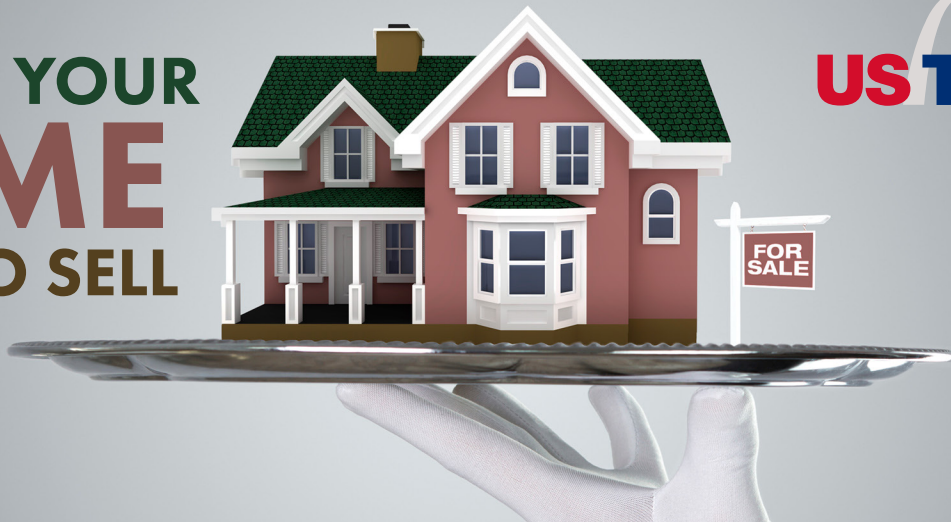


GETTING YOUR HOME READY TO SELL



It is important to get and maintain your property in the finest possible condition to impress buyers, agents, appraisers, and inspectors. Use this handy interior and exterior checklist to identify areas of your home that need work before you put it on the market.

ATTIC

- Check underside of roof for leaks, stains or dampness.
- Look around chimney for condensation or signs of water
- Clean and clear ventilation openings if necessary
- Clean out stored items
- Have it professionally sprayed for insects

WALLS AND CEILINGS

- Check condition of paint and wallpaper
- Repair cracks, holes or damage to plaster or drywall
- Clean off fingerprints, smudges, grease and dirt
- Put on a couple coats of a neutral color paint if necessary
- Wipe down light switches

WINDOWS AND DOORS

- Check for smooth operation
- Replace broken or cracked panes
- Repair any broken seals
- Check condition of weather stripping and caulking
- Examine paint
- Test doorbell or chimes
- Test burglar alarms
- Clean windows to let in as much light as possible; clean window sills, tracks, blinds and valances
- Eliminate squeaking and creaking
- Clean doors and area around handles
- Clean front door and consider repainting if needed

FLOORS

- Inspect for creaking boards, loose, missing or cracked tiles and worn areas and make repairs as needed
- Check baseboards and moldings
- Test the staircases for loose handrails or posts, worn tread, carpet and creaks
- Correct any issues with carpet including stains, overstretching and hanging threads.

BATHROOMS

- Check tile joints, grout and caulking
- Remove mildew and mold
- Repair leaking faucets and shower heads
- Make sure drains are working properly
- Check the condition of painted or wallpapered walls
- Test operation of toilet and faucets
- Ensure chrome sparkles and all fixtures look as new as possible
- Clean exhaust fan vent
- Clean light fixtures

KITCHEN

- Clean and polish all appliances
- Clean ventilator or exhaust fan on stove
- Remove grease or dust from tiles, walls, and floors
- Organize cabinets and refrigerator
- Remove dangerous items such as knives which may be at a child's height on center island or counters
- Clean interior of oven

GETTING YOUR HOME READY TO SELL



BASEMENT

- Remove clutter, organize items neatly and get things off the floor if possible
- Check for signs of dampness, cracked walls or damaged floors and ceiling
- Inspect structural beams
- Check pipes for leaks
- Have it professionally sprayed for insects

ELECTRICAL SYSTEM

- Check exposed wiring and outlets for signs of damage
- Repair and test switches and outlets
- Have a professional electrician label each switch in the circuit breaker box
- Test electrical outlets
- Verify GFCI outlets on exterior of home and bathrooms

PLUMBING SYSTEM

- Check water pressure when faucets in bathroom(s) and kitchen are turned on
- Look for leaks at faucets, sink traps and valves
- Clear slow-running or clogged drains

HEATING AND COOLING SYSTEMS

- Change or clean furnace and air conditioning filters
- Have equipment serviced if needed
- Clear areas around heating and cooling equipment

ROOF AND GUTTERS

- Inspect flashing around roof stacks, vents, skylights and chimneys
- Clear obstructions from vents, louvers and chimneys
- Check fascia and soffits for decay and peeling paint
- Inspect chimney for any loose or missing mortar
- Clean out gutters and make sure down spouts are working properly

EXTERIOR WALLS

- Check brick for loose or missing mortar
- Replace loose or missing caulk
- Repair drywall cracks and chips
- Inspect doors and windows for any peeling paint
- Check for damaged siding

DRIVEWAY, SIDEWALKS & PORCH

- Repair concrete or blacktop if necessary
- Clean grease or other stains
- Remove grass or weeds growing in driveway seams
- Park in the garage if possible leaving a clear driveway
- Sweep and clean front and back porch

GARAGE

- Lubricate hinges and hardware on garage doors
- Test garage door opener for smooth and quiet operation
- Wipe down garage door opener buttons and light switches
- Clean and organize garage storage areas
- Remove dangerous tools from levels a child may reach
- Have the area professionally sprayed for insects

FOUNDATION

- Check walls, steps, retaining walls, walkways and patios for cracks, and make repairs as needed

YARD

- Mow lawn, re-seed/re-rock or sod if necessary
- Trim hedges, prune trees and shrubs
- Weed and mulch flower beds
- Ensure watering times are correct, adjust sprinklers so they do not spray onto walkways
- Check to make sure ground is diverting water away from foundation