

# A Step by Step checklist to help you Organize your home

This checklist will help you and your Realtor make a cost-effective plan to give your home a maximum sales appeal.

	Yes	No	Recommendations
<b>Exterior</b>			
Paint (or siding) clean, with no peeling?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of holes and cracks?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Porches, walks & driveway clean and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Landscaping</b>			
Does the yard look well-maintained?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Trees & bushes trimmed?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lawns mowed & edged?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of weeds?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Decks & Patios clean?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fence, gates & mailbox like new?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Roof</b>			
Free of leaks?	<input type="checkbox"/>	<input type="checkbox"/>	_____
All shingles or tiles in place?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of sags? Chimney in good shape?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gutters & downspouts looking good?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Carpets</b>			
Clean? Free of worn areas?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of wrinkles or bulges?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of spots or fades areas?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of pet or smoking orders?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Walls</b>			
Free of cracks or holes?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Paint fresh and clean?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wallpaper neat, clean & neutral pattern?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Ceilings</b>			
Free of water stains?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Free of cracks & peeling?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Paint fresh & clean?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Kitchen</b>			
Appliances clean & in working order?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cabinets organized & in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Countertops organized & in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tile and grout clean?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sink in good condition, caulking secure?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Looks modern & not outdated?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floor new and shiny?	<input type="checkbox"/>	<input type="checkbox"/>	_____

**INSTRUCTIONS:** Perform a walk-through inspection of your home. (Pretend you are a prospective buyer!) Check off which items are ready and which ones need some attention. Your Realtor will go over the list with you and recommend ways to make the needed improvements without spending too much time and money.

Yes No Recommendations

**Bathrooms**

- Faucets shut off completely?  Yes  No \_\_\_\_\_
- Sinks drain freely?  Yes  No \_\_\_\_\_
- Toilets in good condition?  Yes  No \_\_\_\_\_
- Shower doors shine?  Yes  No \_\_\_\_\_
- Tub free of stains or cracks & caulking secure?  Yes  No \_\_\_\_\_
- Floor in good condition?  Yes  No \_\_\_\_\_
- Vanity & mirrors in good condition?  Yes  No \_\_\_\_\_

**Windows**

- Drapes, shutters & shades working?  Yes  No \_\_\_\_\_
- Clean & attractive?  Yes  No \_\_\_\_\_
- Screens in good condition?  Yes  No \_\_\_\_\_
- Windows open & close easily?  Yes  No \_\_\_\_\_
- Windowsills clean & free of rot and/or rust?  Yes  No \_\_\_\_\_
- Glass in perfect repair?  Yes  No \_\_\_\_\_

**Doors**

- In good condition?  Yes  No \_\_\_\_\_
- Free of sagging or sticking?  Yes  No \_\_\_\_\_
- Paint in good condition?  Yes  No \_\_\_\_\_
- Do the doors seal tightly?  Yes  No \_\_\_\_\_
- Is the front door inviting?  Yes  No \_\_\_\_\_

**Fireplace**

- Is it clean?  Yes  No \_\_\_\_\_
- Screen in good shape?  Yes  No \_\_\_\_\_
- Does it make an attractive display?  Yes  No \_\_\_\_\_

**Garage**

- Is it organized?  Yes  No \_\_\_\_\_
- Well lit?  Yes  No \_\_\_\_\_
- Floor swept?  Yes  No \_\_\_\_\_
- Oil spots or stains cleaned up?  Yes  No \_\_\_\_\_

**Attic / Basement**

- Organized?  Yes  No \_\_\_\_\_
- Well lit?  Yes  No \_\_\_\_\_
- Clean?  Yes  No \_\_\_\_\_
- Stairs in good repair?  Yes  No \_\_\_\_\_
- Doors open & close easily?  Yes  No \_\_\_\_\_
- Free of signs of insects or rodents?  Yes  No \_\_\_\_\_