remove grass or weeds from driveway seams
- Repair concrete or blacktop if needed

### Exterior Walls

- Check masonry walls for cracks and damage
- Check for painting issues and repair if needed
- Replace loose or missing caulk

### Yard

- Mow lawn, re-seed/re-rock or sod if necessary
- Trim hedges, prune trees/shrubs and re-mulch flower beds if needed
- Ensure watering times are correct, adjust sprinklers which spray onto walkways

### Bathrooms

- Test operation of toilets and faucets
- Replace or repair any leaking faucets or shower heads
- Check tile joints, grouting and caulking
- Remove mold, mildew and hard water stains
- Polish fixtures

### Heating & Cooling

- Change all air conditioning filters
- Have all systems serviced
- Check water heater and repair if needed
- Clear and clean areas around heating and cooling equipment

### Plumbing

- Check walls, steps, retaining walls, walkways and patios for cracks and decay
- If under foundation warranty, have home inspected

### Roof & Gutters

- Inspect flashing around roof stacks, vents, skylights and chimneys
- Clear obstructions from vents, louvers and chimneys
- Check fascias and soffits for decay

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