

# SELLER

# Checklists

FROM PRE-LISTING TO MOVE-OUT



# PRE-LISTING CHECKLIST



## CLEAN

- DUST SHELVING & WALL ART
- DUST & CLEAN ALL LIGHTING
- DUST AND WASH ALL VENT COVERS & AIR RETURNS
- DEEP CLEAN BATHROOMS & KITCHEN
- WASH REFRIGERATOR & FREEZER INSIDE & OUT
- WASH OVEN & RANGE HOOD
- DEEP CLEAN BATHROOMS & KITCHEN
- WASH REFRIGERATOR & FREEZER INSIDE & OUT
- WASH OVEN & RANGE HOOD
- CLEAN KITCHEN CABINETS
- CLEAN INTERIOR DOORS
- WASH ALL WINDOWS INSIDE & OUT
- WASH WALLS WASH DOORKNOBS
- CLEAN SWITCH PLATE
- MAGIC ERASE BASEBOARDS
- CLEAN WINDOW LEDGES
- WASH BED SHEETS AND LINENS
- WASH CURTAINS
- HAVE CARPETS PROFESSIONALLY CLEANED

## PAINT & CAULK

- TOUCH UP CEILING
- TOUCH UP INTERIOR DOORS
- RE-CAULK BASEBOARDS & TOUCH UP PAINT
- REMOVE NAILS/SCREWS IN WALLS, PATCH & PAINT
- RE-CAULK CABINETRY (IF NEEDED)
- RE-CAULK SHOWERS

## DECLUTTER

- ORGANIZE PANTRY, FRIDGE & FREEZER
- DRAWERS IN KITCHEN
- PLAYROOM
- BOOKCASES
- CLOSETS
- STORAGE AREAS FURNACE ROOM
- LINEN CLOSET
- SURFACES, COUNTERS, DRESSERS, & SHELVES
- FLOOR SPACE

## TASKS

- REPLACE LIGHTBULBS
- REPLACE AIR FILTERS
- REMOVE PERSONAL PORTRAITS ON WALLS
- HANG MIRRORS IN DARK CORNERS OR LONG HALLS
- ADD LAMPS IN BEDROOMS

## EXTERIOR

- CLEAN WINDOWS WELLS & WASH WINDOWS
- PRESSURE WASH DECK/PATIO
- PRESSURE WASH GARAGE
- PAINT FRONT DOOR
- FRESH DOORMAT
- WEED & ADD FRESH MULCH
- FRESH FLOWERS IN PLANTERS

# REAL ESTATE PHOTO CHECKLIST



## EXTERIOR

- CLEAN UP THE YARD AND LANDSCAPING
- CLEAR FRONT PORCH AND FRESHEN UP POTTED PLANTS AND ENTRY RUG
- SWEEP PORCH, DECK, AND PATIO
- CLEAR ALL VEHICLES FROM DRIVEWAY AND WINDOW'S VIEW
- HIDE ALL LAWN EQUIPMENT, TOOLS, AND GARBAGE RECEPTACLES
- REMOVE BBQ COVERS
- ARRANGE PATIO FURNITURE PILLOWS AND COVERS
- OPEN UP PATIO UMBRELLAS

## INTERIOR

- CLEAR AND CLEAN ALL COUNTERS (KITCHEN, BATHROOMS, ETC)
- CLEAR KITCHEN SINK
- REMOVE MAGNETS, PICTURES AND CLUTTER FROM APPLIANCES
- CLEAR & CLEAN ALL BATHROOM SURFACES (SHOWER & TUB)
- REMOVE TOOTHBRUSHES, SOAPS, & DRINKING GLASSES
- CLOSE ALL TOILET LIDS
- TURN ON ALL LIGHTS AND LAMPS THROUGHOUT THE HOUSE
- REPLACE BURNED OUT LIGHTBULBS
- OPEN ALL BLINDS AND WINDOW TREATMENTS
- TURN OFF ALL CEILING FANS, TVS, AND COMPUTER MONITORS
- REMOVE UNNECESSARY FLOOR MATS AND RUGS
- REMOVE ALL PERSONAL PHOTOS, PERSONAL ITEMS, AND LAUNDRY BASKETS INTO CLOSET
- MAKE ALL BEDS
- TUCK ALL ITEMS UNDER THE BED SECURELY AS NOT TO BE SEEN
- REMOVE PET ITEMS
- PUT ALL JACKETS, COATS, PURSES, AND PET ITEMS IN A CLOSET

# SHOWING CHECKLIST



## SHOWING IN 10 MINUTES

- GRAB A LAUNDRY BASKET & PLACE ALL CLUTTER IN THE HOUSE IN THE BASKET AND PLACE IN CAR
- WIPE DOWN ALL COUNTERTOPS
- TAKE OUT ALL GARBAGE
- MAKE ALL BEDS
- CHECK BATHROOMS ARE PICKED UP
- CLOSE ALL TOILETS
- TURN ON ALL LIGHTS
- OPEN ALL CURTAINS AND OPEN BLINDS
- MAKE SURE YOUR PETS ARE SECURED OR WITH YOU

## SHOWING IN 30 MINUTES

- GRAB A LAUNDRY BASKET & PLACE ALL CLUTTER IN THE HOUSE IN THE BASKET AND PLACE IN CAR
- VACUUM ALL CARPETS
- SWEEP AND MOP ALL HARD SURFACED FLOORS
- CLEAR AND CLEAN ALL KITCHEN COUNTERS
- CLEAR OUT THE KITCHEN SINK
- CHECK BATHROOMS ARE PICKED UP
- TAKE OUT GARBAGE
- MAKE ALL BEDS
- PUT LAUNDRY AWAY OR IN A BASKET IN THE CAR
- MAKE SURE HOME SMELLS FRESH
- TURN ON LIGHTS
- OPEN ALL CURTAINS AND OPEN BLINDS
- MAKE SURE YOUR PETS ARE SECURED OR WITH YOU

## SHOWING IN 1 HOUR

- GRAB A LAUNDRY BASKET & PLACE ALL CLUTTER IN THE HOUSE IN THE BASKET AND PLACE IN CAR
- VACUUM ALL CARPETS
- SWEEP AND MOP ALL HARD SURFACED FLOORS
- CLEAR AND CLEAN ALL KITCHEN COUNTERS
- CLEAR OUT THE KITCHEN SINK
- WIPE DOWN KITCHEN CABINETS
- CHECK BATHROOMS ARE PICKED UP
- CLEAN AND WIPE DOWN TOILETS
- CLOSE ALL TOILETS
- CLEAN ALL MIRRORS
- TAKE OUT GARBAGE
- MAKE ALL BEDS
- LAUNDRY PUT AWAY OR IN A BASKET IN THE CAR
- MAKE SURE HOME SMELLS FRESH
- TURN ON LIGHTS



# INSPECTION CHECKLIST



GOLD PEACH  
REALTY

## EXTERIOR

- GARAGE DOOR
- AIR CONDITIONER
- ROOF
- WINDOWS & SCREENS
- PEELING PAINT
- CRACKED CAULKING
- SIDING & TRIM
- DECKS & FENCES

## INTERIOR

- CEILING FANS
- LIGHT BULBS & SWITCHES
- ELECTRICAL
- PLUMBING
- SHOWERS/TUBS
- TOILETS
- SAFETY DETECTORS
- STAIRS
- APPLIANCES
- HVAC SERVICE

## GENERAL

- ALL UTILITIES ON
- CLEAR THE PATHWAY TO ELECTRICAL PANEL, CRAWL SPACES, ATTIC SPACE AND GARAGE WALLS
- MAKE SURE YOUR PETS ARE SECURED OR WITH YOU
- CHANGE ALL FILTERS

*\*NOTE: BUYERS WILL LIKELY BE PRESENT. IT IS A GOOD IDEA TO HAVE THE HOME IN SHOW CONDITION.*

# SELLER CLOSING CHECKLIST



**GOLD PEACH**  
REALTY

## BEFORE CLOSING

- GATHER CLOSING DOCUMENTS
- NOTIFY ALL IMPORTANT PARTIES THAT YOU ARE MOVING
  - EMPLOYERS
  - SCHOOLS
  - POST OFFICE
  - IRS
  - CREDIT CARD COMPANIES
  - INSURANCE PROVIDERS
  - BANK OR CREDIT UNION
  - MEDICAL CARE PROVIDERS
  - UTILITIES, PHONE, & INTERNET PROVIDERS
  - DMV
  - FRIENDS & FAMILY
- CANCEL YOUR HOME INSURANCE
- CLOSE ANY UTILITY ACCOUNTS
- CLEAN HOME THOROUGHLY
- PLACE ALL KEYS (DOOR, MAILBOX & POOL) & REMOTES (FAN & GARAGE DOORS) IN A NOTED PLACE FOR BUYERS
- GATHER ALL THE MANUALS, WARRANTIES, AND RECEIPTS FOR APPLIANCES
- CLOSE ALL VALVES, AND TURN OFF ALL SWITCHES
- LOOK THROUGH ALL DRAWERS & CLOSETS ONE LAST TIME TO ENSURE NOTHING IS LEFT BEHIND
- SHUT OFF ALL LIGHTS, LOCK THE WINDOWS & LOCK THE DOORS

## AT CLOSING

- EVERYONE ON THE AGREEMENT NEEDS TO BRING A VALID DRIVER'S LICENSE TO CLOSING
- A COPY OF THE PURCHASE AGREEMENT
- BRING FINAL UTILITY BILLS TO BE PAID
- BRING THE DEED TO YOUR HOME IF YOU OWN IT
- BRING THE KEYS TO THE HOME TO BE HELD UNTIL THE HOME IS OFFICIALLY CLOSED AND HANDED TO THE BUYERS

# MOVING CHECKLIST

*2-9 Weeks Away*



**GOLD PEACH**  
REALTY

## 6-9 WEEKS OUT

- START RESEARCHING MOVING COMPANIES
- DECIDE ON A MOVING COMPANY AND SET A MOVING DATE
- GET RID OF ITEMS THAT YOU DO NOT WANT TO MOVE. HAVE A GARAGE SALE OR DONATE THOSE ITEMS
- BEGIN PACKING UNESSENTIAL ITEMS. PACKING UP ROOMS THAT DON'T GET USED AS MUCH
- BEGIN PACKING OUT OF SEASON ITEMS
- MAKE A LIST OF EVERYONE TO CONTACT REGARDING YOUR CHANGE OF ADDRESS
- NOTIFY YOUR CHANGE OR ADDRESS TO SERVICE PROVIDERS (CLEANERS, LAWN SERVICE, HOME SECURITY ETC.)
- NOTIFY SCHOOLS AND REQUEST RECORDS BE TRANSFERRED TO NEW SCHOOL IF NECESSARY
- PLACE ALL MOVING RELATED DOCUMENTS IN A FILE AND PLACE IN AN EASY TO FIND LOCATION
- BEGIN CONSUMING AS MANY FROZEN FOODS AS POSSIBLE

## 4-6 WEEKS OUT

- SUBMIT A CHANGE OF ADDRESS FORM AT YOUR LOCAL POST OFFICE
- NOTIFY ALL IMPORTANT CONTACTS OF YOUR MOVE
- COMPILE ALL MEDICAL & DENTAL RECORDS. REQUEST RECORDS TO BE TRANSFERRED TO NEW OFFICE IF NECESSARY
- BEGIN RETURNING BORROWED ITEMS
- COMPILE ALL VALUABLE ITEMS AND PLACE IN SAFETY DEPOSIT BOX
- GET RID OF HAZARDOUS MATERIALS
- INSURE YOU HAVE INSURANCE COVERAGE THROUGH OUT THE MOVE
- SCHEDULE UTILITY SERVICES TO THE NEW HOME
- SCHEDULE DISCONNECTION OF UTILITY SERVICES TO THE SOLD HOME
- ARRANGE FOR CLEANING OF NEW AND SOLD HOME

## 2 WEEKS OUT

*BEGIN PACKING. LABEL EACH BOX WITH ROOM NAME - WHERE THEY WILL GO IN NEW HOME - AND LIST GENERAL CONTENTS*

- PACK ROOMS AND ITEMS THAT DON'T GET AS MUCH USE. TOYS, COAT CLOSETS, STORAGE CLOSETS, CHINA
- PACK NON ESSENTIALS
- DRAIN FLUIDS FROM YARD TOOLS
- MAKE A MEAL PLAN FOR THE WEEK OF MOVING
- CONSUME AS MANY REFRIGERATED AND FRESH FOODS AS POSSIBLE



# MOVING CHECKLIST

*1 Week Away*



## 1 WEEK OUT

- PACK A SMALL SUITCASE WITH CLOTHING & PERSONAL ITEMS YOU MIGHT NEED DURING THE MOVE
- MAKE CHILD CARE ARRANGEMENTS FOR MOVING DAY IF POSSIBLE
- TRANSFER BANK ACCOUNTS IF NEEDED
- MAKE ARRANGEMENTS FOR PETS FOR MOVING DAY OR ENSURE YOU HAVE ALL ITEMS NEEDED FOR THEM
- FINISH PACKING
- CONFIRM MOVING DETAILS WITH MOVER
- EMPTY SAFETY DEPOSIT BOXES

## MOVING DAY

- EMPTY, DEFROST AND CLEAN REFRIGERATOR AND FREEZER 24 HOURS BEFORE MOVING
- WALK THROUGH WITH MOVERS NOTIFY THEM OF ANY SPECIAL PACKING DETAILS
- CHECK UTILITY METERS AND RECORD READINGS
- CLEAN THE EMPTY ROOMS WELL AFTER MOVERS HAVE COMPLETED THE ROOM
- CHECK ALL CLOSETS AND STORAGE AREAS FOR LEFT ITEMS
- WALK THROUGH ENTIRE HOUSE AND MAKE SURE NOTHING HAS BEEN LEFT BEHIND
- TAKE VALUABLES AND IMPORTANT DOCUMENTS YOU SAVED AWAY
- DISCONNECT PHONE AND LOCK ALL WINDOWS AND DOORS
- TURN OFF ALL LIGHTS
- SAY GOODBYE TO NEIGHBORS

## UNPACKING

- GO THROUGH EACH ROOM AND DECIDE WHERE THINGS MIGHT BE PLACED. LABEL IF NECESSARY.
- UNPACK ONE ROOM AT A TIME
- ANY ITEMS YOU HAVE PACKED THAT YOU DECIDE NOT TO KEEP, PLACE IN A SPECIAL LOCATION
- COLLECT ALL PACKING MATERIAL AS YOU UNPACK AND SET ASIDE TO RECYCLE
- RELAX AND GIVE YOURSELF SOME GRACE. BE FLEXIBLE! DECIDING THE BEST LOCATION FOR THINGS CAN BE A FLUID PROCESS.