



THE ULTIMATE HOME SELLER'S CHECKLIST

Use this checklist to prepare your home prior to inspection. It can help make the process of selling your home go more smoothly.

✓ Make Sure It's Accessible

- ▶ Make all exterior doors accessible.
- ▶ Provide keys or unlock all out-buildings and sheds.
- ▶ Remove window security screws, or provide keys for window security locks.
- ▶ Make sure all interior areas are accessible. Don't lock the dog in a spare room or otherwise reduce access to areas in the home.
- ▶ Clear the way to the crawlspace access.
- ▶ Make sure the A/C unit is uncovered and de-winterized.
- ▶ Remove anything blocking access to the electrical panel.
- ▶ Remove excess belongings from utility and storage rooms so there is access for inspection.
- ▶ Make sure the attic is accessible and the stairs can be pulled down without endangering belongings or people below.
- ▶ Remove excess personal belongings from closets.

✓ Make Sure It's On (As Seasonably Able)

- ▶ Turn on sprinkler system.
- ▶ Turn on A/C system.
- ▶ Assure that all utilities are on (electricity, gas, water, and all pilot lights).

✓ Make Sure It Works

- ▶ Make sure all door locks are operable.
- ▶ Assure that all doors and windows open and close properly, and with ease.
- ▶ Be sure there is a minimum of one smoke detector per floor.
- ▶ Make sure smoke detectors are working and have fresh batteries.
- ▶ Make sure CO detectors are installed (and have fresh batteries if they are battery operated or have battery back-up). It's simply a good idea to have CO detectors, but in some states it is also required.
- ▶ Make sure appliances are working: dishwasher, oven, microwave, and garbage disposal.
- ▶ Replace any burned-out light bulbs and make sure all interior and exterior light fixtures work.

✓ Make Necessary Repairs

- ▶ Repair leaks, drips, or water stains. If there is water anywhere where it shouldn't be, it's time to take care of it and repair the damage it left behind.
- ▶ If you have any water penetration issues, in a basement for example, it's better to address it now, rather than later.
- ▶ Replace all damaged window screens.
- ▶ Make sure all light switches operate properly, eliminating any "mystery switches" that could present doubts about the quality of the electrical system.
- ▶ Eliminate anything that wiggles, shakes or teeters. Repair handrails, tighten doorknobs, secure loose toilets, etc.

✓ Complete A Few Chores

- ▶ Remove debris from gutters/downspouts.
- ▶ Trim shrubs away from the foundation and away from A/C condenser unit.
- ▶ Remove wood, debris, or stored items away from the foundation.
- ▶ Clear debris from under the refrigerator.
- ▶ Remove debris from shower drains.
- ▶ Clear the clutter.
- ▶ Clean and clear dryer vents.
- ▶ Remove "creative wiring" such as extension cords in attic, interior and exterior spaces.
- ▶ Replace/clean the HVAC filter.
- ▶ Consider having the A/C unit cleaned and serviced, especially if it has been awhile since it was looked at.
- ▶ Consider having gas fireplaces serviced or wood-burning chimneys cleaned.
- ▶ Test the safety auto-reverse on your garage door and adjust the pressure if it does not auto reverse when encountering a 2" tall block at the garage floor.

✓ Take Care of Pets and Pet Damage

- ▶ It's best that pets are removed from the premises when at all possible. Also, keep in mind that inspectors need access to the entire home, so the garage and the backyard are not a good place for pets to be placed.
- ▶ Repair pet damage. Scratched or urine-soaked wood floor, wood trim, walls, or carpet should be repaired or replaced.

✓ Extras for Homes with Children/Babies

- ▶ Consider propping baby gates open so that walking through the home is easy.
- ▶ Be sure to provide instructions or necessary devices for operating safety lock mechanisms on cabinets, doors, gates, etc.
- ▶ Reduce toy clutter if possible.



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