

Open House Checklist

OUTSIDE:

- ◆ Trim all shrubs
- ◆ Pull weeds Maintain flowerbed
- ◆ Rake lawn clear of leaves
- ◆ Water lawn to keep green.
- ◆ Discard or store all materials & debris not part of the lawn decor
- ◆ Wash all window surfaces
- ◆ Sweep garage and clear clutter
- ◆ In wintertime, all walkways & driveways should be shoveled & salted

LIGHTING:

- ◆ Open all shades and draperies during daylight hours
- ◆ Replace all burnt-out light bulbs with the high-wattage bulbs
- ◆ Turn on all lights throughout the house and basement prior to showing

STORAGE:

- ◆ Store away all clothing & other items not contributing to décor
- ◆ All closets should be tidy and organized
- ◆ Basement storage areas should be neatly arranged
- ◆ Kitchen counters should be clean & free of any articles not contributing to the decor
- ◆ All magazines, books, ashtrays, food, bottles, containers, boxes, cans, toys, hobby accessories, tools, dishes, cookware, etc. should be stored in the proper cupboards or closets or storage areas.

CLOSETS:

- ◆ Interiors of all closets should present a tidy & uncluttered appearance
- ◆ All unneeded or unused items should be discarded
- ◆ Display your storage and utility space by removing all unnecessary accumulations in attic, stairways, basement, closets & garage.

WINDOWS:

- ◆ All windows should be spotless
- ◆ All window sills should be clean & free of any flaking paint
- ◆ All windows should be in good repair with no cracks
- ◆ Screens should be clean & in good condition, free of rust & holes
- ◆ Any paint on glass should be removed with a razor blade prior to cleaning

FIXTURES:

- ◆ All bathroom and kitchen fixtures & counters should be clean
- ◆ Polish chrome faucets and handles in the tub and sinks
- ◆ All sinks, tubs, toilets and counters should be clean

FLOORS:

- ◆ All flooring should be clean & waxed if necessary
- ◆ All carpeting should be clean, regardless of age
- ◆ Steam-clean carpet (if not done in more than 2 years)
- ◆ Basement floors should be swept and mopped

DOORS:

- ◆ All doors should be free of scotch tape, posters, decals or stickers
- ◆ All door handles should be clean and in good repair

CERAMIC TILE:

- ◆ All joints between tiles should be clean and white
- ◆ Use DAP bathroom tile sealer to reseal the joint between bathtub and wall and floor

WALLS:

- ◆ All walls should be clean and free of gouges, scratches, smudges, scotch tape, posters, thumbtacks, etc.
- ◆ Walls should only have decorative items
- ◆ Posters and pictures taped to walls should be removed along with evidence of all tape markings

ODOR:

- ◆ On warm days, open up windows and shades
- ◆ Make your home feel and smell bright, fresh & clean