

*Prestige. Pedigree. Power. The GLOBAL LUXURY® difference.*



## HOME PREPARATION PLAN



## COLDWELL BANKER TOMLINSON

# SUMMARY

As your Luxury Property Specialist, my focus is to ensure that your home is presented in its best light - showcasing its beauty and garnering a top price, in the shortest timeframe. Your lovely home is uniquely yours. Creating a stylish, clean, and uncluttered atmosphere where prospective purchasers can picture *themselves* at home is key. The information in this guide is based on proven marketing techniques and may help you in preparing your home for sale.





## DETAILED HOME PREPARATION PLAN

# GENERAL INTERIOR CHECKLIST

### DE-CLUTTER

- Remove furniture from crowded rooms
- Remove oversized furniture
- Pack away knick-knacks
- Clear and clean countertops
- Clean and organize closets and pantry areas

### DE-PERSONALIZE

- Remove all personal photos
- Pack and store your collections
- Remove anything with a political or religious statement
- Remove trophies, awards and certificates
- Remove all items from the bathroom counter, tub, and shower

### A SPOTLESS HOME

- Maintain clean windows in every room
- Have dust removed from all furniture, ceiling fan blades, and light fixtures
- Have showers, tubs, and sinks re-caulked
- Hang fresh towels
- Have neutral-colored paint throughout home & have touched-up where needed
- Have outdated or worn carpet replaced
- Have window tracks and door frames cleaned

### A FRESH SCENT

- Open windows to let in fresh air
- Grind a lemon in the garbage disposal for a fresh scent
- Add fresh-cut flowers
- Have walls and cabinets washed
- Place a box of baking soda in the refrigerator, freezer, and closets
- Remove litter boxes and pet beds

**A NOTE ON TECHNOLOGY** — Technology is an important element in our daily lives. Buyers look for the latest and greatest when it comes to their home, including smart thermostats, energy-efficient appliances, access to high-speed internet, and good cell phone service. Be sure to inform me of all these items.



## DETAILED HOME PREPARATION PLAN



### CURB APPEAL & EXTERIOR

- Ensure that the exterior of your home, from curb and gutter to sidewalks are clean and weed-free
- Consider having siding, decks and patios power-washed
- Have front door repainted
- Replace outdated yard and porch light fixtures
- Have any needed roof repairs made
- Keep lawn and landscaping in top shape, keeping trim trees and bushes
- Ensure that gutters and downspouts are clean and in good repair
- Have faded or stained driveway re-stained
- Fix squeaky gates and peeling fences
- Have windows professionally cleaned
- Remove or roll up garden hoses
- Stowe garbage cans out of sight
- If seasonally appropriate, add potted flowers on front steps / porch and colorful annuals in flowerbeds
- Add solar-powered walkway lighting on front walk

### AGENT REMARKS



## DETAILED HOME PREPARATION PLAN



### ENTRY

- Update lighting, if necessary
- Add a decorative mirror or hang artwork to set the correct tone
- Add pops of color with a decorative vase filled with fresh flowers
- Make sure any windows are crystal clean

### KITCHEN

- Update appliances and faucet hardware if necessary
- Check all cabinet drawers and doors; ensure they open and close smoothly. Have repaired and adjusted if needed including outdated hardware
- Have granite counters and backsplash cleaned and resealed
- Cracked or broken tiles repaired
- Replace garbage disposal if needed
- Clean all cabinets inside and out
- Update lighting
- Stage the island / breakfast bar; add colorful accents

### AGENT REMARKS



## DETAILED HOME PREPARATION PLAN



### LIVING / DINING AREAS

- Clear the clutter and dust everything carefully
- Organize TV / DVR remotes in a decorative basket
- Have drapes and blinds cleaned
- Use furniture that fits and complements the room
- Add house plants and a decorative rug if appropriate
- Add color with accent throws and pillows
- Replace or clean light fixtures and lamps; add new bulbs to every light or lamp for consistency
- Stage / set table with updated dinnerware

### OFFICE

- Remove everything but the essentials
- Organize the workspace
- Keep it neutral
- Accessorize with pops of color
- Open blinds and / or drapes
- Turn off your computer(s)
- Secure any documents or personal / financial information

### AGENT REMARKS



## DETAILED HOME PREPARATION PLAN



### BEDROOMS

- Dust and vacuum – make sure its clean under all beds and dressers
- Wash or replace bedspreads or comforters and pillowcases
- Make all beds; add colorful throw pillows
- Organize closets, clothing, and shoes
- Secure any jewelry or personal items
- Add fresh flowers

### BATHROOMS

- Clean and polish mirrors
- Have toilets deep cleaned, using pumice stone for rings if necessary
- Have toilet or tank hardware replaced if toilet runs or does not flush properly
- Have tile or stone treated / sealed
- Replace tub and sink faucets, drains, and hardware if needed
- Ensure clean tubs / showers and surrounds
- Have flooring cleaned & replace imperfections
- Ensure exhaust fans are working properly and are cleaned
- Add colorful accents and fresh flowers to bathroom counters

### AGENT REMARKS



## DETAILED HOME PREPARATION PLAN



### BONUS / GAME / MEDIA ROOM

- Give room a clear purpose: workout room, game area, reading space / library, media room and stage the area(s) to a specific use
- Clear the clutter
- Accessorize with color
- Update light fixtures
- Update wet bar / kitchenette if applicable

### LAUNDRY / MUD ROOM

- Have space deep cleaned, including washer and dryer; clear lint, clean behind appliances
- Clean cabinets inside and out
- Organize cleaning products inside cabinets
- Consider updates in lighting to make room bright
- Clean shelving and cubbies in mud room and organize shoes, jackets, hats, etc.
- Have space maintained – clean and clothing not visible
- Add some color, either with art or accessories
- Paint the room if necessary
- Less is more; put away everything you can

### AGENT REMARKS



## DETAILED HOME PREPARATION PLAN



### BASEMENT / ATTIC

- Organize boxes into neat stacks
- Donate what doesn't belong
- Clean dust and debris
- Paint if needed
- Add lighting so spaces are bright
- If basement is finished, define clear spaces and stage appropriately, such as adding a craft table and neatly displayed supplies

### GARAGE

- Clean, clean, clean
- Have walls re-painted
- Clean windows
- Add new lighting
- Make sure electrical box is well-labeled
- Have garage door serviced or replaced if necessary
- Label and organize boxes
- Clear clutter
- Organize lawn tools and equipment

### AGENT REMARKS



## DETAILED HOME PREPARATION PLAN



### POOL / SPA

- Have pool and spa cleaned and serviced – removing any staining
- Have filters replaced
- Have broken tiles replaced and re-caulked where necessary
- Replace broken equipment; service pool cover
- Discard broken pool toys, ladder, lounge chairs, etc.
- Organize pool chemicals
- Consider having pool deck power washed
- Update pool furniture

### PATIO / GARDEN

- Clean and / or power wash patio decking and concrete
- Clean and update BBQ or outdoor kitchen and update tools and utensils
- Add hanging lights
- Update patio furniture and add colorful accessories
- Keep garden area weeded and trimmed

### AGENT REMARKS



# DETAILED HOME PREPARATION PLAN



## ADDITIONAL NOTES





**COLDWELL BANKER**  
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