

# listing prep checklist

## STAGING

If your home is being professionally staged, you can skip this section. If not, here are a few things you can do so that your home shows at its best:

- Look at each room and ask yourself the following questions:
  - Is there anything here that might confuse buyers about what this room is? (E.g., a desk in your bedroom, playpen in the dining room, etc.)
  - Is there too much / not enough furniture for the space? Are the furnishings appropriately scaled for the room?
  - Is anything here distracting from the overall appeal of the room?
- Lighten & brighten – natural light is a HUGE selling feature, so while blinds and shades can stay, heavy or dark draperies should be removed if they are blocking the sun from coming in.
- Declutter & depersonalize – your home doesn't have to look like a hotel room, but surfaces should be relatively clear, closets and cabinets should not be overstuffed, and while a few personal photos are fine, a gallery wall of your wedding pix may prevent buyers from being able to imagine this as their own future home.
- Check that all lights have working bulbs and that they are bright and have a warm light (some LEDs give off a blueish light that can feel institutional).

## CLEANING

- Do a good general cleaning, sweeping and vacuuming away any dust bunnies and paying special attention to the kitchen & bath(s) – don't forget to dust any overhead light fixtures and ceiling fans and wipe down inside the fridge and oven.
- Clean all windows inside & out – it makes a big difference!
- Please do NOT use heavily-scented cleaners, air freshener sprays or plug-ins – some people are very sensitive to smells and it can be a turnoff.

## MAINTENANCE ITEMS

- It's a good idea to have your boiler/HVAC system professionally serviced prior to listing – especially if it's older – it will ease buyers' minds and make an inspection go more smoothly.
- Check your smoke & CO detectors and make any needed changes/additions to be sure you are [up to code](#) – MA requires that your City's fire department inspect them prior to closing, so best to take care of this early.

## FOR CONDO OWNERS

- Gather your association financials and minutes (if any), and check in with management company and/or trustees to find out if there are any planned projects or assessments we will need to disclose
- If you have storage, laundry and/or utilities in the basement or other common area, please label everything with your unit number (e.g., boiler, HW heater, circuit breaker, storage unit)
- Let your neighbors know that you are selling and alert them to open house timing and/or when we'll be starting showings. If you have a management company, let them know too!

## MISCELLANEOUS

- Take a good look at your entryway – both inside and out. This is the first thing buyers will see and it should make a good impression. Stash any unnecessary items out of the way, and straighten things up, even in common areas.
- It's good practice to put away any small electronics, as well as checkbooks, bank statements and other items with sensitive personal information, and hide any \*interesting\* prescription drugs – I have never had a theft from any of my listings, but better safe than sorry!
- If you have pets, make plans for them to stay with a friend or relative during the showing period, if possible – they'll be happier and showings will be less complicated.