



# THE ULTIMATE SELLER TO DO LIST



## TO DO LIST

- ✓ Whole House
- ✓ Living
- ✓ Dining
- ✓ Bedrooms
- ✓ Laundry
- ✓ Kitchen

# 1 Whole House

**Objectively evaluate every room!**

*Clean/replace as needed:*

- Light Switch Covers
- Front Door
- Doors & Door Knobs
- Fireplace
- Carpets
- Interior & Exterior Paint
- Light Bulbs
- Blinds
- AC/Heater Vents

*Dust Everything!*

- Walls
- Baseboards
- Ceiling Fans
- Blinds
- Windows
- Ceilings
- AC Intake Vents

*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 scented candles, sprays, and plug-in air fresheners
- 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

**maximise furniture!**

- Any pendant light fitting should be at a minimum 1.5 metres from the floor
- Keep dining table clear except for a nice centerpiece
- Remove any extra unnecessary chairs from the table and dining room
- The table should seat 4 to 6 chairs maximum

# 4 Kitchen

## clean and clear surfaces

- Clear all items from kitchen counter tops, keep a few decorative pieces eg fruit bowl
- Clean the stove, oven and microwave
- Repair broken or loose corners on counter tops
- Put away all mops, brooms, vacuums, etc.
- Remove any pet food/water dishes before showings
- Box up any dishes and cooking supplies
- Clean tile grout, bleach if needed
- Clear the refrigerator of magnets, pictures, etc.
- Replace burner pans on the stove if worn
- Empty the garbage before each showing
- Organise pantry to look nice and neat
- Scrub/polish the sink to make it look like new again

# 5 Bedroom

## make your bed and stow your stuff

- Make beds daily
- Invest in new bedspread and decorative pillows
- Clear off bedside tables, dressers, etc.
- Store daily necessities in drawers or closets
- Organise closets to be nice and neat
- Keep closet 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 any and all clothing, dirty or clean.

*Adam Gould*

# 7 Bathroom

## clean and bright!

- Clear and clean ALL surfaces
- Purchase new towels if necessary
- Fold towels in thirds on towel rack
- Clean or replace all shower curtains
- Replace caulking to make it look new again
- Hide garbage bins and cleaning supplies
- Display a bottle of hand soap or bar of soap
- Coordinate all linens in 1 or 2 colours
- Remove all unnecessary items
- Clean all mouldy areas and res silicone if necessary
- Take off all cloth toilet lids & keep lids closed
- Organise cabinets to be nice and neat

# 8 Exterior

## step back and evaluate!

- Clean or repaint the front door if necessary
- Replace any rotten wood on the exterior
- Pressure wash any dirty/stained concrete
- Wash windows, inside and out
- Create an inviting retreat with drapes, pillows, etc.
- Repaint the exterior and trim if needed
- Sweep all walkways, patios, porches, and decks
- Re-stain deck wood as needed
- Use outdoor furniture to show use of space

# 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

# 10 Garage

## keep nice and clean

- Clean and sweep out the garage
- Keep storage nice and neat
- Repaint dirty areas
- Pack anything you can live without

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