

Coldwell Banker® Open House SELLER CHECKLIST

Utilize the following checklist to help you prepare for your upcoming Open House. Consult with your Coldwell Banker® sales associate for more home enhancement tips.

| Item | Done | To do | N/A |
|--|------|-------|-----|
| Prepare in Advance | | | |
| Sweep the street in front of your house and all steps and walkways | | | |
| Make sure the siding on your home is clean and all windows are washed | | | |
| A fresh coat of paint can be the best investment. Even if you just paint trim and the front door and shutters | | | |
| Check all the lights to make sure they work; install new light bulbs if needed | | | |
| Maximize Curb Appeal | | | |
| Water and mow the lawn | | | |
| Trim the trees / rake the leaves / plant colorful flowers | | | |
| Put away bicycles and toys, gardening equipment and anything else lying outside in the yard | | | |
| Put the car in the garage, or park it on the street, to provide ample parking for prospective buyers | | | |
| Clean up any pet droppings in the yard | | | |
| Offer Fact Sheets/Brochures | | | |
| Gather previous inspection reports to have on hand | | | |
| Make a list of all home improvements, new appliances and / or fixtures | | | |
| Neaten Up the Home | | | |
| Remove all clutter including items such as small appliances, gadgets, toys and memorabilia | | | |
| Organize the kitchen cabinets to demonstrate how much room you have | | | |
| Hide or temporarily disconnect obtrusive extension cords | | | |
| Put away the newspapers and magazines | | | |
| Put away the cat litter box and store the pets' toys | | | |
| Bake cookies or burn scented candles to make the house smell pleasant | | | |
| Be sure to place valuable items in a secure place, i.e. cash, jewelry, medications, etc. | | | |
| Invite the Neighbors | | | |
| Ensure your sales associate has sent communications to the neighbors informing them of the date of the open house | | | |
| Invite the neighborhood for a private showing one-hour prior to the public open house | | | |
| Use Signs to Attract Potential Buyers | | | |
| Have real estate sales associate put up "Open House" signs at nearby, well-traveled intersections with directions to the house | | | |
| Ensure your sales associate has put up the "Open House" sign in the front lawn | | | |
| Notes: | | | |
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