

# Preparing Your Home for Sale Checklist



Presented by: Mary Charters and Associates

301 Inspiration Lane

Gaithersburg, MD 20878

**301-740-1010**

OUTSIDE	KITCHEN
<ul style="list-style-type: none"> <li><input type="checkbox"/> Mow the lawn, trim trees and shrubs away from the house.</li> <li><input type="checkbox"/> Remove dead plants, flowers and Shrubs</li> <li><input type="checkbox"/> Put away tools, garbage cans, hoses, toys and building materials</li> <li><input type="checkbox"/> Remove window screens and keep windows clean</li> <li><input type="checkbox"/> Check for broken roof shingles and clean out gutters.</li> <li><input type="checkbox"/> Seal or resurface driveway</li> <li><input type="checkbox"/> Clear patios and decks or planters, flower pots, charcoal, and barbecues</li> <li><input type="checkbox"/> Dress up front yard shrubs and lamp posts with fresh mulch</li> <li><input type="checkbox"/> Repaint or refinish trim around windows and doors.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean the stove, oven, range hood and counter-tops.</li> <li><input type="checkbox"/> Repair drippy faucets and squeaks or binds in cabinet drawers. Make sure cabinet hardware is also cleaned.</li> <li><input type="checkbox"/> Discard old food and leftovers from refrigerator.</li> <li><input type="checkbox"/> Remove messages, pictures and magnets from refrigerator.</li> <li><input type="checkbox"/> Clear small appliances, dish drainer and cook-ware from countertop.</li> <li><input type="checkbox"/> Wipe down cabinets and clear out items under the sink.</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Other: _____</li> </ul>
FOYER	FAMILY ROOM
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean all light fixtures and replace with bright bulbs.</li> <li><input type="checkbox"/> Turn on all the lights before a buyer arrives to show there is nothing to hide.</li> <li><input type="checkbox"/> Roll up and remove small rugs.</li> <li><input type="checkbox"/> Fill the house with a fresh scent. Heat vanilla on the stove, or bake a batch of cookies</li> <li><input type="checkbox"/> Spotlessly clean woodwork and carpeting.</li> <li><input type="checkbox"/> Clear window ledges of all objects to give a nice glimpse inside and out.</li> <li><input type="checkbox"/> Repaint walls in a neutral color such as antique white</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean fireplace and remove any items in front of it.</li> <li><input type="checkbox"/> Replace carpet if it has a loud color.</li> <li><input type="checkbox"/> Remove magazines, books, video games, toys and other clutter.</li> <li><input type="checkbox"/> Create an easy going, relaxed atmosphere.</li> <li><input type="checkbox"/> Dust and simplify shelves, remove family photos</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Other: _____</li> <li><input type="checkbox"/> Other: _____</li> </ul>

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LIVING ROOM	BATHROOMS
<ul style="list-style-type: none"> <li><input type="checkbox"/> Discard worn furniture and move extras to a storage area.</li> <li><input type="checkbox"/> Visit a model home for decorating ideas.</li> <li><input type="checkbox"/> Clear away all magazines, books and other objects from furniture.</li> <li><input type="checkbox"/> Take down pictures that hide walls. Patch nail holes and paint.</li> <li><input type="checkbox"/> Add lamps and lighting to dark areas.</li> <li><input type="checkbox"/> Open the curtains.</li> <li><input type="checkbox"/> Set out fresh flowers.</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remove any unnecessary items from the vanity, tub, etc.</li> <li><input type="checkbox"/> The fixtures, tile and shower curtain should be immaculate.</li> <li><input type="checkbox"/> Caulk and grout tile. Bleach discolored grout.</li> <li><input type="checkbox"/> Remove any wallpaper that is not “conservative”</li> <li><input type="checkbox"/> Decorate with towels.</li> <li><input type="checkbox"/> Check to see bath vents are working properly</li> <li><input type="checkbox"/> Make sure all fixtures work properly, and fix leaks</li> <li><input type="checkbox"/> Other: _____</li> </ul>
MASTER BEDROOM	MISCELLANEOUS
<ul style="list-style-type: none"> <li><input type="checkbox"/> This is the 2nd most important-to-be appealing room.</li> <li><input type="checkbox"/> Define areas by furniture arrangement. Keep it simple.</li> <li><input type="checkbox"/> Be sure clothes are hung up.</li> <li><input type="checkbox"/> Store off-season clothing elsewhere.</li> <li><input type="checkbox"/> Clean out closets enough for buys to get a good idea of storage size.</li> <li><input type="checkbox"/> Make sure nothing is left under beds; add bed-skirts for cleaner look.</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean or replace HVAC filter. Clean air returns.</li> <li><input type="checkbox"/> Test all smoke detectors.</li> <li><input type="checkbox"/> Clean chimney, fireplace, or woodstove.</li> <li><input type="checkbox"/> Remove any wallpaper that is not “conservative”</li> <li><input type="checkbox"/> Decorate with towels.</li> <li><input type="checkbox"/> Make sure all windows, doors and cabinets open easily without squeaks; replace rusty hinges.</li> <li><input type="checkbox"/> Check ventilation in attic, basement, and crawl-space; update if necessary.</li> <li><input type="checkbox"/> Other: _____</li> </ul>