

## **Seller Preparation Checklist**

- Provide a doormat at each entry so buyers can wipe their shoes.
- Keep up the routine maintenance on your property.
- Perform a general cleaning, dust, vacuum, mop and paint as needed.
- Replace all burned out light bulbs and open all shades for maximum lighting.
- Remove excess clutter from countertops, desks, closets, walls and refrigerators.
- If redecorating, select neutral colors, especially for carpet and paint.
- Store all your valuable items in a safe place.
- Keep your yard nicely landscaped and groomed, add mulch if needed.
- Organize all yard clutter; trim bushes, mow, fertilize and water your lawn.
- Keep your driveway and garage floor properly sealed and cleaned.
- Wash down all dirty exterior siding and clean your windows.
- Scrape, paint or stain all exterior trim, porches and decks as needed.
- Replace worn and stained carpets.
- Replace broken windows and doors.
- Install new caulk around bath tubs, sinks and windows.
- Repair dripping faucets.
- Clean gutters and downspouts.
- Clean excess junk from basements, stairways and attics.
- Host a garage sale, or sell and donate your unwanted items to charity.
- Sweep, clean and paint your basement floor to give it a fresh, clean look.
- Remove smoke and pet odors by airing out or deodorizing property.