

PRE-LISTING

Checklist

BATHROOM

- Clean all surfaces
- Remove rust and mildew stains
- Clean soap residue
- Recaulk shower / sink / tub / cabinetry
- Replace worn rugs and towels
- Clean or replace shower curtain
- Coordinate all linens in one or two colors
- Fold towels in thirds on the rack
- Clean and repair grout
- Check water is draining correctly
- Ensure the toilet operates properly
- Check the exhaust fan
- Check water pressure
- Hide garbage cans & cleaning supplies
- Organize cabinets to be nice and neat

LAUNDRY ROOM

- Clean all surfaces
- Put soap and supplies in cupboards
- Organize shelves
- Wipe down washer and dryer
- Put all clothing away

GARAGE

- Powerwash floors
- Organize to create floor space
- Organize items in bins on shelves
- Cover exposed wiring
- Ensure the garage door is working

EXTERIOR

- Powerwash driveway and siding
- Remove driveway stains
- Fill driveway cracks
- Repaint or stain patio
- Clean windows and wells
- Repaint siding
- Clean and repair gutters
- Replace missing shingles
- Ensure lights are working
- Make sure doorbell is working
- Check home alarm functions
- Make any necessary roof repairs
- Clean pool / spa
- Clean filters and plumbing
- Clean all outdoor items
- Light the driveway & sidewalks

CURB APPEAL

- Add plants
- Mow lawn
- Trim around walkways
- Trim trees and bushes
- Remove weeds from flowerbeds
- Mulch around trees and flowerbeds
- Clean and paint the front door
- Add a new doormat
- Upgrade your mailbox
- Install a new door handle
- Install new house numbers

PRE-LISTING

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OVERALL INTERIOR

- Clean/wax/refinish floors
- Clean mirrors
- Clean fireplaces
- Lightly oil squeaking hinges
- Remove excess or tired furniture
- Tighten up loose doorknobs
- Clean windows and window wells
- Repair holes and cracks in walls
- Repaint with neutral colors
- Touch up ceiling
- Clean baseboards and trim
- Organize basement
- Check and replace lightbulbs
- Add lamps to any dark space
- Dust all lights and ceiling fans
- Dust shelves and wall art
- Remove personal photos
- Have carpets professionally cleaned
- Fix leaky faucets
- Organize closets leaving free space
- Clean all blinds and curtains
- Check window seals and locks
- Clean all filters and vent covers
- Replace worn pillows and rugs
- Place fresh flowers on the table
- Clean all doors
- Put away shoes
- Put away pet food & supplies
- Minimize furniture
- Clean fireplaces
- Clean upholstery
- Prune and nurture all house plants

KITCHEN

- Deep clean refrigerator and stove
- Ensure all appliances are working
- Wash all cabinets fronts
- Organize to create space
- Remove magnets from the refrigerator
- Take out all trash and hide trash can
- Display anything visible through glass

LIVING ROOM

- Keep furniture at a minimum
- Keep coffee tables clear
- Remove any ashtrays
- Clean fireplaces
- Clean upholstery
- Use pillows & throws

BEDROOMS

- Declutter and create empty space in closets
- Store daily necessities In drawers
- Dust and organize nightstands
- Launder bedding and pillows
- Clean Shades and curtains
- Organize furniture to look spacious
- Purchase new bedspreads if necessary

DINING ROOM

- Keep the dining table clear
- Use one nice centerpiece
- Clean any glass displays
- Make sure the chandelier is 60" from the floor minimum



MOVING

Checklist



2 MONTHS OUT

- Create a budget for moving expenses
- Make an inventory of everything to be moved
- Sort cabinets, closets, and drawers
- Donate any unwanted items
- Book the moving elevator
- Confirm parking arrangement for truck
- Contact insurance company to transfer policies
- Take pictures around the home
- Take photos of electronics before unplugging
- Measure doorways, stairways, and elevators to make sure all your furniture will fit

1 MONTH OUT

- Gather moving supplies
- Contact current services to move or cancel
- Contact services in the new area to set up
- Start packing items that aren't frequently used
- Gather all important documents
- Prepare a list of emergency service technicians and preferred providers



2 WEEKS OUT

- Complete repairs
- Create an inventory of boxes
- Return rentals & borrowed items
- Pick up dry cleaning & items being repaired
- Back up your computer
- Send change of address cards
- Arrange for childcare/petcare

1 WEEK OUT

- Deep clean
- Check the weather channel
- Set an appointment with a locksmith

MOVING DAY

- Do a final walkthrough
- Do a final cleaning
- Dispose of trash
- Put pets in a safe place
- Inform the movers of special instructions

PACK AN ESSENTIAL BOX

- Water bottles & snacks
- Important medications
- Important documents
- Pajamas, clean clothes & towels
- Clean sheets
- Toiletries & toilet paper
- Cell phone chargers
- Cash & valuables

Tips

- ✓ Wrap your fragile items in clothes, linens, and towels instead of bubble wrap
- ✓ Take photos when taking furniture apart
- ✓ Label the boxes in detail, on several sides
- ✓ Cover the openings of your toiletries with saran wrap,
- ✓ then put the tops back on
- ✓ Check if your homeowners' insurance policy covers your stuff when moving

PRE-INSPECTION

Checklist

ELECTRICAL

- No aluminum cable for branch circuits
- Heating/cooling system
- Appears to operate well throughout (good air flow)
- Flues: no open seams, slopes up to chimney connection
- No rust around cooling unit
- No fumes or gas odor
- Ductwork in good condition
- No asbestos on heating pipes, water pipes or air ducts
- Separate flues for gas/oil/propane and wood/coal
- Visible wiring: in good condition, no "knob-and-tube" wiring, no exposed splices, cables secured and protected
- Service panel: adequate capacity, all cables attached to panel with cable connectors; fuses or breakers are not overheating

MISCELLANEOUS

- No evidence of moisture
- Stairway treads and risers solid
- Stair handrails where needed and in good condition
- Basement or mechanical room
- Insulation at rim/band joists
- Smoke and carbon monoxide detectors were required by local ordinances
- Automatic garage door opener operates properly, stops properly for obstacles
- Exposed foundation; no stains, no major cracks, no flaking, no efflorescence
- Visible structural wood: no sagging, no damage, no decay, no stains, no damage from insects, sills attached to foundation with anchor bolts

PLUMBING

- Water pump: does not short cycle
- Galvanized pipes do not restrict water flow
- Water fixtures functioning properly
- Water heater: no signs of rust, appropriately vented, sized to produce adequate quantities of hot water for the number of bedrooms in the house
- Visible pipes: no damage, no evidence of leaks, no signs of stains on materials near pipes; drain pipes slope slightly down towards outlet to septic/sewage system

KITCHEN

- Built-in appliances operate properly
- No leaks in pipes under sinks
- Floor in cabinet under sink solid, no stains or decay
- Water flow in sink adequate
- Working exhaust fan that is vented to the exterior of the building
- Ground fault circuit interrupter ("GFCI") protection for electrical outlets within 6 feet of the sinks
- Dishwasher: drains properly, no leaks, baskets, door spring operates properly
- No excessive rust or deterioration on garbage disposal or waste pipes
- Cabinets in good condition: doors and drawers operate properly

BATHROOM

- Working fan that doesn't terminate in the attic space
- Adequate flow and pressure at all fixtures
- Sink, tub, and shower drain properly
- Plumbing and cabinet floor in good condition
- Toilet operates properly
- Toilet stable, no rocking, no stains around the base
- Tub or shower tiles secure, wall surface solid
- Caulking in good condition inside and outside of the tub/shower
- No stains or evidence of past leaking around base
- If the sink is metal, it shows no signs of rust, overflow drain doesn't leak

HVAC SYSTEM

- Ridge and fascia board lines appear straight and level
- Sides of house appear straight and not bowed or sagging
- Visible foundation in good condition - appears straight, plumb, with no cracks

SAFETY CHECK

- Carbon monoxide detectors
- Adequate outdoor lighting
- Smoke detectors
- Circuit breakers

PRE-INSPECTION

Checklist

OUTSIDE YARD

- Proper grading drainage away from the house
- No evidence of standing water
- No leaks from septic system (if applicable)
- Yard, landscaping and walkways are in good condition
- No evidence of push or pull on house
- Driveways, sidewalks, patios in good condition
- Downspout drainage directed away from home
- Exterior structures are in good condition
- Railings on stairs and decks are adequate, secure and meet building codes

STRUCTURE

- Ridge and fascia board lines appear straight and level
- Sides of house appear straight, not bowed or sagging
- Windows and door frames appear to be square, straight, plumb, with no cracks

EXTERIOR SURFACES

- Siding: no cracking, curling, loose, rot or decay
- Masonry veneers: No cracks, no broken components
- Stucco: No large cracks
- Vinyl siding: no dents, no bowing or loose siding
- No vines on the surface of the structure
- Exterior paint: no staining or blisters
- Adequate clearance between ground and wood siding materials (6" minimum); no wood-to-earth contact

ATTIC

- No stains on underside of roofing
- No evidence of decay or damage to structure
- No open electrical splices
- Sufficient and properly installed insulation
- No plumbing, exhaust or appliance vents terminating in attic
- Adequate ventilation, clear path into attic for air entering through soffit vents, adequately sized gable end louvers, all mechanical ventilation operational

ROOF

- Composition shingles: no curling, no cupping, no loss of granulation particulate, no broken, damaged or missing shingles, no loose or missing shingles, no curling
- Flat roofs: no apparent patches, no cracks, minimal blisters/"alligatoring" and wrinkles, no silt deposits (indicates improper drainage), sealed
- Fasteners: no roof penetrations
- No evidence of excess roofing cement/tar/caulk
- Soffits and fascia: no decay, no stains
- Exterior venting for eave areas: vents are clean and
- Chimneys: properly flashed, no evidence of damaged bricks or cracked joints, mortar/cement cap in good condition
- Gutters: no decay or rust, joints sealed, attached securely to structure, no bending or sagging, no sections of gutter or downspout missing, gutters clean, no mud deposits

WINDOWS, DOORS

- Joints around frames are caulked
- Replace damaged screens and windowpanes
- Storm windows or thermal glass used
- Drip caps installed over windows
- Wood frames and trim pieces are secure, no cracks, rot or decay

CRAWL SPACE

- Adequately vented to exterior
- No evidence of insect damage
- No evidence of moisture damage
- Insulation on exposed water supply, waste and vent pipes
- Insulation between crawl space and heated areas, installed with vapor barrier towards heated area

BASEMENT

- No evidence of moisture
- No evidence of water damage to above floor
- Sump pump operates properly

PREP YOUR HOME FOR

Photography

GENERAL

- Remove all unnecessary items and create space
- Remove all toys, pet bowls crates, etc.
- Deep clean & declutter all areas
- Open curtains and use natural light
- Replace lightbulbs if needed
- Hide bad views with semi-sheer curtains
- Remove any personal photos
- Remove signs of any political or Religious preferences & newspapers
- Use fresh flowers
- Clean all mirrors and windows
- Vacuum carpets and polish floors
- Hide remote controls and chargers
- Hide electrical cords and cables
- Turn off & clean ceiling fans
- Remove seasonal decor
- Move furniture around to make room look more spacious

BEDROOMS

- Make all beds and use solid color beddings
- Arrange decorative pillows
- Put away clothing & shoes

DINING ROOM

- Add centerpiece, candles
- Arrange chairs neatly
- Place flowers on table

LIVING ROOM

- Turn off tv & put remotes away
- Organize shelves nicely
- Deep clean & declutter all areas
- Remove all toys/fans/game consoles, etc

KITCHEN

- Clear the countertops
- Remove all rugs & towels
- Clear the table
- Hide cleaning supplies
- Remove magnets from refrigerator
- Clean the light-switch plates
- Clean the appliances
- Hide garbage can
- Place a cookbook on the kitchen counter
- Place a bouquet of flowers
- Use simple decoration items

BATHROOMS

- Clear countertops of clutter
- Ensure toilet roll is full
- Remove all toiletries & cleaning supplies
- Hang fresh towels & remove non-matching towels

EXTERIOR

- Ensure vehicles cannot be seen
- Ensure pool is clean
- Remove all pool toys, cleaners & poles
- Remove weeds & tidy up garden/planted areas
- Place a high quality yard ornament
- Sweep up debris remove all gardening equipments

