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**PREPARING YOUR PROPERTY TO SELL**

**These are some simple, cost effective things you can do to get your property into selling condition.**

**Curb Appeal**

* Drive up to your home and look at it from afar. Look at it through the eyes of the buyers.
* Check the shingles —repair or replace damaged shingles.
* Clean and repair the gutters.
* Clean and repair the HVAC units.
* Repair broken windows and shutters. Replace torn screens. Make sure frames and seams have solid caulking.
* Repair or replace door knobs, doorbell and light fixtures if necessary.
* Remove all toys, equipment and litter.
* Remove cobwebs and nests.
* Remove mildew, moss and stains from the side of your home—use bleach. Remove stains from the walkways and driveway—use concrete cleanser and/or kitty litter.
* Repair and clean patio furniture and deck area. Remove anything that can’t be repaired.
* Make sure the spa and pool sparkle.
* Go around and touch up the exterior of your home with putty and paint.
* Clean or paint the front door and mailbox.
* Hose off the exterior of your home, especially around entrances.
* Wash the windows.
* Wash your garbage can and put it in a place where it’s not the first thing potential buyers see when they drive up.
* Stack the wood pile neatly.
* Mow the lawn.
* Trim the trees and shrubs.
* Weed the gardens.
* Add colorful plants or foliage to fill in bare spots.
* Edge the gardens and walkways.
* Sweep the walkways and driveways.
* Replace doormats that are worn and torn.
* Shine brass hardware on the doors and light fixtures. Polish stained wood doors and trim.
* Drive up to your home again and look at it from the eyes of a potential buyer. Walk into your home as a potential buyer. Determine what kind of impression the walkways and entrances now make.

**Overall Interior**

* Walk through your home. Store, give away, throw away, or donate anything that you won’t need until after the move; e.g. furniture, knick-knacks, clothing, toys, equipment, appliances, worn rugs, books, cosmetics, jewelry, games, CDs, etc.
* Walk through your home again, this time with some tools. Fix loose door knobs, cracked molding, and leaky faucets. Remove cob webs.
* Replace worn or broken door knobs, cabinet fixtures, light fixtures, light switches, outlet plates, faucets and vent covers.
* Clean the fireplace.
* Clean the vents.
* Clean and organize your closets. Add extra space by storing or giving away items. Keep only the bare essentials in your closet. The less stuff that’s in there, the bigger the closet looks.
* Shampoo the carpet. Replace if necessary. Clean and wax the floors.
* Vacuum the windows, blinds, shades and drapes. Wash or dry clean curtains. Wash all windows, frames and sills.
* Add dishes of potpourri.
* Remove all valuables, such as jewelry, artwork, knick-knacks, medications, cash, coin collections, and so on.
* Open all the windows shades to create a spacious and bright look.
* Put pet supplies and dishes in a place where they are not the first thing potential buyers see or smell when they walk into a room.

**Living Room and Family Room**

* Make these rooms spacious and inviting.
* Discard or repair chipped furniture. Replace worn rugs and pillows
* Remove magazines, games, toys and so on.
* Make sure the entertainment center sparkles.
* Vacuum upholstery, drapes, pillows, etc.
* Remove all personal items including family pictures. Buyers want to imagine their things in the room. If your personal stuff is in there, then they feel like they are intruding.

**Dining Room**

* Clean out your china cabinet. Polish any visible silver.
* Put a lovely centerpiece on the table—treat yourself to fresh flowers. Set the table for a formal dinner to help potential buyers imagine entertaining there.

**Bedrooms**

* Arrange furniture to create a spacious look.
* Remove games, toys, magazines, cosmetics, jewelry—especially on the nightstand.
* Replace bedspreads, quilts and pillow shams if they are worn or faded.

**Bathrooms**

* Remove rust and mildew stains.
* Wash or replace shower curtains.
* Make sure everything sparkles—including grout.
* Fresh caulk around the tub and/or shower
* Replace worn rugs and towels.
* Fix any loose towel holders
* Store toiletries in the cabinet, toothbrushes, toothpaste, razors, shaving cream, cologne, q-tips, etc. Counters should be clear and clean

**Kitchen**

* Make sure all appliances work.
* Throw or eat the foods that you’ve been storing for so long.
* Clean the inside of the refrigerator, stove and cabinets. Make sure everything is organized to create a spacious look.
* If the stove has electric burners, purchase new drip pans for each burner. Wash removable knobs in your dishwasher.
* Polish the cabinets with furniture oil.
* Make sure appliances, countertops and the sink sparkle. Install new faucets if necessary.
* Empty contents of the “Junk Drawer” into a box and store away. All drawers should be uncluttered and wiped clean

**Attic, Basement and Garage**

* Get rid of unnecessary items. Store or pack items you won’t need until after the move.
* Organize everything to create more floor space and make inspections easy. Put things on shelves or in matching boxes.
* Provide bright lighting.
* Clean all equipment and vents. Replace filters. Fix any insulation that might be showing.
* Take care of stale or musty odors. Open the windows, dust and wash the walls and floors, purchase room deodorizers.

**When It’s Time to Show**

* Make sure your property folder is out in the open. It should contain utility bills, an MLS profile, your *Seller’s Disclosure*, extra property flyers and extra business cards.
* Do a quick clean and vacuum. Air out your house. Dispose all trash.
* Put pets outside if it’s safe to do so.
* Turn on a radio with peaceful music.

**Throughout the House**

* Open the draperies, pull up the shades, and let in the sunlight.
* Create a positive mood. Turn on all lights, day or night, and install higher watt-age light bulbs to show your home brightly.
* Remove clutter from each room to visually enlarge them.
* If you have a fireplace, highlight it in your decorating.
* Keep your home dusted and vacuumed at all times.
* Replace the carpet if it does not clean up well.
* Have a family game plan to get the home in order quickly if necessary.
* Air out your home for one half-hour before showings, if possible.
* Lightly spray the house with air freshener so that it has a chance to diffuse be-fore the buyer arrives.
* Put the family photos in storage.
* Improve traffic flow through every room by removing unnecessary furniture.
* Create the feeling of a spacious entry area by using decorative accents and re-moving unnecessary furniture.
* Putty over and paint any nail holes or other mishaps in the walls.
* Paint all interior walls a neutral color to brighten the home and make it look bigger.
* Repair or replace any loose or damaged wallpaper.
* Clean all light bulbs and light fixtures to brighten the home.
* Wash all windows inside and out.
* Use plants in transitional areas of your home.
* Make the most of your attic’s potential.
* Remove and/or hide excess extension cords and exposed wires.
* Open doors to area you want potential buyers to see such as walk-in closets, pantries, attic, etc.
* Remove all smoke and pet odors.
* Repair or replace banisters and handrails.

**In the Kitchen**

* Microwave a small dish of vanilla twenty minutes before a showing and place it in an out of the way place.
* Highlight an eat-in area in your kitchen with a table set for dinner.
* The kitchen and bathrooms should always be spotlessly clean.
* Expand your counter space by removing small appliances.

**In the Bedrooms**

* Create a master suite effect in your decorating.
* Depersonalize the bedrooms and decorate in a neutral scheme.
* Make sure that the beds are made and the linens are clean.
* Organize your closets, remove unnecessary items, and put them in storage.

**In the Bathrooms**

* Do not leave towels around and wipe down the sinks and shower areas after each use.
* Re-caulk the tub if the caulk is not sparkling white.
* Repair or replace broken tiles in the shower/tub.
* Replace shower curtains and keep them clean.
* Put out fresh towels and decorative soaps.

**Outside**

* Keep the yard mowed and raked at all times.
* Use flowering plants to dress up the yard, walkway, and patio.
* Remove all toys, bicycles, tools, unsightly patio furniture, and trash from the yard.
* Porches, steps, verandas, balconies, patios, and other extensions of the house should be kept uncluttered, swept, and in good condition.
* Paint all entrance doors.
* Make sure the garage door opens easily. Fix and paint the garage door if nec-essary.
* Clean and shine all hardware and accessories indoors and out (door knobs, knockers, lamps, mail box, address numbers, etc.
* Trees and shrubs should be trimmed and pruned.
* Use a new doormat.
* Be sure the front doorbell is in good working order.
* Be sure the front door and screen door works perfectly

**When your home is being shown, please do the following:**

* Keep all lights on
* Keep all drapes and shutters open
* Keep all doors unlocked
* Leave soft music playing
* Take a short excursion with your children and pets
* Let the buyer be at ease