

THE HOUSE PREP CHECKLIST

For Getting Ready To Show, Sell & Photograph
Grab these To Do lists and get ready to move!
REMEMBER: LESS is MORE

A clean, clutter-free home sells faster!
Checklist courtesy of Sharon Green Photography
For a free downloadable copy visit
www.SharonGreenPhotography.com/FreeChecklists

SHOW + SELL CHECKLIST

LIVING ROOM/FAMILY ROOM/DEN

In no particular order because it all needs to be done!

- Seating** - Store all throw pillows and blankets. Straighten and arrange couch cushions.
- Fireplace** - Empty and vacuum ashes. Remove clutter from mantel leaving only 2-3 well placed, attractive items. No photographs.
- Tables** - Remove all clutter from coffee + end tables such as magazines, books, remotes, tissues, etc. Keep lamps.
- Closets** - Make sure they are tidy and organized. Buyers will look in here.
- Charging Cables** - Remove and store.
- Chairs** - Wash/dust chairs, push under counters, tables, or desks straight.
- TV** - Clean up cables, video games, controllers, DVDs. Store these items out of sight.
- Walls** - Wash walls, remove and add art work as needed. Repair with spackle and paint.
- Walls** - Scrub doorjamb, switch plates, and the edges of doors. These can get very dirty!
- Bookcases** - Remove unwanted items and clutter. Arrange books by size or color.
- Seasonal/Holiday Décor** - Remove and store.
- Trash** - Empty trash cans and hide or remove.
- Windows + Sliding Doors** - Clean inside and out. Open curtains and blinds.
- Lights** - Turn on every single light to make sure fixtures and switches work properly. Replace burned out bulbs and match temperature colors. Make repairs.
- Photographs** - Remove picture frames and on walls. Repair walls as needed.
- Ceilings, ceiling fans and corners** - Dust for cobwebs + dirt.
- Personal Décor** - Remove and store pet beds/dishes/toys, religious and political items.
- Floor** - Mop or vacuum thoroughly, steam clean if needed. Remove throw + area rugs.
- Toys + Games** - Remove all toys and games from the room. If you can't, minimize the amount as much as possible and stack neatly in a far corner.
- Curtains** - Arrange nicely and iron if needed. Hide or remove tags.
- Front Door** - Wash and clean glass inside & out. Repaint/stain if scratched, chipped, faded.
- Plants** - Discard dead plants + leaves, wash leaves.
- All surfaces** - Remove clutter, dust and wipe clean.
- Fragrance** - Purchase and use plug-in air fresheners with a fresh fragrance and replace often. The way your home smells is really important to buyers. Pet, cooking or musty odors are a real turn-off!
- Valuables** - Secure or remove jewelry, prescription medications, laptops/tablets, firearms, credit cards, cash, and anything of value or with personal ID.

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SHOW + SELL CHECKLIST BEDROOMS

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- Beds** – Clean linens, make beds perfectly. Hide or remove comforter and pillow tags. Remove items from under bed or push in far enough so they can't be seen.
- Clothing** – Put away all clean clothes, wash or spray dirty laundry with Febreze and hide.
- Tables & Dressers** - Remove all items. Magazines, perfume/cosmetics, remotes, tissues, etc. Put away CPAP machines, humidifiers, etc. Keep lamps.
- Curtains** – Arrange nicely and iron if needed. Hide or remove tags.
- Charging Cables** – Remove and store.
- Windows + Sliding Doors** – Clean inside and out. Open curtains and blinds.
- TV** – Clean up cables, video games, controllers, DVDs. Remove and store if possible.
- Walls** – Wash walls, remove and add art work as needed. Repair with spackle and paint.
- Walls** – Scrub doorjambs, switch plates, and the edges of doors. These can get very dirty!
- Seasonal/Holiday Décor** – Remove and store.
- Plants** – Discard dead plants + leaves, wash leaves.
- Trash** – Empty trash cans and hide or remove.
- Lights** - Turn on every single light to make sure fixtures and switches work properly. Replace burned out bulbs and match temperature colors. Make repairs.
- Closets** – Make sure they are tidy and organized. Buyers will look in here.
- Ceilings and corners** - Dust for cobwebs and dirt.
- Personal Décor** – Remove and store pet beds/dishes/toys, religious and political items.
- Photographs** - Remove everything with people in them in frames and on walls. Repair walls with spackle + paint.
- Toys + Games** – Remove all toys and games from the room. If you can't, minimize the amount as much as possible and stack neatly in a far corner.
- Chairs** – Wash/dust chairs, push under counters/tables/desks straight.
- Floor** – Mop or vacuum thoroughly, steam clean if needed. Remove throw + area rugs.
- All surfaces** – Remove clutter, dust and clean.
- Fragrance** – Purchase and use plug-in air fresheners with a fresh fragrance and replace often. The way your home smells is really important to buyers. Pet, cooking or musty odors are a real turn-off!
- Valuables** – Secure or remove jewelry, prescription medications, laptops/tablets, firearms, credit cards, cash, and anything of value or with personal identification.

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BATHROOMS

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- Towels** – Place clean towels on towel bars neatly and perfectly.
- Toilet** – Scrub and remove furry toilet cover, if any. Remove all clutter including magazines, books, tissues, etc. Hide toilet brush, replace if it's gross.
- Shower** – Scrub and remove unnecessary personal care items and tub toys, if any. Replace shower curtain if needed
- Floor** – Mop or vacuum thoroughly, steam clean if needed. Remove throw + area rugs.
- Medicine Cabinet** – Remove unused and unnecessary items, wash shelves and organize.
- Sink** – Scrub basin and countertop. Remove personal care items including tooth brushes and all clutter. Keep one soap dispenser.
- Charging Cables** – Remove and store.
- Windows + Sliding Doors** – Clean inside and out. Open curtains and blinds.
- Walls** – Wash walls, remove and add art work as needed. Repair with spackle and paint.
- Walls** – Scrub doorjamb, switch plates, and the edges of doors. These can get very dirty!
- Trash** – Empty trash cans and hide or remove.
- Curtains** – Arrange nicely and iron if needed. Hide or remove tags.
- Photographs** - Remove every photo with people in them in frames and on walls. Repair walls as needed.
- Seasonal/Holiday Décor** – Remove and store.
- Closets** – Make sure they are tidy and organized. Buyers will look in here.
- Clothing** – Put away all clean clothes, wash or spray dirty laundry with Febreze and hide.
- Ceilings and corners** - Dust for cobwebs and dirt.
- Personal Décor** – Remove and store pet beds/dishes/toys, religious and political items.
- Lights** - Turn on every single light to make sure fixtures and switches work properly. Replace burned out bulbs and match temperature colors. Make repairs.
- Chairs** – Wash/dust chairs, push under counters/tables straight.
- Floor** – Mop or vacuum thoroughly. Remove throw rugs.
- All surfaces** – Remove clutter, wipe down.
- Fragrance** – Purchase and use plug-in air fresheners with a fresh fragrance and replace often. The way your home smells is really important to buyers. Pet, cooking or musty odors are a real turn-off!
- Valuables** – **Secure or remove jewelry, prescription medications, laptops/tablets, firearms, credit cards, cash, and anything of value or with personal identification.**

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KITCHEN

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- Towels** – Remove all dish towels including oven handle, cabinet handles, and countertops.
- Refrigerator** – Remove magnets, papers, calendars, fingerprints, etc. from the outside. Thoroughly clean the inside, discard old/unused items, organize the rest.
- Windows + Sliding Doors** – Clean inside and out. Open curtains and blinds.
- Lights** - Turn on every single light to make sure fixtures and switches work properly. Replace burned out bulbs and match temperature colors. Make repairs.
- Curtains** – Arrange nicely and iron if needed. Hide or remove tags.
- Charging Cables** – Remove and store.
- Counters** – Remove all items including small appliances, kettles, cutting boards, knife blocks, paper towels, etc.
- Trash** – Empty trash cans and hide or remove.
- Chairs** – Wash/dust chairs, push under counters/tables straight.
- Tables** – Remove all clutter and placemats, salt + pepper shakers. Dust and wipe down.
- Sink** – Scrub basin. Remove all clutter. Keep one soap dispenser. Wash all dishes or put in dishwasher. The sink must be empty at all times.
- Seasonal/Holiday Décor** – Remove and store.
- Photographs** - Remove everything with people in them in frames and on walls. Repair walls as needed.
- Pantry/Cabinets/Closets** – Make sure they are tidy and organized. Buyers will open for size.
- Ceilings and corners** - Dust for cobwebs and dirt.
- Personal Décor** – Remove and store pet beds/dishes/toys, religious and political items.
- Walls** – Wash walls, remove and add art work as needed. Repair with spackle and paint.
- Walls** – Scrub doorjamb, switch plates, and the edges of doors. These can get very dirty!
- Charging Cables** – Remove and store.
- Floor** – Mop or vacuum thoroughly, steam clean if needed. Remove throw + area rugs.
- All surfaces** – Remove clutter, wipe down.
- Fragrance** – Purchase and use plug-in air fresheners with a clean, fresh fragrance and replace every 30-45 days. The way your home smells is really important to buyers. Pet, cooking or musty odors are a real turn-off!
- Valuables** – **Secure or remove jewelry, prescription medications, laptops/tablets, firearms, credit cards, cash, and anything of value or with personal identification.**

All other rooms not mentioned in this checklist: CLEAN, DECLUTTER AND ORGANIZE! Donate or dispose of everything you don't want, don't need or don't use. You're going to have to pack your home up to move, might as well start now and the less you have to box up, the better!

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EXTERIOR OF HOME

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- Lawn** – Cut and rake. Remove twigs, leaves and branches.
- Trees & Shrubs** – Prune and trim
- Mulch** – Spread fresh mulch in landscaped areas, gardens, and under trees
- Yard Equipment** – Put away garden hoses (or wind up neatly and hide), mowers, leaf/snowblowers, rakes, shovels and all tools. If you don't have a shed or storage area place them neatly in an inconspicuous place.
- Power Washing** – Power wash the home siding, cement areas, wooden deck. Consider hiring a professional to do this.
- Front Door** – Keep steps clean, plant flowers in the ground or in a planter. Remove clutter.
- Garden** – Remove weeds, trim away dead leaves and blooms. Remove most decorative ornaments and figurines, 2 or 3 can remain.
- Driveway** – Sweep/leaf blow away debris. Clear snow if applicable. Move garbage pails out of sight
- Sidewalks** - Sweep/leaf blow away debris. Clear snow if applicable.
- Patio/Deck** - Sweep/leaf blow away debris. Clear snow if applicable. Arrange furniture attractively, push chairs in, open umbrella. Remove clutter, toys, unnecessary items.
- Pool** - Sweep/leaf blow away debris. Vacuum/skim pool, clear toys and clutter. Arrange pool furniture attractively. Weed cracks in cement, gardens, etc. Turn on any water features.
- Pond** – Skim debris, weed border, make area tidy.
- Signs** – Remove any political signs.

The goal of preparing your home for sale is to have the property feel like a hotel - clean and comfortable without personal items that make it difficult for the buyer to imagine their possessions in the home.

Completing this checklist will get your home in perfect showing condition ready to welcome anyone who sees it!