

SELLING Checklist

Checklist For Selling



1 MAKE MAINTENANCE IMPROVEMENTS

There are a number of improvements that are relatively easy and inexpensive to make and can substantially improve a home's appearance.

- Trim trees and shrubs which touch or overhang the house.
- Apply new caulking and weatherstripping, as needed, around windows and doors.
- Clean gutters of debris and leaves; repair or replace cracked or broken gutters, downspouts and extensions to ensure proper drainage.
- Replace bathroom caulk or grouting where necessary to prevent seepage and improve appearance.
- Ventilate closed basements and crawl spaces or install a dehumidifier to prevent excessive moisture build-up.
- Regrade soil around the foundation, as needed, to keep water away from the house.
- Replace dirty filters (every six months) in the heating and air conditioning systems.
- Have the heating and air conditioning cleaned, and install chimney hoods or caps as needed.

2 PAY ATTENTION TO DETAILS

Fixing even minor items can go a long way toward improving that important first impression of your home.

- Repair leaky faucets.
- Tighten loose doorknobs.
- Replace damaged screens.
- Replace broken panes of glass/sash cords.
- Replace burned-out light bulbs.
- Secure loose railings.
- Repair and coat driveway.
- Repair peeling wallpaper.
- Clean and/or paint walls as necessary

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3 TAKE SAFETY PRECAUTIONS

Pay attention to items relating to protecting the home and its occupants from danger.

- Install smoke detectors on each level.
- Have an electrician install Ground Fault Circuit Interrupter outlets in "wet" areas, such as bathrooms and kitchens
- Store flammable products away from the furnace, water heater and fireplaces.

4 MAKE COSMETIC IMPROVEMENTS

An attractive, clean and neat appearance will enhance your home's appeal.

- Keep the lawn mowed and the house picked up.
- Clean exterior walls, stairs and trim; repaint if necessary.
- Open window shades and curtains to create a bright, inviting atmosphere.
- Keep the kitchen and bathrooms clean, since buyers scrutinize these areas.

5 PREPARE FOR THE BUYER'S INSPECTION

It's a good idea to assemble in advance various house records that can be used to answer questions from buyers and home inspectors.

- Appliance receipts, service records and warranties.
- Information on the age of major components such as the furnace, air conditioner, water heater and roof.
- Major component warranties (e.g. roof, furnace etc.)
- Gas and electric bills from the previous 12 months.
- Remove excess clutter from basement, attic and garage areas to give buyers and home inspectors access to the heating system, electrical equipment and structure.