

# Last Day Checklist

## Kitchen/Living Room

- Load dishwasher and run
- Clean countertops
- Sweep/swiffer floors
- Throw away all leftovers from fridge
- Empty trash cans and re-line

## Bedrooms

- Change sheets on beds
- Put old sheets in washer/dryer
- Sweep/swiffer floors
- Empty trash cans and re-line

## Bathrooms

- Sweep/swiffer floors
- Clean toilets
- Empty trash cans and re-line

## Utility Room

- Turn off water heater
- Turn off water pump
- Change water filter

## Misc

- Check filters on all 4 mini-splits
- Clean off deck
- Drain water lines (winter)
- Close and lock all windows
- Put trash can out for pickup
- Lock shed door and unplug shed
- Lock back door

## Dock

- Clear trash off dock
- Put chairs, tables back
- Tie off boat
- Boat lifted
- Boat cover on

# PRE-LISTING CHECKLIST

## CURB APPEAL

- Add colorful plants
- Mow lawn
- Trim around walkways
- Trim trees and bushes
- Remove weeds from flowerbeds
- Match around trees and flowerbeds
- Clean and paint the front door
- Add a new, fresh doormat

## EXTERIOR

- Powerwash driveway & siding
- Remove driveway stains
- Fill driveway cracks
- Repaint or stain patio
- Wash windows
- Clean window wells
- Repaint siding
- Clean and repair gutters
- Replace missing shingles
- Ensure lights are working and bright
- Make sure the doorbell is working

## OVERALL INTERIOR

- Mop all hardwood and tile
- Clean window and window wells
- Repair holes or cracks in walls
- Repaint with neutral colors
- Clean baseboards and trim
- Organize basement
- Check and replace light bulbs
- Dust all lights and ceiling fans
- Dust shelves and art
- Remove family photos
- Take out all trash
- Have carpets professionally cleaned
- Fix leaky faucets
- Organize closets leaving free space
- Clean all blinds and curtains
- Ensure windows open, close and lock
- Clean all filters and vents
- Replace worn pillows and rugs
- Declutter and arrange in an inviting way
- Place fresh flowers on the table
- Eliminate odors



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# PRE-LISTING CHECKLIST

## BEDROOM

- Nightstands should be dusted and organized.
- Declutter and organize closets
- Arrange the furnishings to make it look larger.
- Clean shades and curtains
- Create empty space in closets

## LAUNDRY ROOM

- Put all clothing away
- Organize shelves
- Wipe down washer and dryer
- Clean all surfaces

## KITCHEN

- Minimize items on the counter
- Remove magnets from the refrigerator
- Wash all cabinet fronts
- Organize to create space
- Hide trash can in a closet
- Ensure all appliances are working
- Deep clean refrigerator and stove

## BATHROOM

- The shower curtain should be cleaned or replaced.
- Remove rust and mildew stains
- Wear-and-tear rugs and towels should be replaced.
- Check the exhaust fan
- Ensure the toilet operates properly
- Ensure the sink/tub/shower drain well
- Clean toilet towels
- Clean soap residue from shower/tub
- Check the water pressure at all fixtures

## GARAGE

- Seal or paint floors
- Wash floors
- Cover exposed wiring
- Organize items in bins on shelves
- Organize to create floor space
- Ensure the garage door is working



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# PREP YOUR HOME FOR PHOTOGRAPHY

## GENERAL

- Remove all superfluous items to create more space.
- Deep clean and declutter
- Remove all children and pet toys
- Remove pet bowls, crates, etc.
- Open curtains and turn lights on
- Replace all burned out lightbulbs
- Hide unattractive views with semi-sheer curtains
- Turn all fans off
- Remove all family photographs
- Remove signs of political or religious preferences
- Remove any newspapers magazines or mail

## BEDROOMS

- Make all beds
- Clear clutter
- Remove all personal items
- Tidy up toys clothes and valuables
- Create space in closets by removing extra clothing
- Replace toilet paper with fresh rolls

## BATHROOMS

- Leave toilet seat down
- Clear all clutter or countertop
- Remove all rugs/bathmats
- Remove soap and shampoo containers
- Remove dirty towels
- Arrange fresh accent towels
- Place a small fresh plan out for decoration

## KITCHEN

- Remove small appliances from counters
- Remove all rugs and dishtowels
- Place fresh flowers or fruit bowl on the counter for decoration
- Remove magnets from the refrigerator
- Ensure that all visible areas are freshly cleaned
- Store garbage can out of sight
- Replace paper towel with fresh rolls

## LIVING ROOM

- Turn off the TV and hide remotes
- Place pillows and throw blankets neatly in place
- Declutter coffee tables and shelves

## DINING ROOM

- Declutter all areas
- Place a simple centerpiece on the table
- Ensure that chairs are neatly arranged

## EXTERIOR

- Place garbage bins in the garage
- Ensure hoses are coiled neatly
- Uncover and clean barbeques
- Close garage door
- Ensure landscaping is freshly manicured
- Place a fresh wreath and doormat at the entrance to the home



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# CLOSING DAY CHECKLIST



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## TASKS FOR SELLER ON CLOSING DAY

### BEFORE

- Get all of your closing documents together.
- Your current home utilities should be canceled or transferred.
- Gather any appliance manuals, warranties, or other documentation
- Ensure that all household remote controls are left at home.
- Switches should be turned off and any open valves should be closed.
- Cancel your current homeowner's insurance policy.
- Ensure that all personal belongings are removed and that all of your contacts

### ON THE DAY

- For the house inspection, double-check that you have receipts/documents for any repairs you've made.
- Have photo identification for the person who will be in charge of the house.
- Make all of the closing fees payments.
- Get all of your closing documents together.

### AFTER

- Ascertain that the new owners have received all utilities.
- Make a copy of your closing documents and keep them in a secure location.

# SHOWING CHECKLIST

## SHOWING IN 10 MINUTES

- Secure your pets or bring them along.
- Verify that all towels have been collected.
- Make your beds.
- Clean all of the counters.
- Turn on all lights & open curtains
- Remove all rubbish.
- Toilet seats should be closed.
- Put everything in a basket and put it in your car.

## SHOWING IN 30 MINUTES

- Secure your pets or bring them along.
- Verify that all towels have been collected.
- Clean all of the counters.
- Make your beds.
- Turn on all lights & open curtains
- Put everything in a basket and put it in your car.
- Remove all rubbish.
- Toilet seats should be closed.
- Make sure your home smells fresh
- Vacuum all carpets
- Clear out the kitchen sink
- Sweep & mop all hard-surfaced floors

## SHOWING IN 1 HOUR

- Turn on all lights & open curtains
- Sweep & mop all hard-surfaced floors
- Make your beds.
- Clean and wipe down toilets
- Vacuum all carpets
- Put everything in a basket and put it in your car.
- Sweep front door and shake out the doormat
- Remove everything from the kitchen sink.
- Take out all garbage
- Verify that all towels have been collected.
- Clean all of the counters.
- Make sure that your home has a pleasant odor.
- Clean all glass and mirror surfaces



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# SELLER QUESTIONNAIRE

## SELLER CONTACT

Owner: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Co-Owner: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### PREFERRED CONTACT TIME:

Morning  Afternoon  Evening

### PREFERRED CONTACT TYPE:

Phone  Email  Text

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## SELLER DETAILS

### IDEAL SALE PRICE

### PREFERRED SALE DATE

### NUMBER OF YEARS IN HOME

### WE WOULD LIKE TO MOVE BECAUSE: .....

.....  
.....  
.....

### CURRENTLY ON MORTGAGE PAYMENTS?

Yes  No

### MORTGAGE AMOUNT OWED

### MORTGAGE MONTHLY PAYMENT

## HOME DETAILS

### BEDROOMS:

### CAR GARAGE :

### BATHROOMS:

### SQFT:

### BASEMENT:

### STORAGE:

### SPECIAL FEATURES

### UPGRADES



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