

**The Goal:** to objectively evaluate every room and prepare for buyer open houses and moving.

### Clean/Replace:

- \_\_\_\_\_ Light Switch Covers
- \_\_\_\_\_ Fireplace
- \_\_\_\_\_ Light Bulbs
- \_\_\_\_\_ Front Door
- \_\_\_\_\_ Carpets
- \_\_\_\_\_ Blinds
- \_\_\_\_\_ Doors and Door Knobs
- \_\_\_\_\_ All Paint
- \_\_\_\_\_ AC/Heater Vents
- \_\_\_\_\_ Treat for bugs and spiders

### Dust Everything:

- \_\_\_\_\_ Walls
- \_\_\_\_\_ Blinds
- \_\_\_\_\_ Ceilings
- \_\_\_\_\_ Baseboards
- \_\_\_\_\_ Windows
- \_\_\_\_\_ Cold Air Return Vents
- \_\_\_\_\_ Ceiling Fans

### Make Each Room Inviting:

- \_\_\_\_\_ Rearrange/remove furniture to maximize visual floor space
- \_\_\_\_\_ Pack up all knick-knacks, figurines and personal photos
- \_\_\_\_\_ Prune/organize house plants
- \_\_\_\_\_ Remove all but a few decorative books from bookshelves
- \_\_\_\_\_ Reduce the amount of wall art to one or two items per room
- \_\_\_\_\_ Add lamps to any dark spaces to brighten the room
- \_\_\_\_\_ Avoid using scented candles, sprays and plug-in air fresheners (essential oils tend to be okay).
- \_\_\_\_\_ Keep coffee tables clear
- \_\_\_\_\_ Remove ashtrays
- \_\_\_\_\_ Store/pack away toys
- \_\_\_\_\_ Use pillows and throws to cozy up the room

## Dining Room Duties:

- \_\_\_\_\_ Bottom of chandelier should be a min. of 5 feet from the floor
- \_\_\_\_\_ Keep dining table clear except for one nice center piece
- \_\_\_\_\_ Remove extra chairs from the table and dining room
- \_\_\_\_\_ Remove extra leaves from the table
- \_\_\_\_\_ Dining table should seat 4 to 6 chairs max

## Kitchen Duties:

- \_\_\_\_\_ Clear items from the counter tops
- \_\_\_\_\_ Clean tile grout; bleach if needed
- \_\_\_\_\_ Clean the stove, oven and microwave
- \_\_\_\_\_ Clear the refrigerator of magnets, pictures and messages
- \_\_\_\_\_ Repair broken or loose corners on Formica countertops
- \_\_\_\_\_ Replace burner pans on stove if worn
- \_\_\_\_\_ Put away all mops, brooms, vacuums, etc.
- \_\_\_\_\_ Empty the garbage before each showing
- \_\_\_\_\_ Remove any pet food/dishes
- \_\_\_\_\_ Organize pantry
- \_\_\_\_\_ Box up unneeded dishes and cooking supplies
- \_\_\_\_\_ Scrub/polish sink

## Bedroom Duties:

- \_\_\_\_\_ Make beds daily
- \_\_\_\_\_ Invest in new bedspreads if necessary
- \_\_\_\_\_ Clear off bedside tables and dressers
- \_\_\_\_\_ Organize closets/keep doors closed
- \_\_\_\_\_ Keep all floors clear and vacuumed
- \_\_\_\_\_ Repair any wall damage

## Laundry Duties:

- \_\_\_\_\_ Put soap and supplies in cupboards
- \_\_\_\_\_ Keep sink/surfaces clean
- \_\_\_\_\_ Use high watt bulbs
- \_\_\_\_\_ Remove all clothing
- \_\_\_\_\_ Keep floors/rugs/shower curtain clean

## Bath Duties:

- \_\_\_\_\_ Clear and clean all surfaces
- \_\_\_\_\_ Display a bottle of hand soap or a clean bar of soap
- \_\_\_\_\_ Purchase new towels if necessary
- \_\_\_\_\_ Coordinate all linens in one or two colors
- \_\_\_\_\_ Fold towels in thirds on towel rack

- \_\_\_\_\_ Remove all unnecessary items out of shower stalls and tubs
- \_\_\_\_\_ Clean or replace all shower curtains
- \_\_\_\_\_ Clean any moldy areas
- \_\_\_\_\_ Replace caulking to make it look new
- \_\_\_\_\_ Remove cloth toilet lids and keep them closed
- \_\_\_\_\_ Hide garbage cans and cleaning supplies
- \_\_\_\_\_ Organize cabinets to be nice and neat

### Exterior Duties:

- \_\_\_\_\_ Look at your house objectively from your neighbors yard
- \_\_\_\_\_ Clean or repaint the front door if needed
- \_\_\_\_\_ Repaint the exterior and trim if needed
- \_\_\_\_\_ Replace any rotten wood
- \_\_\_\_\_ Sweep all walkways, patios, porches and decks
- \_\_\_\_\_ Pressure wash any dirty or strained concrete
- \_\_\_\_\_ Restain deck wood as needed
- \_\_\_\_\_ Wash both sides of windows
- \_\_\_\_\_ Place outdoor furniture to show use of space
- \_\_\_\_\_ Outdoor drapes, pillows, and throws create an inviting living
- \_\_\_\_\_ Visually inspect sea wall

- \_\_\_\_\_ Make sure the dock is level
- \_\_\_\_\_ Rake or clean up beach area
- \_\_\_\_\_ Pick up geese and bird poop
- \_\_\_\_\_ Make sure outside furniture is clean and tidy

### Garage Duties:

- \_\_\_\_\_ Clean/sweep out
- \_\_\_\_\_ Organize storage/items
- \_\_\_\_\_ Repaint dirty areas
- \_\_\_\_\_ Pack away anything unnecessary

### Yard Duties:

- \_\_\_\_\_ Prune/weed plants
- \_\_\_\_\_ Do not allow plants to block windows, doors and pathways
- \_\_\_\_\_ Put down fresh mulch to restore color contrast
- \_\_\_\_\_ Keep lawn freshly mowed, edged and fertilized
- \_\_\_\_\_ Add flowers for color splash
- \_\_\_\_\_ Clean noticeably dirty rocks
- \_\_\_\_\_ Rake leaves
- \_\_\_\_\_ Trim any branches blocking lake views



**Congrats!** You've done a lot to prep your home to impress future buyers. Anything else you can think of to improve your property will go a long way!