

Thompson Clarke

Ultimate Seller To Do List

Your complete guide to preparing
your home for a quick sale



+ 1

The Whole House

Objectively Evaluate Every Room

Clean and replace as needed:

- | | |
|---|--|
| <input type="checkbox"/> Light switch covers | <input type="checkbox"/> Interior/exterior paint |
| <input type="checkbox"/> Front door | <input type="checkbox"/> Light bulbs |
| <input type="checkbox"/> Doors and door knobs | <input type="checkbox"/> Blinds |
| <input type="checkbox"/> Fireplace | <input type="checkbox"/> AC/heater vents |
| <input type="checkbox"/> Carpets | |

Dust everything:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Walls | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Baseboards | <input type="checkbox"/> Ceiling |
| <input type="checkbox"/> Ceiling fans | <input type="checkbox"/> AC intake vents |
| <input type="checkbox"/> Blinds | |

Make it inviting:

- Rearrange furniture to maximise 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 spaced to brighten the room
- Avoid using scented candles, sprays, and plug-in air freshness
- Use an essential oil diffuser for a fresh and clean smelling home

+ 2

Living Room & Family Rooms

Maximise Visual Floor and Wall Space

- | | |
|--|---|
| <input type="checkbox"/> Keep coffee tables clear | <input type="checkbox"/> Any toys should be stored out of sight |
| <input type="checkbox"/> Remove any ashtrays | <input type="checkbox"/> Use pillows and throws to soften the space |
| <input type="checkbox"/> Keep furniture at a minimum | |

+ 3 Dining Room

Minimise Furniture

- Any light fitting should be at minimum 15 metres from the floor
- Keep dining table clear except for a nice centrepiece
- Remove extra chairs from the table and dining room
- The table should seat 4 to 6 chairs maximum

+ 4 Kitchen

Clean and Clear Surfaces

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

+ 5 Bedroom

Make Your Bed and Stow Your Stuff

- Make beds daily
- Invest in new bedspreads
- 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 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

+ 7 Bathroom

Clean and Bright

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

+ 8 Exterior

Step Back and Evaluate

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

+ 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 colour contrast
- Keep the lawn freshly mowed, edged, and fertilised
- Add a few flowers for a splash of colour if needed
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+ 10 Garage

Keep Nice and Neat

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