



Mark O'Shea  
REALTY

The  
Ultimate  
Seller To Do List

Your complete guide to preparing your home for a quick sale!

# 1

## Whole House

objectively evaluate every room!

Clean/replace/repair as needed:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Light Switch Covers  | <input type="checkbox"/> Fireplace                       | <input type="checkbox"/> Light Fittings  |
| <input type="checkbox"/> Front door           | <input type="checkbox"/> Carpets                         | <input type="checkbox"/> Blinds          |
| <input type="checkbox"/> Doors and Door Knobs | <input type="checkbox"/> Interior & Exterior Paint       | <input type="checkbox"/> AC/Heater vents |
| <input type="checkbox"/> Exhaust Fans         | <input type="checkbox"/> Cracked Windows & Torn Fly Wire | <input type="checkbox"/> Tiles & Grout   |

Dust everything!!

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Walls                   | <input type="checkbox"/> Blinds             | <input type="checkbox"/> Ceilings        |
| <input type="checkbox"/> Skirtings & Architraves | <input type="checkbox"/> Windows & Fly wire | <input type="checkbox"/> AC Intake Vents |
| <input type="checkbox"/> Ceiling Fans            |   |  |

Make it inviting!

- Rearrange furniture to maximize visual floor space
- Pack up all knick-knacks and figurines
- Prune and nurture all house plants
- Reduce or add house plants to a balanced number
- Remove any furniture that you can live without
- Remove all but a few decorative books from bookshelves
- Pack away personal family photos to de-personalise the home
- Reduce the amount of wall art to one or two items per room
- Add lamps to any dark spaces to brighten the room
- Avoid using Scented, sprays, and plug-in air freshness
- Use an essential oil diffuser for a fresh and clean smelling home

# 2

## Living Room & Family Rooms

maximise visual floor and wall space

- Keep coffee tables clear
- Remove any ashtrays
- Keep furniture at a minimum
- Most toys should be stored out of sight
- Use pillows and throws to soften the space



## 3 Dining Room

minimise furniture!

- Any light fitting should be at minimum 1.5 metres from the floor
- Keep dining table clear except for a nice centerpiece
- Remove extra chairs from the table and dining room
- The table should seat 4 to 6 chairs maximum



## 4 Kitchen

clean and clear surfaces

- Put away all mops, brooms, vacuums, etc.
- Empty the garbage before each showing
- Remove any pet food/water dishes before showings
- Organise pantry to look nice and neat
- Box up any dishes and cooking supplies
- Scrub/polish the sink to make it look like new again
- Clear all items from kitchen counter tops
- Clean tile grout, bleach if needed
- Clean the stove, oven and microwave
- Clear the refrigerator of magnets, pictures, etc.
- Repair broken or loose corners on counter tops
- Replace burner pans on the stove if worn



## 5 Bedroom

make your bed and stow your stuff!

- Make beds daily
- Invest in new bedspreads
- Clear off bedside tables, dressers, etc.
- Store daily necessities in drawers or closets
- Organise closets to be nice and neat
- Keep closet doors closed
- Keep all the floors clear and vacuum regularly
- Remove all wall decor, other than tasteful art
- Repair any holes or damage to walls

## 6 Laundry put it all away!

- Put soap and supplies in cupboards
- Use high watt bulbs to make it look brighter
- Keep floors cleared of clutter and mop regularly

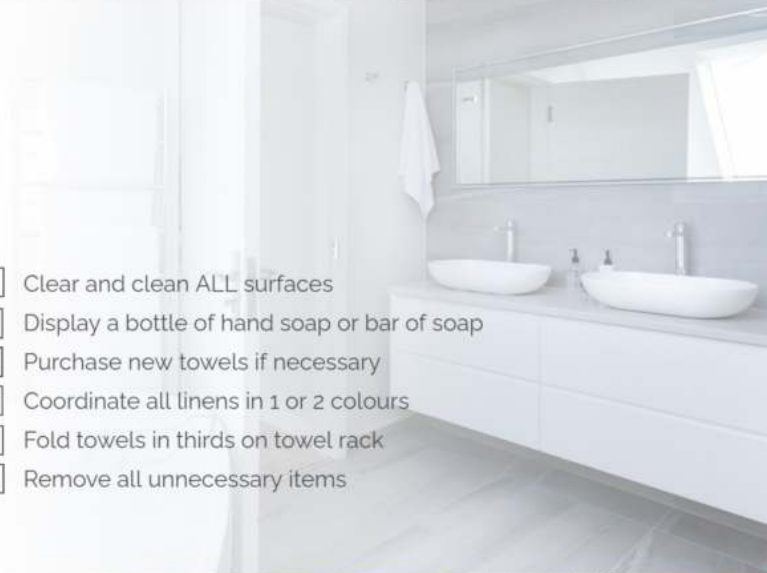


- Keep all surfaces and sink clean and empty
- Remove any and all clothing, dirty or clean.

## 7 Bathroom clean and bright!

- Clean or replace shower screens or curtains
- Clean any mouldy areas
- Replace grout & sealers to make it look new again
- Take off all cloth toilet lids & keep lids closed
- Hide garbage bins and cleaning supplies
- Organise cabinets to be nice and neat

- Clear and clean ALL surfaces
- Display a bottle of hand soap or bar of soap
- Purchase new towels if necessary
- Coordinate all linens in 1 or 2 colours
- Fold towels in thirds on towel rack
- Remove all unnecessary items



## 8 Exterior step back and evaluate!

- Pressure wash any dirty/stained concrete
- Re-stain deck wood as needed
- Wash and repair windows, inside and out
- Use outdoor furniture to show use of space
- Create an inviting retreat with drapes, pillows, etc.
- Remove spider webs

- Clean or repaint the front door if needed
- Repaint the exterior and trim if needed
- Replace any rotten wood on the exterior
- Sweep all walkways, patios, porches, and decks
- Clean pool, spa and water features
- Clean BBQ & Fire Pits



## 9 Yard & Garden trim and nurture!

- Prune bushes and plants to look healthy
- Do not allow shrubs or plants to block windows
- Weed & remove any dead plants in all planting areas
- Put down fresh mulch to restore color contrast
- Keep the lawn watered, freshly mowed, edged, and fertilised
- Add a few flowers for a splash of color if needed

## 10 Garage keep nice and neat

- Clean, sweep and declutter the garage.
- Keep all sheds clean and neat
- Repaint dirty areas
- Pack anything you can live without
- All garage doors open and close correctly

