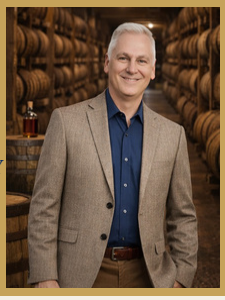
Seller PREP GUIDE

PRINTABLE CHECKLIST | PAGE 1 OF 2

PREPARED BY
Todd Kornack



GET STARTED
□ Book a walkthrough with Todd 2 to 4 weeks before listing
□ Gather utility bills, warranties, HOA documents, and a list of upgrades
□ Pick your ideal move out date

CURB APPEAL
□ Mow, edge, and pull weeds
□ Trim shrubs away from windows and walkways
□ Add fresh mulch to flower beds
□ Power wash walk, driveway, deck, and siding
□ Clean or repaint the front door
□ Shine house numbers, porch lights, and hardware
□ Add a new doormat and seasonal flowers
□ Clear gutters and downspouts

DECLUTTER AND DEPERSONALIZE
□ Sort into keep, donate, sell, or discard
□ Clear countertops to two or three items
□ Pack away family photos, collections, and keepsakes
□ Remove a third of each closet; organize the rest
□ Edit bookshelves, tabletops, and the fridge door
□ Take out extra furniture so rooms feel bigger
□ Tuck away pet bowls, beds, and litter boxes
□ Clean out the garage, basement, and attic
□ Rent a small storage unit if needed

CLEAN EVERYTHING
□ Wash windows inside and out, plus sills and tracks
□ Scrub grout, tubs, showers, and toilets
□ Degrease the stove, oven, and range hood
□ Wipe cabinet fronts, baseboards, and switch plates
□ Dust ceiling fans, vents, and light fixtures
□ Shampoo carpets and polish hard floors
□ Clean inside the fridge, microwave, and dishwasher
□ Remove odors at the source and air out the house

SMALL REPAIRS
□ Fix dripping faucets, running toilets, squeaky doors
□ Tighten loose knobs, handles, and railings
□ Patch nail holes and small drywall dings
□ Recaulk tubs, sinks, and showers
□ Replace cracked outlet covers and dead bulbs
□ Repair torn screens and worn weatherstripping
□ Check that doors and windows open, close, and latch
□ Swap furnace filters and test smoke alarms

PAINT AND LIGHTING
□ Repaint bold or tired walls in light neutrals
□ Touch up scuffs on walls and trim
□ Match bulb color room to room

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ROOM BY ROOM STAGING

- ☐ Living room: float furniture into a conversation spot
- ☐ Kitchen: add a simple bowl of fruit
- ☐ Primary bedroom: neutral bedding, matching lamps
- ☐ Bathrooms: fresh white towels, clean shower curtain
- ☐ Dining: one simple centerpiece, no place settings
- ☐ Office: clear desk and tidy, styled shelves
- ☐ Bonus rooms: give each space one clear purpose
- ☐ Outdoors: clean patio furniture and a welcoming seat

PHOTO DAY

- ☐ Schedule photos after cleaning and staging
- ☐ Turn on every light and open every blind
- ☐ Hide soap, sponges, and dish towels
- ☐ Close toilet lids and fold towels neatly
- ☐ Make beds tight and fluff pillows
- ☐ Turn off ceiling fans and TVs
- ☐ Move cars out of the driveway
- ☐ Hide trash cans, hoses, and toys
- ☐ Keep pets, cords, and toiletries out of frame
- ☐ Add fresh flowers or a plant for color

SHOWING DAY: 15 MINUTE TIDY

- ☐ Tidy a little every day so you stay ready
- ☐ Coordinate showing times with Todd
- ☐ Set the thermostat to a comfortable temperature
- ☐ Load the dishwasher
- ☐ Take out trash and recycling
- ☐ Put away shoes, coats, and backpacks
- ☐ Sweep surface clutter into a laundry basket
- ☐ Lock up valuables, medications, and mail
- ☐ Take pets along or crate them
- ☐ Grab your keys and give buyers room to linger

MOVING CHECKLIST

- ☐ Pack what you use least first
- ☐ Label each box with contents and room
- ☐ Wrap fragile items in towels or bubble wrap
- ☐ Pack a first night box: toiletries, clothes, documents, snacks, chargers
- ☐ Book movers early; confirm date, time, route, contract, insurance
- ☐ Name one point person for the movers
- ☐ Keep valuables and paperwork with you
- ☐ Photograph empty rooms if needed
- ☐ Deep clean once everything is out
- ☐ Leave manuals, warranties, and spare keys
- ☐ Confirm utility transfers or cancellations
- ☐ Check every room, drawer, and closet one last time



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