Seller Pre-Market Inspection Checklist

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Essentials		Complete	N/A
Client Intake	Questionnaire complete		
Keys	Keys to access home		
	- If you have stray keys & plan on vacating while on market REKEY YOUR HOME.		
	- Provide 3 copies of keys to access your home to your agent.		
	Test, label with key tags and painters tape the following keys. Place them in a rubber food container and store in safe place for new owner		
	- Service or replace any problematic locks / systems		
	- Mailbox key(s) w/ key tag labeling mailbox number		
	- Irrigation control box key(s)		
	- Breaker Box Lock / Key		
	- Yard gate keys		
	- Storage unit keys		
	- Community Gate Keys		
	- Community Gate Remotes (test and replace batteries)		
	- Community gate keypad code		
	- Community rec center keys		
	- Community Pool Keys		
	- Garage door remote(s) Replace with new batteries.		
	- Garage door keypad code reset instructions.		
	- Fireplace(s) valve key		
Disclosures	Complete your Seller property disclosure statement		
	Obtain a copy of the HOA information sheet from your HOA (look for number to call from last statement)		
	Obtain a copy of the HOA Addendum Pg1 fee disclosure		
	Call insurance company and get a copy of your insurance claims history for 5 yrs or as long as you have owned home		
	Well / well share disclosure		
	Waste water / septic tank disclosure		
	Affidavit of disclosure / rural housing disclosure		
Communication	Program your agent's phone number into your speed dial / contacts list.		
	Add your agent's email address to ALL your email accounts.		
	Have a working email address you check twice daily.		
	Have agent send you a test design to learn the process and make sure it works.		
	Have a scanner & printer handy for hand signatures if necessary.		
	Check your phone messages twice daily.		
Cleaning	Broom clean home no debris		
Home Services	HOA bills kept current		

		Water, sewer, electric, and gas utilities kept current		
		Home loan payments kept current as applicable		
		- Taxes kept current		
		- Homeowner's insurance kept current and on home		
	Vacant home	Winterize the home		
		- Water depressurized at side of home (if not water main) recommend done by licensed professional		
		- Valve to cloths washer also closed		
		- Turn off hot water tank at valve on wall AND valve on unit.		
		- All plumbing traps with winterization fluid and or hire professional to return and fill traps monthly.		
		- Place notes on / by plumbing fixtures to notify visitors plumbing is off		
		- Unplug / winterize water filtration, aquapex circulation and other plumbing systems.		
		- Close all drains		
		- HVAC set to no higher than 85F in summer no lower than 55F in winter.		
		- ALL food removed from home		
		- ALL food removed from fridge (note do not recommend turning off - if you do use foam pool toy taped to door to keep door propped open		
		- Place baking soda odor eaters in fridge and deep freeze		
	Buyer Previews	Occupied homes		
		- No pets in home		
		- Owners to vacate during preview		
		- Valuables stored safely or off property		
		Contractor box installed on home (for when you cannot meet contractors)		
		Agent Keysafe installed on home (electronically notifies agent of buyer preview with follow up instructions)		
	Pricing	within 5% of appraised value / last 6 mo sold top 3 homes with same beds, baths, floors, garage stalls, 1/2 mile radius, -/+ 10% of sqft, similar upgrades and condition		

Buyer Basics

		Complete	N/A
Roof	Inspected by licensed roofer within last 6 months.		
	No pending maintenance.		
	All defects repaired.		
HVAC	Services by licensed HVAC pro within last 6 months.		
	No pending maintenance.		
	All defects repaired.		
Pest	Active termite warranty.		
	Order a termite inspection.		
	Have pest company treat accordingly.		
	Get a copy of the clean wood infestation report for your file.		
	Have pest company file the report with the state.		
Warranties	Order a seller warranty (through your agent).		
	Get copies of docs & transfer instructions for any additional warranties.		
Appliances	Include cloths washer with sale		
	Include cloths dryer with sale		
	Include refrigerator with sale		
	Include dishwasher with sale		
Windows	Remove and store ALL window screens & solar shades		
	All window slides are greased, hold inplace and slide properly		
Staging	A throw rug by EACH entry to home		
	Table and 2 chairs		
Maintenance	Remove all window & sliding door screens		
	- Place in utility closet or garage		
	Septic wastewater system inspected by licensed professional		
	- Pump tank clean		
Cleaning	De-odorize home		
	- open windows air out for 1 day		
	- Have rugs professionally cleaned.		
	Declutter rooms		
	- No dirty dishes in kitchen		
	- Dirty cloths picked up.		
	- Personal items stowed away		
	- Beds made		
Landscaping	- Spray weeds with weed killer		
	- Pull dead weeds		
	- Treat yard with pre-emergent every 3 months		
Paint	NO vibrant / personal colors (blues, purples, reds, black, etc) ~ repaint to neutral colors (light beige, white, etc.) as necessary		
	- Interior in good repair, clean walls and fresh look		
	- Picture hangings removed, plaster and touch up nail holes		
	- Exterior paint not faded and smooth consistent finish		
	- Exterior security bars ALL REMOVED		
Buyer Previews	- No more than 1 hour courtesy call required (15 minutes preferred as it will sell better with short notice previews)		
Upgrades	NO double cylinder deadbolts (requires key on both sides of door)		
	Smoke detectors in all bedrooms and hallways leading from bedrooms		
Electrical	All gas appliances with electric ignition run through a 3 wire AC oulet.		
	All outside eletrical outlets are on a GFI circuit		
	All outlets within 6 ft of a plumbing fixture (minus one behind fridge) are on a GFI circuit		
Gas	All unused gas lines have a stub to seal them on the end of the line.		
Appliance stands	Hot water tank & HVAC stands are solid, level, and in good repair.		
	There's a catch pan under the hot water tank (new code)		
	Hot water tank is tied to the wall (new code)		
Garage Door	Trim around door seals tight and is in good repair (no light seepage when inside garage around door).		
Fireplace	Flu doesn't have any gaps in it and vents smoke up out roof.		
	Flu vent if wood burning closes completely, if gas burning leaves a small draft (never closes completely).		

Market Leader			Complete	N/A
	Upgrades	Tile in all traffic & wet areas - NO laminate, vinyl, or pergo style floors		
		Forced air cooling system		
		No tile countertops		
		- If laminate have quartz and granite quotes on hand		
		- Consider upgrading it to entry level quartz if laminate		
		No popcorn ceilings		
		No putting greens		
		Clean garage if stains in floor / refinished / sealed		
		All trafficked or stained rugs replaced with contractor grade neutral color rugs		
		Self closing door hinge from garage to house		
		Stove anti tip mechanics		
		Dishwasher air gap (on most new homes prevents sucking water from sink into dishwasher)		
		Carbon monoxide detector near bedrooms		
		GFI within 6 ft of all plumbing (note fridge NOT to be on GFI)		
		200 AMP 3 wire electrical service		
		Pool drain safety cover		
		Separate fence for pool only accessible through gate per code		
		All structural changes must have applicable permit documentation		
	Landscaping	Remove landscaping within 3ft distance of hardscaping (cement work)		
		Rake rocks so even & add fresh rock as needed (no bare spots in yard)		
		Knock down all spider webs		
		Remove debris, dead leaves, branches, etc from yard and patios		
		Trim shrubs		
		Cut dead tree branches		
		Existing plants watered and look healthy		
		Brass Anti spyhon on Drip System Valves		
	Cleaning	Deep cleaned home either professionally or by you		
		- Clean dishwasher (recommend running empty cycle 2 cups white wine vinegar and 1/4 cup borax)		
		- Garbage disposal has been soaked in baking soda (to remove odors)		
		- Run bleach through cloths washer on HOT cycle		
		- Dryer lint trap cleaned		
		- Dryer vent cleaned		
		Clean appliances		

		- Pull out and clean behind refrigerator, clothes washer, clothes dryer		
		- Run clean cycle on oven		
		- Clean oven & range doors and controls		
		- Clean microwave (if has a metal rack insert make sure it's there)		
		- Clean microwave door, buttons, fan exhaust, and filter intake		
		Dusting		
		- Top of hot water tank		
		- Shelves		
		- Ceiling fan blades and top of motor		
		- Blinds		
		- Window Sills		
		- Mantles		
		Flooring		
		- For tile and Laminate floors ~ mop and clean grout (with steam cleaner if necessary)		
		- Polish hardwood floors and seal as necessary		
		- Professionally cleaned rugs (if not replaced)		
		- Garage floor free of stains (if stained obtain epoxy seal)		
		- Clean all trim		
		Launder drapes and curtains		
		Snake and clean all plumbing traps / drains		
		Clean all windows inside and out		
		Clean sinks, showers, tubs, toilets, and plumbing fixtures. Remove all water stains or mineral deposits		
	Supplies	Stage manuals in kitchen drawer or file tote		
		- Appliance manuals		
		- Maintenance records		
		- Upgrade records		
		- Warranty information		
		- Any additional home documentation		
		- Home documentation including floorplan drawing		
		Stage touch up supplies in utility closet or garage		
		- Touch up paint		
		- Spare tile / flooring		
		Hygiene Kit		
		- Tissue paper in bathrooms		
		- Hand sanitizer in bathrooms		
		- Paper towels under kitchen sink		
		Leave essential cleaning tools in Utility Room		
		- Broom and dustpan		
		- Vacuum (if you have rugs)		
		Cleaning supplies		

		- Dawn dish soap		
		- Window cleaner		
		- Stainless Steel polish (if applicable)		
		- Toilet bowl brush		
		- Cleaning bucket		
		- Garbage bags		
		- Floor duster / swiffer		
		Maintenance supplies		
		- Lawn irrigation / drip system regulators		
		- Hornet / bee spray (leave in garage cabinet)		
		- Weed killer for spot treating		
	Maintenance	Home regularly aired out (once per month)		
		Clear any clogged drains		
		Replace HVAC filter(s)		
		Landscaper on schedule to pre-treat weeds 3 times per year and touch up yard as necessary.		
		Sill plate clean of debris and 2-4" is of slab is visible		
		All new smoke detector batteries		
		All light bulbs working		
		Caulk and seal windows and doors		
		Good condition caulk and sealing on plumbing fixtures, sinks, and showers.		
		Fresh HVAC filters		
		Grease door hinges and locking mechanisms		
		Grease garage door chain, tensioner, and rollers		
		Outside pipes wrapped with protective foam		
		Hot water tank		
		- Does TPR valve drip / leak? If so replace tank or valve		
		- Does combustion chamber have carbon soot / burning on casing? If so replace tank		
		- Flush tank		
		- Test all hot water fixtures and make sure hot water comes out of them		
		Replace or rebuild all leaky water fixtures (they shouldn't drip at all)		
		Replaced or rebuilt toilet floats as necessary		
		Electrical		
		- All electrical MUST be in conduit and or behind drywall		
		- NO exposed wiring		
		- NO double tapped breakers in circuit box		
		- All electrical outlets tested with outlet tester and work properly		
		No broken seals on windows or sliding glass doors		
		All windows and doors open and close securely		

		All windows spring balances work properly and keep window open on own		
		Test and label all fan remotes		
		- Replace batteries with new		
		- Place remotes in your key file		
		Test for leaks under sinks		
		- Check seal on garbage disposal reinstall and apply plumber's putty as necessary		
		Refinish or replace stained tubs, shower basins, and sinks		
		Operational microwave, oven, and range maintenance as necessary		
	Staging	Clean decorative towels on towel racks		
		No more than 3 pieces of furniture per room to demonstrate the layout		
		Minimum of kitchen, bathrooms, and seating area in living room staged		
		Items must follow sound interior planning concepts		
		- Color coordinated		
		- Matching pieces		
		- Follow rule of three. No more than three items per surface, wall, and room this includes closets		
		- No family photos on walls or left out		
		- No eclectic items left out (stamp collection, sward collection, etc)		
		- Only LARGE wall hangings visible from a distance. No small items that require the visitor look up close and miss the room		
	Buyer previews	Bottle water in fridge		
		Occupied homes		
		- All lights turned on		
		- No clutter: dirty clothes or personal items left out		
		- Toilet seats ALWAYS down		
		- Shower curtains pulled to side (looks bigger in bath)		
		- No dirty plates		
		- Light music via small radio		
		- All beds are made		
		- Light fragrance (cinnamon or vanilla, or herbs / NO LAVENDER OR SOAPS). Use wax lamp warmer.		
		- HVAC at comfortable setting		

Miscellaneous			Complete	N/A
	Security	Outlet times		
		- Radio to run on evening / night on timer		
		- Lamp / Lamps to run on evening / night on outlet timer		
		Notify trusted neighbors / neighborhood watch of vacancy		
		- Invite them to periodically park in your driveway or in front of your home		
		Stick in sliding glass door tracks		
		Unplug garage door opener(s)		
		Stand alone motion activated security camera		
Prescribed				
	Title	1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		
		10		
	Maintenance	1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		
		10		
	Safety	1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		
		10		
	Cosmetic	1		

		2		
		3		
		4		
		5		
		6		
		7		
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		9		
		10		