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## Preparing your home through the eyes of a buyer

**The effort put into repairing and cleaning your property is likely to be returned in a fast sale at an attractive price.**

- As buyers approach your property the first time, impressions are formed quickly.
- Paint house - this can do more for sales appeal than any other factor.
- Yard - Remove all toys, garbage, garden tools and other items from view.
- Mow lawn and keep edged.
- Close garage doors.
- Put colorful flowers in front of house.

**Often, while waiting to be let in, the first thing a buyer looks at closely is the front door.**

- Put new paint on the front door.
- Buy a new door mat.
- Buyers take a close look at the basement of a home. They will look for bad wiring, leaky pipes and signs of decay.
- Clean out basement and dispose of everything you are not going to move.
- Ensure that there is plenty of lighting.
- Sweep or vacuum floor.
- Stack items neatly against walls.

**The kitchen is often the most important room in the house. Make it bright and attractive.**

- Put a vase of fresh flowers on the table.
- Replace curtains or clean existing ones.
- Remove appliances from counters.
- Create a pleasant fragrance in the kitchen (i.e. vanilla, cinnamon).

**It is important that bathrooms are clean, bright and smell fresh.**

- Install a new shower curtain and replace worn throw rugs.
- Polish all fixtures.
- Open windows.
- Hang bright, fresh towels.
- Remove stains from toilets and bathtubs.
- Use air freshener.
- Display colorful soaps.

## The living room

- Clean out the fireplace and place logs in it.
- Polish all woodwork.
- Put big furniture in storage so rooms are not cluttered or crowded.

## Repair & Cleaning Checklist

### • Front Door:

- Newly painted
- Doorbell operating
- Door brass polished
- Hinges oiled

### • Exterior of House:

- House recently painted
- Gutters recently cleaned
- Exterior lights operating
- Missing shingles replaced
- Moss removed from roof

### • Windows:

- Window trims painted
- Windows operating freely
- Cracked windowpanes replaced
- Windows washed

### • Driveway:

- Resurfaced
- Potholes patched
- Recently sealed

### • Patios:

- Wood stained or painted
- Fencing secure

### • Lawn:

- Lawn in good condition
- Grass mowed
- Edges trimmed

### • Trees/Shrubs:

- Dead branches pruned
- Dead shrubs replaced
- Overgrown shrubs pruned

### • Family Room:

- Cracks in ceiling/walls repaired
- Leaks repaired & watermarks covered
- Wallpaper secured
- Woodwork repainted
- Windows washed
- Curtains/drapes/blinds cleaned
- Windows operating freely
- Drapes/blinds opened
- Carpets cleaned
- Hobby supplies put away

### • Bedrooms:

- Cracks in ceiling/walls repaired
- Leaks repaired & watermarks covered
- Wallpaper secured
- Woodwork repaired
- Windows washed
- Curtains/drapes/blinds cleaned
- Floor waxed/refinished
- Carpets cleaned
- Beds made
- Laundry put away
- Floor free from clutter

### • Basement:

- Cracks in ceiling/walls repaired
- No evidence of water penetration
- Dampness removed

- **Entry:**
  - Entry lights operating
  - Floors cleaned
  - Closet cleaned
  - Closet light operating
- **Living Room:**
  - Recently painted
  - Cracks in ceiling/walls repaired
  - Leaks repaired & watermarks covered
  - Wallpaper secured
  - Woodwork repainted
  - Curtains/drapes/blinds cleaned
  - Drapes/blinds opened
  - Carpets cleaned
  - Furniture positioned to show space
- **Kitchen:**
  - Sink free of stains
  - No dripping faucets
  - Appliances in good working order
  - Walls, cabinets free of stains
  - Countertops cleared and cleaned
  - Pantry neatly arranged
  - Pantry hardware replaced
  - Refrigerator defrosted
- Cold water pipes covered
- Dehumidifier installed
- Sump pump installed
- No musty odors
- Drains cleared
- Furnace cleaned
- Storage neatly arranged
- Excess storage removed
- Floor swept
- Light fixtures operating
- Handrail secure
- Stairway runner secure
- **Dining Room:**
  - Cracks in ceiling/walls repaired
  - Leaks repaired & watermarks covered
  - Wallpaper secured
  - Woodwork repaired
  - Windows washed
  - Drapes/blinds open to view
  - Floor waxed/refinished
  - Carpets cleaned
- **Bathrooms:**
  - Sink stains removed
  - Leaky faucets repaired
  - Grouting stains removed
  - All joints caulked
  - Missing tiles replaced
  - All fixtures operating
  - Floors cleaned
  - New shower curtain
  - All supplies stored
  - Guest towels

## Possible work orders

The following is a list of some possible work orders. The work orders must be completed prior to closing and the seller is responsible for having them done. Check with your local authorities for specific requirements.

**The following conditions may require a work order:**

- Broken windows.
- Debris in crawl space.
- Dry rot or deteriorated wood.
- Earth-wood contact.
- Overgrown shrubbery.
- Electrical not in working condition.
- Gutters and downspouts blocked or missing.
- A hot water tank without a 3/4" discharge line.
- Inadequate foundation ventilation.
- Inadequate attic ventilation.
- Less than four feet of waterproof material around tub enclosures (tile, formica, etc.).
- Less than 18" clearance between soil and floor joists under entire house.
- Peeling or missing paint.
- Plumbing not in working condition.
- Single oil or gas space heaters to heat entire house.
- Water damage inside home.

**You might have to:**

- Paint the exterior and interior if in bad condition.
- Hook up to public water or sewer if available.
- Get county certification if home is on septic or well.
- Remove unused oil tanks or fill with cement-slurry or polyurethane foam.

**Other items to remember:**

- Inspectors will need access to the attic.
- Leased equipment cannot be included in the sale (i.e. hot water tank, alarm system, etc.).
- All assessments must be paid.
- Joint maintenance agreements will be required for common road easements for maintenance on home where property line is within 3' of structure.

\* Check with local authorities for specific requirements.