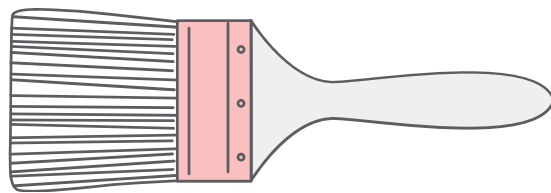
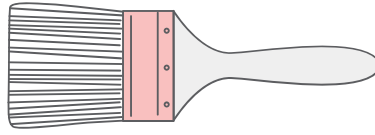


# Listing Prep Packet



# The Honey Do List



Time for that honey-do list to be honey-done! Consider these areas when getting your house ready for sale:

## Maintenance and Repairs

- Have HVAC Serviced (save the receipt)
- Replace air filters, clean intake covers, and replace rusted/discolored registers
- Replace any burned out light bulbs with the maximum wattage allowed
- Exterior power washing of siding, trim, decks and driveways
- Rotten wood repaired or replaced
- Address any leaks (plumbing or roof)

## Painting

- Paint over bright, bold colors with neutral tones throughout the house
- Paint any inactive water stains caused by previous leaks
- Caulk and paint any drywall, trim cracking or nail pops that occur as seasons change
- Be careful with patching and touch-ups, which can look worse than leaving small nail holes
- Fresh paint on exterior doors, trim and shutters if needed
- Make sure house numbers are clearly visible from the street

## Flooring

- Have carpet professionally cleaned or replaced
- Replace damaged hardwoods as needed
- Clean grout lines in tiled areas

## Landscaping

- Freshen up all beds with new mulch or pine straw
- Keep grass cut and edges trimmed
- Trim trees away from roof and shrubs away from siding
- No empty/dead pots or planters
- Roof and gutters free of leaves and debris

## Interior Cleaning

- A deep clean is the last step prior to listing and should include fan blades, blinds and baseboards.



# An Ounce of Prevention

These represent the most common hurdles we see between contract and closing. Getting in front of these items will improve your negotiating position and prevent contract fall through.

## Crawl Space

If your home is on a crawl space, we recommend that you or a CL100 technician go under the house to make sure there are no active leaks, standing water, or excessive moisture conditions. Crawl space moisture is very scary for buyers and recommended repairs can vary drastically. You would rather remedy an issue affordably before a buyer requests a costly remediation.

## Roof

If your roof is more than 10 years old, we recommend having a roofing contractor out to evaluate and identify any potential leak sources. This is the most expensive maintenance item on the home, and a buyer will be very cautious if there are leaks or missing shingles. If your roof is more than 20 years old, a buyer's insurance company will likely require its replacement within 30 days of closing. A buyer will expect you to participate in that expense, so you may want to replace before listing.

## HVAC

Even if your system is new or you've had it serviced in the past 6 months, we recommend a tune-up before we list your property. It's relatively inexpensive and you can be assured that the unit is in tip-top shape before a buyer's home inspection.

## Windows

Your windows have a life span just like the other systems in your house and are very expensive to replace. If you have broken windows or fogged panes, we should discuss whether to disclose or repair.

## Pre-Inspection

One way to prevent deal-breaking surprises is to have a licensed home inspector perform a full pre-listing inspection. It will cost \$400+ (depending on size/age of the home), but could save you thousands in repair negotiations later. The more we know and can repair up front, the stronger negotiating position you will have at the time of contract.

## Most Common Repair Requests

1. Service HVAC
2. Install GFCI outlets
3. Replace burned out light bulbs
4. Replace window sashes if rotted or panes are fogged
5. Repair dripping faucets and leaking pipes
6. Trim vegetation away from house and roof
7. Repair wood rot
8. Seal cracks in concrete or brick
9. Repair door hardware and adjust strike plates
10. Evaluate roof



# Setting the Stage



## Throughout the Home

- All family photos removed to encourage buyers to view property as their own
- De-clutter but leave any accessories the stager can use (mirrors, lamps, framed art work, plants)
- Hide all cords and cables
- Organize office spaces, laundry and utility rooms
- No sign of pets – hide bowls, food, toys, litter boxes, and leashes

## Kitchen

- No photos, magnets, calendars (anything!) on fridge or on top of fridge
- No dish towels hanging on oven handle
- Nothing in/on the kitchen sink and hardly anything on counters
- Hide trash can
- Hide high chairs/booster seats

## Bedrooms and Closets

- Nothing on floors of closets (not even shoes)
- Remove any empty hangers and pack up off-season clothes so closet is sparse. Ideally 1/3 empty.
- Nothing hanging on doors (remove any door hanging racks/hooks)
- Any posters, sports ribbons, personalized signs removed from children's rooms. Hide diapering supplies.
- Toys neatly organized in attractive baskets or packed away

## Baths

- No bath mats
- Hide trash cans
- Only matching fluffy, folded white towels hanging
- No toiletries on counters or in shower
- Clean out medicine cabinets and store all medications out of sight
- No toilet brushes or plungers
- Nothing hanging on doors (remove any over-the-door hanging racks/hooks)
- White shower curtains left half open and toilet lids down for showings

## Garage

- Garage can be packed full but should be organized and navigable

