

Seller Showing Instructions Checklist

All items below must be completed before the property is listed for sale and should be reviewed before any showings thereafter. The cleaning and decluttering must be maintained until the property is sold.

General:

- De-clutter all rooms
- Remove as many items out of property as possible to open up your space
- Make beds with your best bedding
- Display your 'show' towels in all washrooms
- Vacuum carpets & furniture
- Clean all washrooms & kitchen (make sure sinks and faucets are spotless)
- Mop hard surface floors
- Dust all items in every room
- Clean all windows, doors & mirrors
- Remove as much as possible from kitchen counters
- Gut grass
- Use magic eraser to clean markings on walls
- Sweep front walkway
- De-clutter garage
- Update landscaping
- De-clutter closets & cupboards
- Paint any rooms in need of a makeover or accent wall
- Repair any broken items
- Fresh flowers in various rooms
- Jewelry and valuables locked safely away or removed from house
- Valuable property, such as objects of art and figurines out of reach, out of sight, or locked away
- Drapes opened during daylight
- Fireplace lit in cooler weather
- Air conditioner turned on in warmer weather
- Turn on soft music for background noise
- All lights turned on with no burnt-out bulbs
- Empty all garbage, organic and recycling containers

Pets:

- Bathe pets
- Clean cat litter
- Clean aquarium
- Clean pet food bowls
- Put dog in crate or take out for a walk

Make house smell nice:

- Spray Febreze on all textile furniture, carpets, closets and shoes
- Put two ounces of vanilla extract in oven for one hour at 250 degrees
- Boil water, input yeast, smells like fresh baked cookies
- Add oil fresheners to outlets

Real Estate items to display:

- 'Please remove shoes' sign
- Feature sheet holder
- Feature sheets
- Business card holder
- Business cards
- Floor plans
- Community neighborhood information
- Pre-home inspection
- Lock box
- Booklet (utility bills and expense details related to property)