






Seller's Checklist

A Step-by-Step Guide
to Selling Smart



Rebecca
Janowak



REALTOR

Rebecca Realty Group
RE/MAX Eclipse



248.202.1881



SoldByRebeccaRealty@gmail.com



Pre-listing Checklist



REBECCA
REALTY GROUP

PREPARE YOUR HOME. IMPRESS BUYERS. GET TOP VALUE.

CURB APPEAL

- Mow Lawn
- Remove weeds from flowerbeds
- Edge around walkways
- Trim trees and bushes
- Add colorful plants
- Remove any unwanted debris
- Clean and paint the front door
- Add a new, fresh doormat

EXTERIOR

- Powerwash siding & driveway
- Remove any stains on driveway
- Fill in any driveway cracks
- Repaint or stain patio/deck
- Wash windows
- Clean window wells
- Repaint siding if necessary
- Clean/repair gutters
- Replace missing shingles
- Ensure lights are working properly
- Make sure the doorbell is working

BEDROOM

- Nightstands dusted and organized.
- Declutter and organize closets
- Arrange furnishings to make the room look larger.
- Clean shades and curtains
- Create empty space in closets

LAUNDRY ROOM

- Put all clothing away
- Organize shelves
- Wipe down washer and dryer
- Clean all surfaces

KITCHEN

- Minimize items on the counter
- Remove magnets from the refrigerator
- Wash all cabinets and handles
- Organize to create space
- Hide trash can in a closet
- Ensure all appliances are working
- Deep clean refrigerator and stove

OVERALL INTERIOR

- Mop all hardwood and tile
- Clean window and window sill
- Repair holes/cracks in walls
- Repaint with neutral colors
- Clean baseboards and trim
- Organize basement
- Check and replace light bulbs
- Dust all lights and ceiling fans
- Dust shelves and art
- Remove family photos
- Take out all trash
- Have carpets professionally cleaned
- Fix leaky faucets
- Organize closets leaving free space
- Clean all blinds and curtains
- Ensure windows open, close, and lock
- Clean all filters and vents
- Replace worn pillows and rugs
- Declutter and arrange in an inviting way
- Place fresh flowers on the table
- Eliminate odors

BATHROOM

- The shower curtain cleaned or replaced.
- Remove rust and mildew stains
- Worn rugs and towels should be replaced.
- Check the exhaust fan
- Ensure the toilet operates properly
- Ensure the sink/tub/shower drain well
- Clean toilet towels
- Clean soap residue from shower/tub
- Check the water pressure at all fixtures

GARAGE

- Seal or paint floors
- Wash floors
- Cover exposed wiring
- Organize items in bins on shelves
- Organize to create floor space
- Ensure the garage door is working




Rebecca Janowak

REALTOR®

 Rebecca Realty Group

 RE/MAX Eclipse

 248.202.1881

 SoldByRebeccaRealty@gmail.com

PREP YOUR HOME

FOR *photography*



GENERAL

- Remove all excess items to create more space.
- Declutter and deep clean
- Remove all children and pet toys
- Remove pet bowls, crates, etc.
- Open curtains and turn lights on
- Replace all burned out lightbulbs
- Hide unattractive views with semi-sheer curtains
- Turn all fans off
- Remove all family photographs
- Remove signs of political or religious preferences
- Remove any newspapers magazines or mail



BEDROOMS

- Clear clutter and deep clean
- Make all beds
- Remove all personal items
- Tidy up toys clothes and valuables
- Create space in closets by removing extra clothing
- Replace toilet paper with fresh rolls



BATHROOMS

- Leave toilet seat down
- Clear all clutter off countertop
- Remove all rugs/bathmats
- Remove soap and shampoo containers
- Remove dirty towels
- Arrange fresh accent towels
- Place a small fresh plant out for decoration



KITCHEN

- Remove small appliances from counters
- Remove all dishtowels and rugs
- Place fresh flowers or fruit bowl on the counter for decoration
- Remove magnets from the refrigerator
- Ensure that all visible areas are freshly cleaned
- Store garbage can out of sight
- Replace paper towel with fresh rolls



LIVING ROOM

- Turn off the TV and hide remotes
- Place pillows and throw blankets accordingly
- Declutter coffee tables and shelves



DINING ROOM

- Declutter all areas
- Place a simple centerpiece on the table
- Ensure that chairs are neatly arranged



EXTERIOR

- Place garbage bins in the garage
- Ensure hoses are tidy
- Uncover and clean barbeques
- Close garage door
- Ensure landscaping is freshly manicured
- Place a fresh wreath and doormat at the entrance to the home



REBECCA JANOWAK
REALTOR®



REBECCA REALTY GROUP

RE/MAX ECLIPSE



248.202.1881

SoldByRebeccaRealty@gmail.com

Showing Checklist



A FEW SIMPLE STEPS FOR A LASTING IMPRESSION



SHOWING IN 10 MINUTES

- Secure your pets or bring them along
- Verify that all towels have been collected
- Make your beds
- Wipe down all counters
- Open curtains and turn on all lights
- Remove all clutter
- Be sure to close toilet seats
- Put everything in a basket & put it in your car.



SHOWING IN 30 MINUTES

- Secure your pets or bring them along
- Verify that all towels have been collected
- Wipe down all counters
- Make your beds.
- Open curtains and turn on all lights
- Put everything in a basket & put it in your car.
- Remove all clutter
- Be sure to close toilet seats
- Sweep & mop all hard-surfaced floors
- Vacuum all carpets
- Clear out the kitchen sink
- Make sure your home smells fresh



SHOWING IN 1 HOUR

- Open curtains and turn on all lights
- Sweep & mop all hard-surfaced floors
- Make your beds.
- Clean and wipe down toilets
- Vacuum all carpets
- Put everything in a basket & put it in your car.
- Sweep front door and shake out the doormat
- Remove everything from the kitchen sink
- Take out all garbage
- Confirm that all towels have been collected
- Clean all of the counters
- Make sure your home smells fresh
- Clean all glass and mirror surfaces




REBECCA REALTY GROUP

RE/MAX ECLIPSE

Rebecca Janowak

REALTOR®

 248.202.1881

 SoldByRebeccaRealty@gmail.com



HOME INSPECTION

Preparation

Dear Seller,

For a smooth home inspection, consider taking these steps. If there's anything on the list that's above your experience comfort level, consider calling in an expert.

DURING THE INSPECTION

Your property is examined top to bottom, with emphasis placed on evaluating the following:

- Roof
- Foundation
- Plumbing System
- Electrical System
- HVAC System.
- Hot Water Heater

SAFETY AND SECURITY PRECAUTIONS

- Replace batteries in smoke detectors
- Test carbon monoxide detector
- Cap gas lines or chimney entry points
- Exterminate bugs or rodents
- Open and close garage doors manually and with the remote, then test the reverse safety setting

GENERAL TASKS

- Clear debris from around the A/C compressor, downspout drainage, and foundation vents
- Clean out gutters
- Ensure that downspouts are properly diverting water away from the home
- Replace inoperable light bulbs
- Re-caulk around bathtubs and sinks
- Repair any water damage or leaks in bathrooms
- Remove any drain clogs
- Replace torn screens and cracked windows
- Replace any missing roofing
- Replace damaged insulation in attic and crawl space
- Trim trees that are near or hanging over the roof line
- Update any dingy grout
-

BEFORE INSPECTION

- Make sure all utilities are activated
- Leave keys for gates, outbuildings, storages and electrical boxes
- Leave remotes for garage door, ceiling fans, lights, etc.
- Turn on pilot light for gas-fired appliances, including the water heater
- Take pets with you
- Remove dishes from the sink and dishwasher
- Leave a sketch identifying the location of a well or septic tank
- Leave paperwork for any maintenance, repairs, or insurance claims



Your Home. My Priority.
Exceptional Results.

REBECCA JANOWAK | REALTOR®

- 248.202.1881
- soldbyreccarealty@gmail.com
- www.rebccarealtygroup.com



MOVING *Checklist*

— YOUR GUIDE TO A SMOOTH MOVE —

2 MONTHS OUT

- Sort cabinets, closets and drawers
- Go through bathroom items, throw away all expired items
- Donate any unwanted items to charity
- Reserve a moving company, truck or portable container
- Take pictures around your home so you know where things go

1 MONTH OUT

- Purchase boxes tape and other moving necessities
- Contact current services to move or cancel
- Contact services in your new area to set up
- Start packing items that aren't frequently used - be sure to label

2 WEEKS OUT

- Complete any necessary repairs
- Create an inventory of boxes and items
- Contact your post office for a change of address

1 WEEK OUT

- Pack all remaining items that you won't need right away
- Deep clean appliances including refrigerator/freezer, microwave, stove and oven
- Pack a bag with a few days worth of clothes and toiletries for each person in the family
- Arrange for childcare/petcare during the moving day
- Set an appointment with a locksmith to have locks changed on moving day

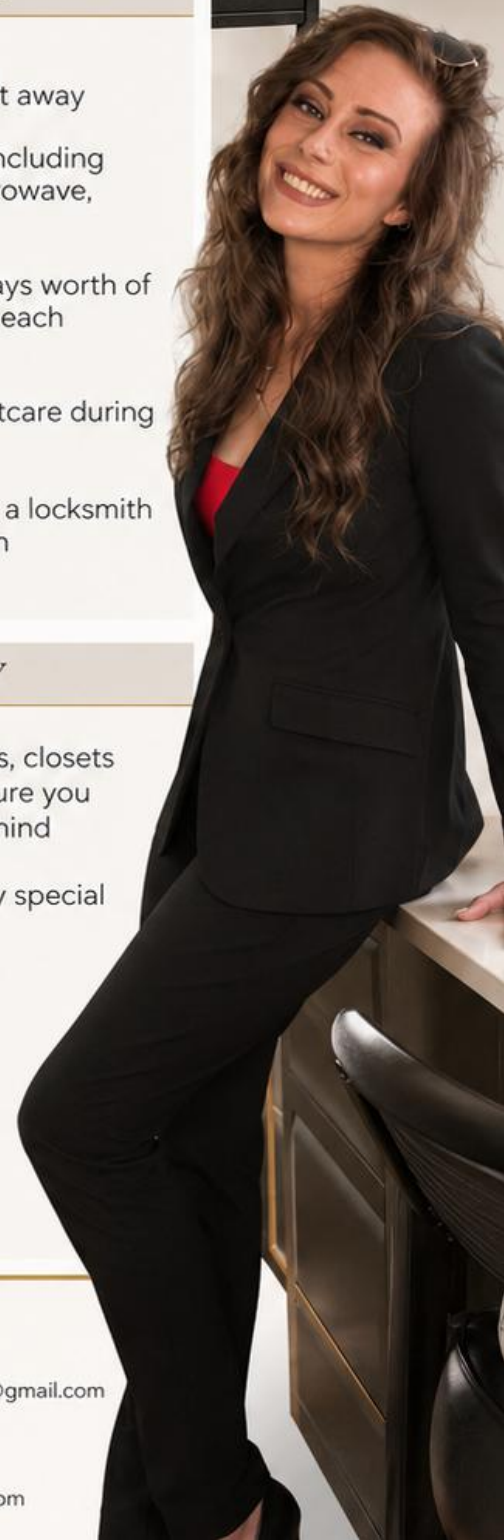
MOVING DAY

- Look through all cabinets, closets and dishwashers to be sure you didn't leave anything behind
- Inform the movers of any special instructions
- Pay the movers
- Do a final walk-through of each room to ensure nothing is forgotten



REBECCA
Realty Group
REAL ADVICE. REAL RESULTS.

 REALTOR®
 SoldByRebeccaRealty@gmail.com
 248.202.1881
 RebeccaRealtyGroup.com



Closing Day *Checklist*



Rebecca Janowak
REALTOR®

Rebecca
— REALTY GROUP —


BEFORE


- Get all of your closing documents together
- Prepare to transfer or cancel your current home utilities
- Gather appliance manuals, warranties, or other documentation
- Ensure that all household remote controls are left in the house
- Be sure to turn switches off and close any open valves
- Cancel your current homeowner's insurance policy
- Ensure that all personal belongings are removed and that all of your contacts are notified

ON THE DAY

- Gather all receipts and documents for any repairs you've made
- Have photo identification for the person who will be in charge of the house.
- Make any final payments of closing fees
- Get all of your closing documents together

AFTER

- Confirm that the new owners have transferred all utilities.
- Make a copy of your closing documents and keep them in a secure location.

 SoldByRebeccaRealty@gmail.com

 248.202.1881

Congrats!

HERE'S TO YOUR NEXT CHAPTER!



CHANGE OF ADDRESS

Checklist



A SIMPLE GUIDE TO
KEEPING YOUR LIFE
SEAMLESSLY CONNECTED
IN YOUR NEW HOME.

FINANCES

- Bank/Credit Union
- Student Loans
- Credit Card Companies
- Loan Companies
- Financial Aid
- Investment Broker

INSURANCE

- Homeowner/Renter's Insurance
- Health Insurance
- Dental Insurance
- Car Insurance
- Life Insurance

HOME SERVICES

- Pest Control Service
- Cable Provider
- Cleaning Service
- Garbage and Recycling
- Internet Service
- Electrical Company
- Telephone/Cell Service
- Lawn care Service
- Water & Sewer Company
- Pool Maintenance
- Gas Company

MEMBERSHIPS & RETAILERS

- Online Retailers (Amazon, eBay, etc.)
- Club membership (Costco, Sam's Club)
- Gym membership

PROFESSIONAL SERVICES

- Financial Planner
- Attorney
- Dentist Office
- Veterinarian
- Therapist or Counselor
- Insurance Agent
- Babysitter
- Pharmacy
- Doctor/Pediatrician Offices

COMMUNITY CONTACTS

- Community Groups
- Employers
- Church, Synagogue etc.
- Charitable Organizations
- Alumni & Fraternal Organizations
- Pet Groomer
- Daycare Facilities
- Country Club
- School, PTA, Extracurricular

GOVERNMENT AGENCIES

- Department of Motor Vehicles
- Internal Revenue Service
- Local/County Tax Commissioner
- State Department of Taxation
- Social Security Administration
- Business License Office
- Voter Registration
- USPS Mail Forwarding



REBECCA
REALTY GROUP

EXPERIENCE. TRUST. RESULTS.



REALTOR®
RE/MAX ECLIPSE



SoldByRebeccaRealty@gmail.com



248.202.1881

Rebecca
JANOWAK