

Sellers Information Needed:

Provide copies of:

- Tax bill
- Utility bills
- Trash bill (if separate)
- Assessments and/or CDD information
- Keys for all doors

Complete the seller's disclosures provided by your licensed Realtor. Include:

- Age of:
 - Fridge
 - Stove
 - Hot water heater
 - Roof
 - HVAC system
- Insurance dec page – especially if flood insurance is required.
- HOA contact information and required dues.
- Contact information for:
 - Handyman
 - Air conditioning mechanic
 - Plumber
 - Electric
 - Lawn maintenance.

What should we tell buyers when they ask why you are selling?

Prelisting Cleaning Checklists

We love checklists! We love seeing items marked off as we make progress! This list is meant to be a comprehensive list of every spot in your home that you should look at before a buyer does. If it does not apply to your house, check it off. Psychologically, you will feel like you are making progress!

Just a reminder - Buyers have your list price in their head as they walk through your home. For every dirty, unrepaired, ugly item, the buyer takes money off that price. Use this list to make it hard for them to find ugly items.

INSIDE

If you are ready to move within the next six months, move through this list and pack up stuff you will not realistically need in the next six months. Every shelf should have space on it. Every closet floor should be visible. Store (or donate) some furniture if you cannot see close to half your floor space. Organize your furniture to maximize walking space. If you plan to store things in your garage, make an organized pile in the middle and not against a wall (nothing makes an inspector more suspicious).

Get rid of all clutter and call the pest control company for a spray at least two weeks before deep cleaning. Start in the garage and declutter and clear the floor space. Use this space to store things as you move through the house.

Remove anything blocking or close to the electric panel. The inspector will be taking that panel off the wall for insurance forms.

Make an extra set of keys and label them if you have multiple keys for multiple doors. (Do not put your name and address on the label just in case the keys are lost or misplaced.)

As you declutter and go through items, gather the documents for warranties, instruction manuals, permit applications, etc. that will stay with the house.

When you are ready to have showings, consider having some fresh flowers throughout the house instead of the chemical air fresheners.

OUTSIDE

The biggest return on investment for remodeling is in landscaping. Buyers tolerate a lot of stuff they would change if the curb appeal matches what they want. Get rid of anything dead or dying and remove anything touching your house. Storage sheds should be neat and there should be no yard debris. Color helps a lot to draw the eye. Especially if you plan to list in the winter, take quality photos each season so the potential buyer can daydream about their beautiful future yard.

Kitchen

- Replace light bulbs with higher wattage bulbs.
- Clean light covers. Replace any that are brittle with age.
- Empty every cupboard and store any small appliance you do not use at least weekly.
- Each cabinet should have empty space.
- Organize food pantry. Make empty space on each shelf.
- Repair any broken cabinet doors.
- Clean the front of cabinets.
- Replace cabinet pulls if worn or dated.
- Repair or replace leaky faucet and/or hose sprayer.
- Clean, and make shiny, sink and counters.
- Empty counters. The less on them, the better. Empty is perfect.
- Store alcohol bottles from sight.
- Remove personal photos from fridge and walls.
- Repair any damaged drywall.
- Touch up paint and/or freshly paint in a bright neutral color.
- Repair any broken windows and/or screens.
- Address squeaky door hinges and/or sticky window frames.
- Clean windowsills. Seriously, no one does this, and buyers are disgusted.
- Wipe clean doors and repair any pet damage.
- Wash all windows and remove streaks and nose prints.
- Wash window coverings and/or replace any with dark prints.
- Replace any damaged tiles. Replace any flooring at the end of its life.
- Deep clean or replace any blinds. Keep them open when showings as scheduled.
- Clean cabinet kick boards. Replace any damaged material.
- Clean base boards.
- Sanitize light switches. If aged or damaged, consider replacing.
- Clear off and remove dust from top of cabinets.
- Clear off and remove dust from top of window frames.
- Store any imitation plants.

Living Space

- Replace light bulbs with higher wattage bulbs.
- Replace dark lampshades with lighter ones.
- Clean light switch covers. Replace any that are brittle or discolored.
- Clean fans and all blades.
- Empty every cupboard, dust, and store games, personal items, etc.
- Organize bookshelves. Store knickknacks and personal items.
- Each cabinet and bookshelf should have empty space.
- Clean and repair any broken cabinet doors.
- Replace cabinet pulls if worn or dated.
- Store alcohol bottles and religious items from sight.
- Remove personal photos and items from shelves and walls.
- Consider washing the walls.
- Repair any damaged drywall.
- Touch up paint and/or freshly paint in a bright neutral color.
- Repair any broken windows and/or screens.
- Address squeaky door hinges and/or sticky window frames.
- Clean inside windowsills. Seriously, no one does this, and buyers are disgusted.
- Wipe doors clean and repair any pet damage.
- Wash all windows and remove streaks and nose prints.
- Wash window curtains and/or replace any with dark prints.
- Professional clean and/or replace any flooring at the end of its life.
- Deep clean or replace any blinds. Keep them open when showings are scheduled.
- Clean base boards and tops of door frames.
- Clear off and remove dust from top of window frames.
- Clear off and remove dust from top of cabinets or bookshelves.
- Store any imitation plants.

Bathrooms

- Replace light bulbs with higher wattage bulbs.
- Bathrooms should appeal to both sexes. Dial back any pink frills or animal themes.
- Clean light switch covers. Replace any that are brittle or discolored.
- Empty every cupboard and store anything you do not use at least weekly.
- Each cabinet should have empty space.
- Repair any broken cabinet doors.
- Clean the front of cabinets.
- Clean out and organize the closet.
- Closet floor should be visible and shelves dust free.
- Replace cabinet pulls if worn or dated.
- Repair or replace leaky faucet, shower head, and/or toilet.
- Re-caulk tubs, showers, toilets, and sinks.
- Clean, and make shiny the sink, shower, tubs, toilet, and counters.
- Empty counters. Store toothbrushes, medication, soap, etc. from sight.
- Repair any damaged drywall (especially around shower).
- Touch up paint and/or freshly paint in a bright neutral color.
- Repair any broken windows and/or screens.
- Address squeaky door hinges and/or sticky window frames.
- Clean windowsills (inside window too).
- Wipe clean doors and repair any pet damage.
- Wash all windows and remove streaks and nose prints.
- Wash window coverings and/or replace any with dark prints.
- Replace any damaged tiles. Replace any flooring at the end of its life.
- Deep clean or replace any blinds. Keep them open when showings are scheduled.
- Clean fans and all blades.
- Clean cabinet kick boards. Replace any damaged material.
- Clean base boards and outsides of tub and walls.
- Clear off and remove dust from top of door frames.
- Clear off and remove dust from top of window frames.
- Store any imitation plants.

Bedrooms

- Replace light bulbs with higher wattage bulbs.
- Sanitize light switches. If aged or damaged, consider replacing.
- Wipe clean beds, chests, nightstands, and all furniture.
- Clean light covers. Replace any that are brittle with age.
- Repair any broken closet doors.
- Clean the front of closet doors and replace pulls if worn or dated.
- Remove personal photos walls.
- Repair any damaged drywall.
- Touch up paint and/or freshly paint in a bright neutral color.
- Repair any broken windows and/or screens.
- Address squeaky door hinges and/or sticky window frames.
- Clean windowsills (inside and out).
- Wipe clean doors and repair any pet damage.
- Dust and wipe clean door frames.
- Wash all windows and remove streaks and nose prints.
- Wash window coverings and/or replace any with dark prints.
- Replace any damaged tiles or any flooring at the end of its life.
- Deep clean or replace any blinds. Keep them open when showings as scheduled.
- Clean base boards and replace any damaged material.
- Clear off and remove dust from top of window frames.
- Store any imitation plants.
- Clean fans and all blades.

Laundry Room and Garage

- Replace light bulbs with higher wattage bulbs.
- Sanitize light switches. If aged or damaged, consider replacing.
- Clean light covers. Replace any that are brittle with age.
- Empty every cupboard and store anything you do not use at least weekly.
- Each cabinet should have empty space.
- Organize any storage space.
- Repair any broken cabinet doors.
- Clean the front of cabinets.
- Replace cabinet pulls if worn or dated.
- Repair or replace leaky faucet and/or hose sprayer.
- Clean, and make shiny, sink and counters.
- Clean and wipe down washer and dryer.
- Clean and wipe down hot water heater.
- Empty counters.
- Repair any damaged drywall.
- Touch up paint and/or freshly paint in a bright neutral color.
- Repair any broken windows and/or screens.
- Address squeaky door hinges and/or sticky window frames.
- Clean windowsills.
- Wipe clean doors and repair any pet damage.
- Wash all windows and remove streaks and nose prints.
- Wash window coverings and/or replace any with dark prints.
- Replace any damaged tiles. Replace any flooring at the end of its life.
- Clean cabinet kick boards. Replace any damaged material.
- Clean base boards
- Clear off and remove dust from top of cabinets.
- Replace air filters and consider having a service check with a local HVAC company.
- Empty every cupboard and shelf. Store any tool you do not use at least weekly.

Yard

- Clean patio furniture. Throw away and replace anything damaged.
- Arrange furniture in an inviting manner.
- Pressure wash:
 - House
 - Driveway
 - Roof
- Replace porch lights with higher wattage bulbs.
- Repair or replace any broken lights.
- Remove weeds and dead plants from planters and sidewalks and driveways.
- Prune all tree limbs within six feet of the roof.
- Repair any damage caused by limbs.
- Sweep or blow off leaves and pine needles.
- Fill in empty space with seasonal flowers.
- Prune all bushes back from house and/or walkways.
- Add fresh mulch to beds.
- Mow weekly. (It is Tallahassee and during the summer with our heat and sun, you can practically hear the grass grow.)
- Clear drains and gutters of debris.
- Check for and repair water leaks at faucets and connections.

Paperwork

- Roof permit and/or warranty form, as applicable
- Heating and air conditioning system permit and/or warranty form, instruction manual.
- Thermostat instruction manual, if applicable
- Hot water heater age, warranty and/or instruction manual
- Appliances makes, ages, and instruction manuals.
- Dates and permits, and/or contractors' information for any improvement projects.
- **For closing agent**, mortgage balance (if applicable)
- Boundary and/or elevation survey