

PREPARING TO SELL

Home Prep and Staging Checklist

Rooted in people. Guided by home.

Preparing to sell does not mean changing everything. Use this checklist to keep track of what deserves attention, what can wait and what we have decided to leave alone.

Property _____ Target listing date _____

Photography date _____ Target preparation budget _____

Our priorities

Priority	Who is handling it?	Due by	Done
_____	_____	_____	☐
_____	_____	_____	☐
_____	_____	_____	☐
_____	_____	_____	☐
_____	_____	_____	☐
_____	_____	_____	☐

Sort the possibilities

Worth doing	Nice if time and budget allow	Leave it alone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

People to book

☐ Cleaner	_____	Date _____
☐ Painter	_____	Date _____
☐ Contractor	_____	Date _____
☐ Stager	_____	Date _____
☐ Inspector	_____	Date _____
☐ Storage or removal	_____	Date _____
☐ Other	_____	Date _____

Remember. Not every item in this checklist belongs on yours. The plan should fit the property, market, timing and budget.

Property information

	DONE	N/A	ASK
Property-tax information	☐	☐	☐
Utility costs	☐	☐	☐
Survey or floor plans	☐	☐	☐
Permits, plans and renovation receipts	☐	☐	☐
Warranties and service records	☐	☐	☐
Ages of major systems and improvements	☐	☐	☐
Rental or service contracts	☐	☐	☐
Insurance-claim information	☐	☐	☐
Appliance and equipment manuals	☐	☐	☐
Well, septic, water and WETT records, if applicable	☐	☐	☐
Condominium documents, if applicable	☐	☐	☐
Inclusions and exclusions list	☐	☐	☐
Known defects, repairs or disclosure questions discussed	☐	☐	☐

Repairs and maintenance

	DONE	N/A	ASK
Faucets, toilets and drains checked	☐	☐	☐
Doors, windows, drawers and cupboards working	☐	☐	☐
Handles, railings and hardware secure	☐	☐	☐
Bulbs working and light temperatures consistent	☐	☐	☐
Caulking and grout checked	☐	☐	☐
Paint touch-ups and wall repairs completed	☐	☐	☐
Outlets, switches and cover plates secure	☐	☐	☐
Trim and baseboards checked	☐	☐	☐
Included appliances and equipment working	☐	☐	☐
Furnace filter and routine maintenance handled	☐	☐	☐
Smoke and carbon-monoxide alarms checked	☐	☐	☐
Specialized concerns referred to the appropriate professional	☐	☐	☐

Notes

Exterior

	DONE	N/A	ASK
Address numbers visible	☐	☐	☐
Walkway, steps and porch clean and safe	☐	☐	☐
Front door, lights and mailbox cleaned	☐	☐	☐
Lawn and gardens maintained for the season	☐	☐	☐
Snow and ice cleared and slippery areas treated appropriately	☐	☐	☐
Hoses, bins, tools and pet waste put away	☐	☐	☐
Decks, fences, gates and railings checked	☐	☐	☐
Outdoor furniture arranged simply	☐	☐	☐
Driveway and parking areas clear where possible	☐	☐	☐

Throughout

	DONE	N/A	ASK
Clear walking paths	☐	☐	☐
Remove excess furniture and visual clutter	☐	☐	☐
Organize open shelves and visible storage	☐	☐	☐
Secure valuables, medication and private documents	☐	☐	☐
Hide loose cords and everyday clutter	☐	☐	☐
Clean windows, mirrors and light fixtures	☐	☐	☐
Remove strong scents	☐	☐	☐

General notes

Entrance and living spaces

	DONE	N/A	ASK
Entry is clean, bright and uncluttered	☐	☐	☐
Furniture shows the scale and purpose of each room	☐	☐	☐
Views and architectural features are visible	☐	☐	☐
Fireplace and surrounding surfaces are clean	☐	☐	☐

Kitchen and dining

	DONE	N/A	ASK
Counters mostly clear	☐	☐	☐
Appliances and cabinet fronts clean	☐	☐	☐
Pantry and visible cupboards organized	☐	☐	☐
Refrigerator free of papers and personal information	☐	☐	☐
Sink, faucet, caulking and drains checked	☐	☐	☐
Dining space easy to understand and move through	☐	☐	☐

Bedrooms and bathrooms

	DONE	N/A	ASK
Beds made with simple, clean bedding	☐	☐	☐
Nightstands and dressers cleared	☐	☐	☐
Closets open easily and show their function	☐	☐	☐
Bathroom counters and shower ledges cleared	☐	☐	☐
Mirrors, grout, caulking and fixtures clean	☐	☐	☐
Fresh towels and clean bathmats in place	☐	☐	☐

Basement, laundry and garage

	DONE	N/A	ASK
Known moisture concerns properly assessed	☐	☐	☐
Access to panels, shutoffs and equipment clear	☐	☐	☐
Storage organized and safe walking paths created	☐	☐	☐
Laundry area and machines clean	☐	☐	☐
Garage door, opener and lights working	☐	☐	☐
Unused items removed and tools or hazardous materials stored safely	☐	☐	☐

Room-specific notes

Photography day

	DONE	N/A	ASK
Cleaning and staging complete before arrival	☐	☐	☐
Blinds and curtains opened as directed	☐	☐	☐
Every working light turned on	☐	☐	☐
Beds made and pillows straightened	☐	☐	☐
Kitchen and bathroom counters cleared	☐	☐	☐
Garbage, recycling and cleaning supplies put away	☐	☐	☐
Pet items and personal information removed	☐	☐	☐
Vehicles moved from the driveway where possible	☐	☐	☐
Valuables, medication and documents secured	☐	☐	☐
Pets and occupants away	☐	☐	☐
Mirrors, glass and reflective surfaces checked	☐	☐	☐
Toilet lids closed	☐	☐	☐
Final walk completed through every room	☐	☐	☐

Before each showing

	DONE	N/A	ASK
Beds made and living spaces straightened	☐	☐	☐
Dishes cleared and counters wiped	☐	☐	☐
Bathroom counters wiped and toilet lids closed	☐	☐	☐
Garbage and pet waste handled	☐	☐	☐
Blinds or curtains opened where appropriate	☐	☐	☐
Lights turned on if part of the showing plan	☐	☐	☐
Valuables, medication and private documents secured	☐	☐	☐
Pets safely accommodated	☐	☐	☐
Strong cooking, smoke or artificial scents avoided	☐	☐	☐
Entrances and walkways safe and clear	☐	☐	☐
Property vacated before the appointment time	☐	☐	☐

Important details

Showing notice required

Unavailable times

Pet plan

LAST-MINUTE ITEMS TO PUT AWAY

If keeping the property ready becomes difficult, tell me. We can talk through what is getting in the way and adjust what can reasonably be changed.

How I'll help

- Walk through the property and help identify priorities
- Explain what buyers in the local market may notice or question
- Help decide what is worth doing and what can remain as it is
- Build a preparation timeline around the intended launch
- Connect you with other professionals where needed
- Coordinate photography, floor plans and listing materials
- Review the property before photography and launch
- Establish a manageable showing routine

What I'll need from you

- Decide on the budget and work you authorize
- Provide complete and accurate property information
- Complete the agreed preparation or arrange access for the professionals doing it
- Secure valuables, medication and private information
- Keep the property reasonably ready for scheduled appointments
- Let me know if a repair, delay or new concern changes the plan

Property-specific details to remember

Questions or notes for Jacob

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Important information

This checklist provides general preparation guidance. Not every item applies to every property. It is not legal, inspection, engineering, environmental, insurance or construction advice. Specialized concerns should be assessed by the appropriately qualified professional.