



RICHARDSON
REAL ESTATE

The Ultimate Seller To Do List

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

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
- 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!

- 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

- Put away all mops, brooms, vacuums, etc.
- Empty the bins before each inspection
- Remove any pet food/water dishes before inspection
- Organise pantry to look nice and neat
- Box up any dishes and cooking supplies
- Scrub/polish the sink to make it look like new again
- Clear all items from kitchen counter tops
- Clean tile grout, bleach if needed
- Clean the stove, oven and microwave
- Clear the fridge of magnets, pictures, etc.
- Repair broken or loose corners on counter tops
- Add a bunch of fresh flowers or bowl of fruit to the counter



5 Bedroom

make your bed and store your stuff!

- Make beds daily
- Invest in new bedding
- Clear off bedside tables, dressers, etc.
- Store daily necessities in drawers or closets
- Organise wardrobes to be nice and neat
- Keep wardrobe 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

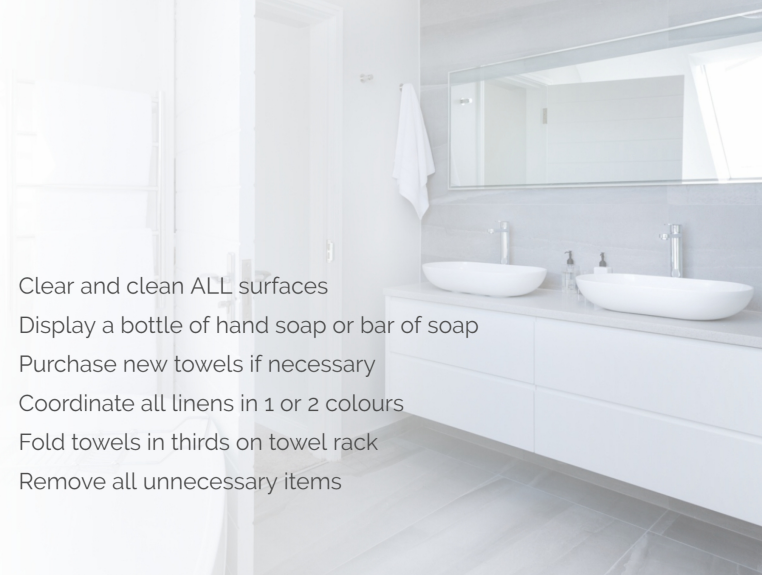


- Keep all surfaces and sink clean and empty
- Remove all clothing, dirty or clean

7 Bathroom clean and bright!

- Clean or replace all shower curtains
- Clean any mouldy areas
- Replace grout to make it look new again
- Take off all cloth toilet lids & keep lids closed
- Hide bins 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
- Make sure your letter box is in good repair

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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