

A close-up photograph of an aloe vera plant in a black pot. The plant has several thick, green, pointed leaves with serrated edges. The background is a plain, light-colored surface.

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The Ultimate Seller To Do List

Your complete guide to preparing your home for a quick sale!



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1

Whole House

objectively evaluate every room!

Clean/replace as needed:

- | | | |
|---|--|--|
| <input type="checkbox"/> Light Switch Covers | <input type="checkbox"/> Fireplace | <input type="checkbox"/> Light Bulbs |
| <input type="checkbox"/> Front door | <input type="checkbox"/> Carpets | <input type="checkbox"/> Blinds |
| <input type="checkbox"/> Doors and Door Knobs | <input type="checkbox"/> Interior & Exterior Paint | <input type="checkbox"/> AC/Heater vents |

Dust everything!!

- | | | |
|---------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Walls | <input type="checkbox"/> Blinds | <input type="checkbox"/> Ceilings |
| <input type="checkbox"/> Baseboards | <input type="checkbox"/> Windows | <input type="checkbox"/> AC Intake Vents |
| <input type="checkbox"/> Ceiling Fans | | |

Make it inviting!

- ☐ Rearrange furniture to maximize visual floor space
- ☐ Pack up all knick-knacks and figurines
- ☐ Prune and nurture all house plants
- ☐ Reduce or add house plants to a balanced number
- ☐ Remove any furniture that you can live without
- ☐ Remove all but a few decorative books from bookshelves
- ☐ Pack away personal family photos to de-personalise the home
- ☐ 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 freshness
- ☐ Use an essential oil diffuser for a fresh and clean smelling home

2

Living Room & Family Rooms

maximise visual floor and wall space

- ☐ Keep coffee tables clear
- ☐ Remove any ashtrays
- ☐ Keep furniture at a minimum
- ☐ Any toys should be stored out of sight
- ☐ Use pillows and throws to soften the space

3

Dining Room

minimise furniture!

- ☐ Any light fitting should be at minimum 1.5 metres from the floor
- ☐ Keep dining table clear except for a nice centerpiece
- ☐ Remove extra chairs from the table and dining room
- ☐ The table should seat 4 to 6 chairs maximum

4

Kitchen

clean and clear surfaces

- | | |
|---|--|
| <input type="checkbox"/> Put away all mops, brooms, vacuums, etc. | <input type="checkbox"/> Clear all items from kitchen counter tops |
| <input type="checkbox"/> Empty the garbage before each showing | <input type="checkbox"/> Clean tile grout, bleach if needed |
| <input type="checkbox"/> Remove any pet food/water dishes before showings | <input type="checkbox"/> Clean the stove, oven and microwave |
| <input type="checkbox"/> Organise pantry to look nice and neat | <input type="checkbox"/> Clear the refrigerator of magnets, pictures, etc. |
| <input type="checkbox"/> Box up any dishes and cooking supplies | <input type="checkbox"/> Repair broken or loose corners on counter tops |
| <input type="checkbox"/> Scrub/polish the sink to make it look like new again | <input type="checkbox"/> Replace burner pans on the stove if worn |

5

Bedroom

make your bed and stow your stuff!

- ☐ Make beds daily
- ☐ Invest in new bedspreads
- ☐ Clear off bedside tables, dressers, etc.
- ☐ Store daily necessities in drawers or closets
- ☐ Organise closets to be nice and neat
- ☐ Keep closet doors closed
- ☐ Keep all the floors clear and vacuum regularly
- ☐ Remove all wall decor, other than tasteful art
- ☐ Repair any holes or damage to walls

6 Laundry put it all away!

- ☐ Put soap and supplies in cupboards
- ☐ Use high watt bulbs to make it look brighter
- ☐ Keep floors cleared of clutter and mop regularly

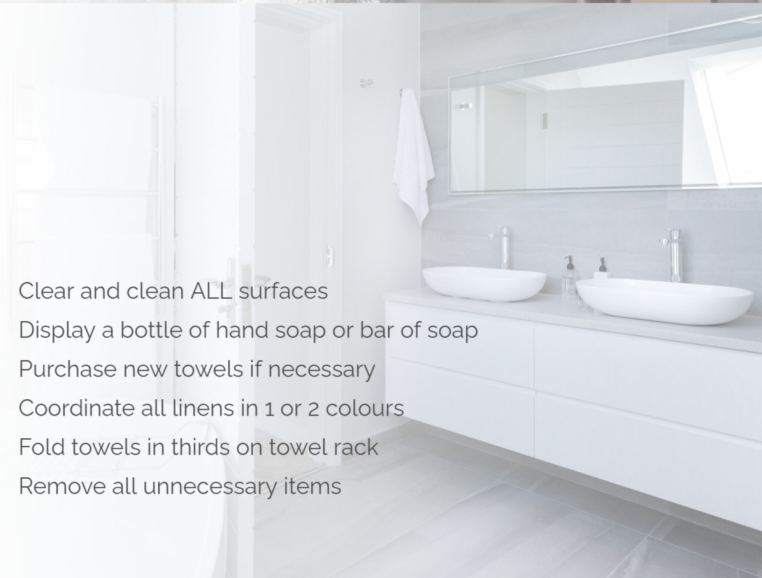


- ☐ Keep all surfaces and sink clean and empty
- ☐ Remove any and all clothing, dirty or clean.

7 Bathroom clean and bright!

- ☐ Clean or replace all shower curtains
- ☐ Clean any mouldy areas
- ☐ Replace caulking to make it look new again
- ☐ Take off all cloth toilet lids & keep lids closed
- ☐ Hide garbage cans and cleaning supplies
- ☐ Organise cabinets to be nice and neat

- ☐ Clear and clean ALL surfaces
- ☐ Display a bottle of hand soap or bar of soap
- ☐ Purchase new towels if necessary
- ☐ Coordinate all linens in 1 or 2 colours
- ☐ Fold towels in thirds on towel rack
- ☐ Remove all unnecessary items



8 Exterior step back and evaluate!

- ☐ Pressure wash any dirty/stained concrete
- ☐ Re-stain deck wood as needed
- ☐ Wash windows, inside and out
- ☐ Use outdoor furniture to show use of space
- ☐ Create an inviting retreat with drapes, pillows, etc.

- ☐ Clean or repaint the front door if needed
- ☐ Repaint the exterior and trim if needed
- ☐ Replace any rotten wood on the exterior
- ☐ Sweep all walkways, patios, porches, and decks



9 Yard & Garden trim and nurture!

- ☐ Prune bushes and plants to look healthy
- ☐ Do not allow shrubs or plants to block windows
- ☐ Weed & remove any dead plants in all planting areas
- ☐ Put down fresh mulch to restore color contrast
- ☐ Keep the lawn freshly mowed, edged, and fertilised
- ☐ Add a few flowers for a splash of color if needed
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10 Garage keep nice and neat

- ☐ Clean and sweep out the garage
- ☐ Keep storage nice and neat
- ☐ Repaint dirty areas
- ☐ Pack anything you can live without



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