



Sell A Home Checklist

Mark each box with an X upon completion of each task.

1. **Detach from the home.** Take a step back. Approach the sale as a real estate transaction, not the sale of your home.
2. **Consult with a Realtor®** Even if you're a real estate expert, buyers are usually uncomfortable dealing directly with the seller. While you may be capable of selling your home, a professional full-time Realtor® is your best bet. Find an agent that is highly educated and is a leader in your local market. Choose someone who listens to you, is friendly and responsive.
3. **Get your paperwork in order** Make sure you have all documents in order to sell. Buyers and settlement agents or closing attorneys will ask for a copy of your deed and property survey (must be current/correct), copies of all utility and insurance bills (buyers may ask about current expenses), copies of warranty documents, security system agreements, home owners association documents, or copies of recorded restrictions on your property.
4. **De-clutter and remove personal items.** Remove personal items and photos, remove excess furniture and clutter. The home should be spacious and clean. Begin at your front door and go through the entire house, even de-clutter your basement, attic and garage. Organize your closets and kitchen cabinets. Everything should be clean and orderly.
5. **Remove items not intended to remain after sale.** Custom fixtures, draperies or other "special upgrades" that you intend to take with you must be removed and replaced prior to showing your home.
6. **Repair, replace and paint.** Paint rooms to freshen up or brighten up your home, paint your Front door, garage door, exterior and trim if not recently painted. Replace house numbers with new and attractive lettering. Replace burned out light bulbs and old or outdated fixtures. Replace broken or outdated appliances. Re-caulk/Re-grout areas in bathrooms and kitchen area. Fix broken locks, doors, sliders, screens, etc.
7. **The home must shine - inside and out.** Vacuum, clean or replace carpets or rugs. Dust the furniture, mop floors, wash the windows and clean the blinds. Display new or like-new kitchen and bath towels, blankets and bedspreads. Use air fresheners throughout your home if necessary. Exterior areas must be cleaned too, no cobwebs. Replace welcome mats.
8. **Consider the curb appeal of the home.** Mow the lawn, rake the leaves, remove snow, etc. Trim all hedges or trees and replace dead or unattractive plants. Plant flowers, add stone accents and mulch planters. Make the home more appealing from the street. Replace the mailbox if old, rusted, or dented.
9. **Staging** Arrange furniture in a manner that showcases each room. Rooms should feel spacious. Adjust window shades and blinds to allow natural light into the rooms. Bathrooms must be spotless. Clean out medicine cabinets and vanities. Display fresh flower arrangements in dining or kitchen area. When your property is finally ready to show, it's Photo & Video time so call your Realtor®.
10. **Showtime** Allow your Realtor® to show your home during weekdays & weekends. Serious buyers look every day of the week, not just on the weekends. Make your home available for open houses. Maintain the cleanliness and appearance of your home, inside and out, on a daily basis. Keep promotional flyers on the kitchen counter for buyers and other agents to take with them. Allow your Realtor® and buyer's agent to field all questions from potential buyers.