

Before You List (Docs + Decisions)

- ☐ **Meet with your Realtor:** pricing plan, prep budget, target list date, showing rules (pets/kids/work-from-home).
- ☐ **Start a "Listing Folder":** survey/plat (if any), deed info, permits/receipts, warranties, service records (roof/HVAC/plumbing/electrical), utility averages, past inspections/appraisals, repair invoices, HOA info, community restrictions
- ☐ **Complete disclosures** (with your Realtor)
- ☐ **Make an "Upgrades & Ages" sheet** (approx dates): roof, HVAC, water heater, remodels, appliances, flooring, major maintenance.
- ☐ **Pre-list walk-through** with your Realtor: decide **Fix Now vs. Credit/Price** (focus on safety, leaks, obvious deferred maintenance).
- ☐ **Request a net sheet** + have mortgage/HELOC payoff info ready.
- ☐ **Declutter + pre-pack** (personal photos, collections, extra furniture) and set a simple "clean + show" routine. **If acreage/outbuildings:**
 - ☐ Note corners/pins if known; list easements/shared drives; gather well/septic records; list outbuildings (approx size/uses, utilities).

If condo/townhome:

- ☐ Confirm HOA dues/coverage, transfer fees, assessments, rental/pet rules, parking/storage; request resale/HOA docs early.

Prep the Property (Quick Wins)

- ☐ **Deep clean, top-to-bottom:** windows, baseboards, grout, appliances, ceiling fans, and high-touch areas.
- ☐ **Declutter + depersonalize:** pack 25–30% of closets/cabinets; remove extra furniture to open up rooms (remember cabinets and drawers).
- ☐ **Handle the "inspection snags":** leaks, sticky doors, loose knobs, cracked plates, burnt bulbs, torn screens, minor drywall/caulk.
- ☐ **Paint + stain check:** neutral touch-ups; address obvious wall/ceiling stains (especially water spots).
- ☐ **Curb appeal/first impressions:** mow/edge, trim shrubs, fresh mulch, power wash, clean gutters, brighten the front entry, house number visible.
- ☐ **HVAC basics:** change filters, service if overdue, and keep vents/returns unobstructed.
- ☐ **Odor plan (pets/smoke/cooking):** deep clean soft goods, replace filters, clean litter areas, ventilate before showings. Do not overuse scents, sprays, candles.

Launch & Marketing (Photos + Showings)

- ☐ **Give your Realtor a "Feature Sheet":** major updates/ages (roof/HVAC/water heater), key features, neighborhood perks; **add HOA details or acreage/outbuilding notes.**
- ☐ **Photo-ready setup:** open blinds/curtains, turn on lights, clear counters/surfaces, **remove personal photos** + bold/seasonal/political décor, hide cords, trash cans, toiletries. Move vehicles out of the way.
- ☐ **Secure & simplify:** lock up valuables, prescriptions, mail, and sensitive documents; decide where pets go during photos/showings (off-site or contained).
- ☐ **Showing-ready routine:** beds made, dishes put away, floors quick sweep, counters cleared, trash out, lights on, comfortable temperature, ventilate for fresh air, remove pet beds and bowls.
- ☐ **Make access easy:** provide keys/codes/garage remotes, label "stays vs. goes," and keep a small bin for last-minute pickup items.

Offer to Closing (Decision → Done)

- ☐ **Review offers with strategy (not just price):** financing type, contingencies, earnest money, closing/possession date, requested concessions, and overall "certainty to close."
- ☐ **Inspection-ready home:** clear attic/crawlspace access, unlock panels/gates, replace dead bulbs/batteries, and keep manuals, keys, and receipts handy.
- ☐ **Appraisal packet:** provide a one-page list of upgrades (dates/costs/permits if available) + HOA info (if applicable) + relevant neighborhood notes/comps through your Realtor.
- ☐ **Repairs on schedule:** complete agreed repairs promptly (use licensed pros when required), keep invoices/warranties, and be prepared for re-inspection if needed.
- ☐ **Utilities + move-out plan:** schedule movers, forward mail, gather keys/remotes/key fobs/pool passes; keep utilities on through closing (often through the day after) to avoid walk-through surprises.
- ☐ **Final walk-through ready:** home empty and **"broom-clean,"** no new damage, agreed repairs complete, and agreed items remain (fixtures, appliances, etc.).

Ready for a seller-focused plan?

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