

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 plant 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

PREFERRED CONTACT TIME:

☐ Morning ☐ Afternoon ☐ Evening

PREFERRED CONTACT TYPE:

☐ Phone ☐ Email ☐ Text

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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