

OWNER'S CHECKLIST

The following is a checklist, detailed to help you make an inspection and repair record as you prepare your house for sale.

<p>Checklist for Landscaping</p> <p>LAWN</p> <p>Lawn in good condition _____</p> <p>Grass mowed _____</p> <p>Edges trimmed around _____</p> <p>walks _____</p> <p>driveways _____</p> <p>trees _____</p> <p>fences _____</p> <p>TREES</p> <p>Dead branches pruned _____</p> <p>Dead trees removed _____</p> <p>PLANTINGS</p> <p>Dead shrubs removed _____</p> <p>Dead shrubs replanted _____</p> <p>Overgrown shrubs pruned _____</p> <p>Checklist for Exterior</p> <p>HOUSE</p> <p>Recently painted _____</p> <p>Free of flaking paint _____</p> <p>Gutters free of rust _____</p> <p>Gutters recently painted _____</p> <p>Exterior lights operating _____</p> <p>Missing shingles replaced _____</p> <p>Doorbell working _____</p> <p>Exterior brass polished _____</p> <p>Windows _____</p> <p>Cracked panes replaced _____</p> <p>Trim recently painted _____</p> <p>Work freely _____</p> <p>DRIVEWAY</p> <p>Resurfaced _____</p> <p>Potholes patched _____</p> <p>Recently sealed _____</p> <p>Pebbles smoothed _____</p> <p>Pebbles weeded _____</p> <p>PATIOS</p> <p>Wood stained or painted _____</p> <p>Fencing secure _____</p> <p>No standing water _____</p> <p>Checklist for Kitchen</p> <p>Sink free of cracks _____</p> <p>Sink free of stains _____</p> <p>No dripping faucets _____</p> <p>Refrigerator defrosted _____</p> <p>Appliances in good working order _____</p> <p>Missing floor tiles replaced _____</p> <p>Walls free of grease stains _____</p> <p>Countertops cleared _____</p> <p>Pantry and cabinets _____</p> <p>Neatly arranged _____</p> <p>Hardware replaced _____</p> <p>Excess storage removed _____</p> <p>Grease stains removed _____</p>	<p>Checklist for Living Room</p> <p>Cracks in ceiling and walls repaired _____</p> <p>Water stains covered _____</p> <p>Walls recently painted _____</p> <p>Wallpaper repaired _____</p> <p>Woodwork repainted _____</p> <p>Windows washed _____</p> <p>Cracked or missing panes replaced _____</p> <p>Curtains washed and ironed _____</p> <p>Windows operating freely _____</p> <p>Draperies open to show view _____</p> <p>Floor waxed _____</p> <p>Floor refinished _____</p> <p>Carpets clean and secure _____</p> <p>Furniture positioned to show space _____</p> <p>Large pieces stored elsewhere _____</p> <p>Checklist for Dining Room</p> <p>Cracks in ceiling and walls repaired _____</p> <p>Water stains covered _____</p> <p>Wallpaper repaired _____</p> <p>Woodwork repainted _____</p> <p>Windows washed _____</p> <p>Cracked or missing panes replaced _____</p> <p>Curtains washed and ironed _____</p> <p>Windows operating freely _____</p> <p>Draperies open to show view _____</p> <p>Floor waxed _____</p> <p>Floor refinished _____</p> <p>Carpets clean and secure _____</p> <p>Furniture positioned to show space _____</p> <p>Large pieces stored elsewhere _____</p> <p>Tablecloth fresh _____</p> <p>Checklist for Family Room/Study</p> <p>Cracks in ceiling and walls repaired _____</p> <p>Water stains covered _____</p> <p>Wallpaper repaired _____</p> <p>Woodwork repainted _____</p> <p>Windows washed _____</p> <p>Cracked or missing panes replaced _____</p> <p>Curtains washed and ironed _____</p> <p>Windows operating freely _____</p> <p>Draperies open to show view _____</p> <p>Floor waxed _____</p> <p>Floor refinished _____</p> <p>Carpets clean and secure _____</p> <p>Furniture positioned to show space _____</p> <p>Large pieces stored elsewhere _____</p> <p>Hobby supplies put away _____</p>	<p>Checklist for Children's Bedroom</p> <p>Cracks in ceiling and walls repaired _____</p> <p>Water stains covered _____</p> <p>Wallpaper repaired _____</p> <p>Woodwork repainted _____</p> <p>Windows washed _____</p> <p>Cracked or missing panes replaced _____</p> <p>Curtains washed and ironed _____</p> <p>Windows operating freely _____</p> <p>Draperies open to show view _____</p> <p>Floor waxed _____</p> <p>Floor refinished _____</p> <p>Carpets clean and secure _____</p> <p>Furniture positioned to show space _____</p> <p>Large pieces stored elsewhere _____</p> <p>Bed made _____</p> <p>Laundry put away _____</p> <p>Unused toys cleared out _____</p> <p>All toys shelved or put away _____</p> <p>Floor free from clutter _____</p> <p>Checklist for Basement</p> <p>Cracks in ceiling and walls repaired _____</p> <p>No evidence of water penetration _____</p> <p>Dampness removed _____</p> <p>Cold water pipes covered _____</p> <p>Dehumidifier installed _____</p> <p>Sump pump installed _____</p> <p>No musty odors _____</p> <p>Drains cleared _____</p> <p>Furnace cleaned _____</p> <p>Storage neatly arranged _____</p> <p>Excess storage removed _____</p> <p>Floor swept _____</p> <p>Light fixtures operating _____</p> <p>Laundry area clean and light _____</p> <p>Stairway free of cleaning equipment _____</p> <p>Handrail secure _____</p> <p>Stairway runners secure and clean _____</p> <p>Checklist for Garage</p> <p>Excess storage removed _____</p> <p>Floor swept and clear _____</p> <p>Tools stored neatly on pegboard _____</p> <p>Paint supplies stored on shelves _____</p> <p>Garden equipment on hooks _____</p> <p>Workbench area well lit _____</p> <p>Light fixtures operating _____</p> <p>Oil spots removed from floor _____</p> <p>Door operating _____</p> <p>Door lubricated _____</p> <p>Cracked or missing windowpanes replaced _____</p> <p>Electric door opener operable _____</p>	<p>Checklist for Bathroom #1 #2</p> <p>Sink stains removed _____</p> <p>Leaky faucets repaired _____</p> <p>Stains removed from grouting _____</p> <p>All joints caulked _____</p> <p>Broken or missing tiles replaced _____</p> <p>All fixtures operating _____</p> <p>Wallpaper repaired _____</p> <p>Recently painted _____</p> <p>Floors cleaned _____</p> <p>New shower curtain _____</p> <p>All supplies stored _____</p> <p>Guest towels out _____</p> <p>Checklist for Bedroom #1 #2</p> <p>Cracks in ceiling and walls repaired _____</p> <p>Water stains covered _____</p> <p>Wallpaper repaired _____</p> <p>Woodwork repainted _____</p> <p>Windows washed _____</p> <p>Cracked or missing panes replaced _____</p> <p>Curtains washed and ironed _____</p> <p>Windows operating freely _____</p> <p>Draperies open to show view _____</p> <p>Floor waxed _____</p> <p>Floor refinished _____</p> <p>Carpets clean and secure _____</p> <p>Furniture positioned to show space _____</p> <p>Large pieces stored elsewhere _____</p> <p>Bed made _____</p> <p>Night table supplies stored _____</p> <p>Laundry put away _____</p> <p>Checklist for Entrance Hall</p> <p>Doorbell operating _____</p> <p>Door recently painted _____</p> <p>Door brass polished _____</p> <p>Hardware operating _____</p> <p>Hinges oiled _____</p> <p>Broken hinges replaced _____</p> <p>Entryway lights operating _____</p> <p>Floors cleaned _____</p> <p>Rugs cleaned and secure _____</p> <p>Curtains washed and ironed _____</p> <p>Windows washed _____</p> <p>Closet light operating _____</p> <p>Closet cleaned out _____</p> <p>Walls recently painted _____</p> <p>Wallpaper repaired _____</p> <p>Ceiling and wall cracks repaired _____</p>
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