
THE FOR SALE BY OWNER



HOW TO PREPARE
YOUR HOME FOR
SALE

A HOMEOWNERS
GUIDE

BITS - n - PIECES



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THE FOR SALE BY OWNER CHECKLIST

HOW TO PREPARE YOUR HOME FOR SALE

Pierre Mouchette, author



Bits-n-Pieces
a TSI Publication

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Things to Do to Prepare for Sale

ITEM	DESCRIPTION	NOTES
Exterior Make-Ready		
1	Cut grass, trim perimeter, and remove the weeds.	
2	Trim all shrubbery and if necessary "umbrella" the trees.	
3	Spread mulch as required.	
4	Power wash the building's exterior.	
OTHER:		

ITEM	DESCRIPTION	NOTES
<p>Interior Make-Ready Clean all areas of the home with ammonia and warm water. The following should be cleaned:</p>		
<p>Entrance</p>		
1	Clean all entry doors inside and out.	
<p>Kitchen</p>		
1	Clean all appliances inside and out.	
2	Clean sides, behind, and underneath refrigerator and stove.	
3	Clean inside of all drawers, cabinets, and pantries.	
4	Clean vent hood and replace the filter.	
5	Replace drip pans on the stove, as necessary.	
6	Clean and oil cabinets.	
7	Clean and polish sinks, faucets, and countertops.	
8	Replace faucet washers.	

9	Clean faucet aerator and flow restrictor Fire Extinguisher (check dates).	
10	Replace light bulbs.	
Bathroom		
1	Clean and polish sink, tub, and toilet.	
2	Clean and polish faucet, spout, and shower diverter.	
3	Replace faucet washers.	
4	Clean faucet aerator and flow restrictor.	
Miscellaneous		
1	Sweep, mop, and polish all floors.	
2	Vacuum all carpeting.	
3	Shampoo carpeting.	
4	Clean closet shelves and rods.	
5	Clean windows inside and out.	
6	Clean light fixtures.	
7		

	Replace all switch plates and outlet covers with new ones.	
8	Clean A/C vents.	
9	Clean outside porch light fixture and replace the bulb.	
10	Sweep porch, patio/balcony, and storage areas.	
11	Clean ceiling fans and replace all bulbs.	
12	Clean fireplace.	
OTHER:		

Make-Ready Painting

Any area that cannot be spruced-up with a good cleaning (soap and water) should be repainted in a neutral color. A good paint job will transform a “well-lived-in home” into the look and detail of a “custom home.”

Complete the following before painting:

ITEM	DESCRIPTION	NOTES
1	Remove all outlet covers and switch plates.	
2	Sweep baseboards.	
3	Spackle all nail holes.	
4	Molding and Trim, A/C grills.	
5	Closet and Closet Rods.	
6	Exterior Doors; Interior Doors, Outside Storage Room Doors.	
7	Hallway; Living Room, Kitchen; Bathroom.	

OTHER:

Make-Ready Maintenance

Ensure that everything is in perfect working condition.

ITEM	DESCRIPTION	NOTES
1	Make Ready (replace as required).	
2	Doors (threshold, weatherstrip, doorstop, doorbell, keys).	
3	Vent hood.	
4	Cabinet doors (knobs, hinges, friction catches).	
5	Kitchen countertops.	
6	Kitchen floor.	
7	Kitchen sink (faucets, O rings, seals, washers, aerators, trap, drain).	
8	Disposal.	
9	Dishwasher.	
10	Stove (burners).	
11	Oven (element, broiler pan).	
12	Refrigerator (crisper, glass, meat tray, door seal, ice trays).	

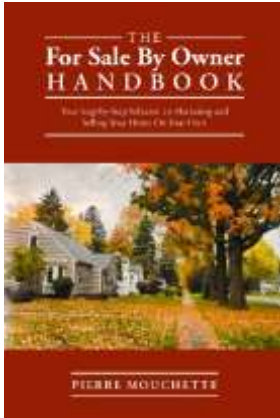
13	Bathroom floor.	
14	Water Closet (ballcock, flush, bowl, seat).	
15	Lavatory (trap, drain, popup, O ring, seat, washer).	
16	Tissue holder.	
17	Towel racks.	
18	Bathtub (stopper, popup, tile, grout, valves, O ring, seat, washer, shower head, soap dish).	
19	Bathroom Cabinets (door, drawer).	
20	AC (filter, knob, cooling).	
21	Heat.	
22	Windows (locks, screens).	
23	Mini blinds/drapes (rod, cord).	
24	Outlets.	
25	Switches.	
26	Molding and trim.	

27	Wallcovering.	
28	Sheetrock, walls, ceiling.	
29	Fireplace.	
30	Remove old caulk and re-caulk as needed.	

OTHER:

Final

ITEM	DESCRIPTION	NOTES
1	Door locks.	
2	Keyless bolting device.	
3	Sliding door lock, latch.	
4	Window locks.	
5	Smoke detectors (replace battery).	
6	Intrusion alarm.	
7	Fire extinguisher (check dates).	
OTHER:		



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