



HAWAII LIFE REAL ESTATE BROKERS

# SELLER'S PREP CHECKLIST

Property/Client:

Date:

## Exterior

- \_\_\_\_\_ Remove cars/trash bins from driveway
- \_\_\_\_\_ Sweep walkways
- \_\_\_\_\_ Pick up leaves/sticks/branches
- \_\_\_\_\_ Clean all windows
- \_\_\_\_\_ Put toys, bicycles away
- \_\_\_\_\_ Store away seasonal decor
- \_\_\_\_\_ Stow garden tools & supplies
- \_\_\_\_\_ Mow, trim trees, landscape
- \_\_\_\_\_ Straighten and arrange deck furniture
- \_\_\_\_\_ Pool: clean pool and surrounding area

## Interior

- \_\_\_\_\_ Remove personal photos
- \_\_\_\_\_ Remove all visible clutter
- \_\_\_\_\_ Open shades and blinds
- \_\_\_\_\_ Replace burned out light bulbs
- \_\_\_\_\_ Tidy up or put away all children's toys
- \_\_\_\_\_ Empty waste baskets
- \_\_\_\_\_ Hide pet dishes/toys/beds
- \_\_\_\_\_ Vacuum carpets/sweep hard floors
- \_\_\_\_\_ Remove newspaper and mail
- \_\_\_\_\_ Turn off Televisions
- \_\_\_\_\_ Tidy Bookshelves

## Bedrooms

- \_\_\_\_\_ Clear any family photos
- \_\_\_\_\_ Make beds and clean under beds
- \_\_\_\_\_ Arrange decorative pillows
- \_\_\_\_\_ Put away clothing and shoes

## Kitchen

- \_\_\_\_\_ Remove all items from refrigerator door
- \_\_\_\_\_ Store food in cabinets
- \_\_\_\_\_ De-clutter counters and stovetops
- \_\_\_\_\_ Stow small appliances
- \_\_\_\_\_ Clear sink of racks, dishes, soaps and cleaning items
- \_\_\_\_\_ Organize items on open shelves
- \_\_\_\_\_ Hide garbage bins
- \_\_\_\_\_ Clean floors and tables
- \_\_\_\_\_ Straighten dinning table and chairs

## Bathrooms

- \_\_\_\_\_ Make the bathrooms sparkle
- \_\_\_\_\_ Clean toilet and close lid
- \_\_\_\_\_ Clear counters of toiletries
- \_\_\_\_\_ Replace burned out light bulbs
- \_\_\_\_\_ Remove all items from tub and shower
- \_\_\_\_\_ Clean mirrors