

## THE CHECKLIST

Complete this handy Checklist when preparing your property for sale to really maximise your profit!

### DOCUMENTATION/CERTIFICATES

- Have development applications, building inspections and pest reports available

### FRONT OF HOUSE

- Clean, clean, clean! Power hose front of house, paths and fence
- Clear an obvious path to the front door
- Trim back bushes, garden then mulch
- Re-paint front door if necessary
- Invest in a new door mat
- Clean windows
- Replace globes in outdoor lighting
- Leave lights on indoors during the day
- Sweep front of house
- Paint, oil gate hinges
- Repair old and rusty guttering
- Clear away cobwebs
- Have property number prominent

### ENTRY

- Make sure the front door can open fully. (Invite in the chi energy)
- Refrain from walking into a mirror. (Good energy reflects straight back out)
- Remove bulky consoles and hat stands
- Place a rug/runner on tiles or floor boards
- Hang small artworks in an evenly spaced line to take you into the house
- Place fresh flowers on a small console near the front door. (Good for brochures also)

### MAIN LIVING ROOM

- Open window coverings for maximum light
- Remove bulky pieces of furniture
- Replace bulky sofas and chairs with smaller pieces
- De-clutter
- Use mirrors to expand the visual perception of space
- Position chairs so that they aren't a hazard

### KITCHEN

- Clean thoroughly
- Paint walls a light colour
- De-clutter
- Use high wattage light globes in light fixture
- Clean the light fittings
- Clean out cupboards and drawers, less is more
- Boil lemon and mint on the stove prior to viewings
- Display a herb garden on the kitchen window sill
- Replace handles on drawers and cupboards if needed

### **BATHROOM**

- Replace old wooden cabinets with mirrored versions
- New fluffy bathroom towels and mat
- Fresh soap and bottles of oils in the bathroom.
- Clean bright shower curtain.
- Replace the toilet seat with an inexpensive new one
- Fix old washers and leaking systems
- Clean thoroughly
- Buy new towels and flannels

### **CASUAL DINING**

- Keep light and airy with artworks and mirrors
- Complete the picture of informal relaxation with a coffee plunger, cups and a magazine

### **MAIN BEDROOM**

- Position the bed to maximise the room size
- Get rid of large chests of drawers
- Use light bedding

### **ADDITIONAL BEDROOMS**

- A bedroom is worth more than a study
- Keep as clear as you can, size is the main consideration
- Paint light colours, use light bedding

### **STUDY**

- De-clutter
- Increase storage if possible

### **COURTYARD AND GARDEN**

- Cut back trees, bushes and mulch
- Group separate potted plants
- Show a low maintenance garden
- Power hose any mould from brickwork and concrete
- Get rid of old rusty barbeques and old broken benches
- Fold away the garden hose
- Hide the dustbins for viewings
- Clear up old toys

### **PETS AND BABIES**

- Hide all traces of waste
- Eliminate pet odors

### **LAUNDRY**

- Remove all dirty laundry
- De-clutter
- Install shelving, fold towels, sheets etc.

### **STORAGE ROOMS**

- Set up a small office/study area

### **ATTIC ROOMS**

- Use a futon as a bed in the area
- Furnish the space as an extra room

### **HOUSEHOLD PESTS**

- Eradicate every sign of them before viewings
- Hide baits and poisons before viewings

### **LIGHTING**

- \* Use high wattage globes in overhead and lamps – all in working order and clean.
- \* All curtains pulled or tied back, as open as possible.
- \* Venetians clean and open squared on.

### **FURNITURE**

- Position furniture to maximize the room size. Make each room feel welcoming and comfortable. (The opposite to overcrowded and cluttered).
- Lounges should be placed against walls. Preferably never walk into the back of a lounge.
- Use mirrors in dark rooms, or to reflect views.
- Remove oversized pieces.
- Disguise old furniture with new cushions and throws.
- Keep walking paths clear of furniture, allowing flow and relaxation in your home.
- Replace old cupboard handles and knobs.

### **ACCESSORIES**

- Bold and interesting artefacts only. Less is more.
- Remove dried flowers and pot pourri. Your home should be a symbol of life.

### **AMBIENCE**

- Music – Soft lounge or classic music.
- Smell – No unfriendly odours.
- Fresh air – Open windows where possible in the warm seasons.
- Temperature – Cool or heat the property prior to inspections.

### **OVERALL**

- Clean all windows. (Bring the outside in with no obstruction).
- De clutter objects. (De clutter your life).
- Organise inside all cupboards and store excess. Build in storage/shelving where possible.
- Plumbing – no dripping taps.
- Complete all essential repairs – oil doors, cupboards/doors completely close, broken or missing tiles replaced.