



"A-To-Keys" Pre-Listing Checklist

	1. Review neighborhood comparables.
	2. Research local real estate market trends.
	3. Decide on a competitive listing price.
	4. Secure a real estate agent specializing in your area.
	5. Consult with a real estate attorney.
	6. Ensure all permits for renovations are closed.
	7. Check for any liens or encumbrances on the property.
	8. Compile utility bills for potential buyers.
	9. Gather property tax records.
	10. Prepare a list of recent home improvements.
	11. Create a binder with all property documents.
	12. Gather warranties and manuals for appliances.
	13. Review and update home insurance.
	14. Set up mail forwarding.
	15. Notify schools of address change.
	16. Notify utility companies of your move.
	17. Obtain quotes from moving companies.
	18. Create a timeline for your move.
	19. Research temporary housing options.
	20. Get pre-approval for your next home purchase.

	21. Review your financials and budget for the move.
	22. Create an emergency fund for unexpected expenses.
	23. Plan temporary storage solutions.
	24. Arrange for professional photography.
	25. Create a marketing strategy with your agent.
	26. Prepare a seller's disclosure statement.
	27. Prepare a list of included appliances and fixtures.
	28. Provide a floor plan for potential buyers.
	29. Provide a list of recent utility costs.
	30. Prepare a list of community events and resources.
	31. Prepare a list of common questions buyers might ask.
	32. Create a list of local amenities and attractions.
	33. Research local school ratings.
	34. Provide information on local transit options.
	35. Prepare a list of recent neighborhood developments.
	36. Test all home systems (HVAC, electrical).
	37. Service HVAC systems.
	38. Arrange for seasonal maintenance (e.g., HVAC tune-up).
	39. Inspect roof for damages.
	40. Test smoke and carbon monoxide detectors.
	41. Ensure plumbing is leak-free.
	42. Check for pest issues and resolve them.
	43. Check for HOA regulations and fees.
	44. Address any inspection issues.

	45. Get a pre-listing home inspection.
	46. Gather important documents (deeds, wills).
	47. Discuss potential power of attorney requirements.
	48. Secure valuables and personal items.
	49. Ensure door locks work properly.
	50. Double-check alarm systems and locks.
	51. Ensure garage door opener works.
	52. Update any outdated outlets or switches.
	53. Ensure proper ventilation in all rooms.
	54. Verify square footage and property boundaries
	55. Confirm property boundaries.
	56. Clean or replace carpets.
	57. Polish hardwood floors.
	58. Paint walls with neutral colors.
	59. Replace outdated light fixtures.
	60. Update kitchen cabinet hardware.
	61. Consider minor kitchen or bath updates.
	62. Repair any visible damages (e.g., holes in walls, broken tiles).
	63. Fix squeaky doors and floors.
	64. Repaint or touch up exterior.
	65. Power wash the exterior.
	66. Clean gutters and downspouts.
	67. Tidy up the yard and landscaping.
	68. Refresh landscaping with seasonal plants.

	69. Clean windows inside and out.
	70. Organize closets and storage spaces.
	71. Sort and organize garage spaces.
	72. Declutter and depersonalize each room.
	73. Remove personal photos and memorabilia.
	74. Ensure basement and attic are accessible.
	75. Highlight outdoor spaces with furniture.
	76. Stage furniture for optimal space usage.
	77. Highlight energy-efficient features.
	78. Ensure house number is clearly visible.
	79. Arrange for snow removal or lawn care.
	80. Create a moving checklist for personal use.
	81. Plan a marketing strategy with your agent.
	82. Photograph the property for listing.
	83. Set up a virtual tour if needed.
	84. Prepare for open houses and showings.
	85. Arrange child care during open houses.
	87. Stock up on cleaning supplies for last-minute touch-ups.
	88. Clean kitchen appliances.
	89. Ensure all light bulbs are working.
	90. Deep clean the entire house.
	91. Remove any pet odors or stains.
	92. Secure all permits for renovations.
	93. Ensure sidewalks and driveways are clear.

	94. Secure a list of reliable service providers.
	96. Compile a list of seasonal maintenance providers.
	97. Create a binder with all property documents.
	98. Ensure easy access to major appliances for inspection.
	99. Remain flexible with showing schedules to accommodate potential buyers.
	100. Stay prepared to negotiate offers and terms with interested buyers.