

<b>Area</b>	<b><u>To Do's</u></b>	<b>Must Have</b>
Outdoors	Spruce up your garden/lawn; trim shrubbery and replace dead plants	
Outdoors	Yard and patio should be neat; outdoor furniture should be clean and in good shape	
Outdoors	Clean or paint your front door; replace hardware	
Outdoors	Invest in a new doormat	
Outdoors	Store outdoor grills	
Outdoors	Manicure your front yard; make sure your driveway and entryway are free of clutter	
Exterior	Check that house numbers, mailbox, and exterior lighting are all in good condition.	
Exterior	Touch up with fresh paint as needed	
Exterior	Inspect chimney for cracks and earthquake damage	
Exterior	Repair loose trim, drain pipes, and fencing	
Exterior	Clean stains and windows and screens	
Exterior	Replace burnt out light bulbs	
Exterior	Check roofing and replace if necessary	
Garage	Remove clutter and tidy up the shelves	
Garage	Clean the floor	
Living Areas	Apply fresh paint as needed - use neutral tones	
Living Areas	Replace draperies and carpets	
Living Areas	Clean draperies and carpets	
Living Areas	Clean light bulbs and check that all work	
Living Areas	Replace burnt out light bulbs	
Living Areas	Clean the fireplace and remove smoke stains from the wall and mantle	
Kitchen	Set your table	
Kitchen	Sinks, appliances, and counter tops should sparkle; remove any clutter	
Kitchen	Wax or mop the floor	
Kitchen	Clean the oven, range and other appliances	
Kitchen	Clean tile and grout; replace if necessary	
Bathrooms	Clean mirrors, glass, chrome, and porcelain surfaces	
Bathrooms	Replace shower curtain if necessary	
Bathrooms	Remove old floor mats	
Bathrooms	Fix any faucet drops or leaks	
Bathrooms	Clean grout and caulking; replace if necessary	
Bedrooms	Vacuum and clean floors	
Bedrooms	Remove any clutter	
Bedrooms	Apply fresh paint as needed – use neutral tones	
Bedrooms	Make all beds with clean linens	
Closets	Doors and drawers should open and close easily	
Closets	Remove clutter; tidy up shelves and racks	
Closets	Shoes and clothes should be neatly arranged	

- Overall Check the basics around the house. It takes just a minute to check all doors, windows and cabinets to make sure they don't stick, squeak or are too loose.
- Overall Clean your furnace and water heater so buyers know they are looking at a house that has been well maintained.
- Overall Does your home smell pleasant? Place diffusers or air fresheners with a pleasant and mild scent around your home. The old adage of enticing buyers with the smell of 'fresh baked pies' is a good one. Placing some cinnamon or other sweet spices on a piece of aluminum foil and warming them in the oven creates a pleasant smell too.
- Overall Have an emergency "game plan" to prepare your home for last minute showing
- Overall Put away family photos so buyers can envision themselves there
- Overall Leave some personal items out to avoid a sterile-looking environment
- Overall Stage the home if it is vacant or needs updating
- Overall Empty trash
- Overall Store pet supplies

**Nice to Have Vendor Contact Info**