

## 6-8 WEEKS

Examine and assess from the outside in and the roof down. Book professional trades for repairs if required NOW!

### EXTERIOR

#### Location

- ☐ Roof/Chimney
- ☐ Gutters/downpipes
- ☐ Fascia
- ☐ Eaves
- ☐ Front Door and verandah
  
- ☐ Under house and side lanes
- ☐ Windows/screens
  
- ☐ Walls
- ☐ Air-conditioning units
- ☐ Driveways, Walkways and Paths
- ☐ Garden/edging
  
- ☐ Fences
- ☐ Letterbox
- ☐ Gates
- ☐ Retaining Walls
- ☐ Pool/surround
- ☐ Decks
- ☐ Garage and sheds
  
- ☐ BBQ area
  
- ☐ Outdoor furniture
- ☐ Lighting
  
- ☐ Garbage bins
- ☐ Remove junk

#### Task

- Clean, replace cracked tiles or repaint.
- Repair holes in gutters, replace or repair and touch-up paint.
- Clean or repaint.
- Repaint, repair or pressure clean, remove cobwebs.
- Re-paint the front door, clean or replace door hardware. Repair scratches or damage from pets. Replace old flyscreens. Ensure doorbell works. Buy a new door mat, and accessorise with pot plants, a chair or bench seat and cushions.
- Clear out junk, tidy.
- Repair sashes, clean and paint. Wash flyscreens and glass inside and out and/or book professionals for the sales campaign.
- Pressure clean and/or paint, remove cobwebs and mould.
- Remove mildew, rust and touch-up paint. Ensure it works.
- Pressure clean and remove stains, paint or hire professional for resurfacing.
- Trim shrubs, weed, fertilize, mulch, mow lawn, buy plants and fill bare spots, add colour.
- Repair and/or repaint.
- Repair, paint if sun and weather damaged. Buy a new one if necessary.
- Repair, replace, repaint or remove.
- Fill cracks and touch-up paint.
- Pressure clean coping tiles.
- Clean, repair or repaint. Recoat/stain timber.
- Clean out, re-order and pack neatly, remove all junk, hang tools and create more floor space. Clean oil marks off floors. Paint stained floors. Clean or paint the garage door and ensure it works.
- Remove all rust and grease from BBQ. Clean surrounding walls and ground. Buy new BBQ cover if needed.
- Remove if not in good repair, or repaint or replace.
- Repair or replace broken outdoor lights, shine and touch-up rust, clean glass.
- Scrub clean. Locate where least visible.
- Put unwanted items aside and book a council pick-up and garage sale date now.

## 5 WEEKS

Start cleaning up and repairing the property interior. Book professional trades for repairs if required NOW.

### INTERIOR

#### Location

- ☐ Walls
- ☐ Floors
- ☐ Doors
- ☐ Fireplace/heating
- ☐ Linen Press
- ☐ Entry, hallways and stairways
- ☐ Lights and fans
- ☐ Air-conditioning units
- ☐ Smoke detectors
- ☐ Curtains and blinds

#### Task

- Add a fresh coat of paint to every room if necessary, or scrub clean all fingerprints and scuffmarks off walls, skirtings and architraves.
- Clean and wax hardwood floors. If damaged, sand and resurface. Repair squeaky floors. Shampoo or replace carpets if necessary. Check every room.
- Check hinges and door knobs. Replace if rusty or outdated.
- Clean out fireplaces, repaint, scrub clean, shine glass on combustion fires and accessorise.
- Remove all items, clean shelves, throw out old sheets and towels and repack.
- Remove clutter and unnecessary furniture to make the area look large and clean. Replace, clean or remove worn rugs. Buy a basket or a rack to store shoes and umbrellas.
- Clean and/or replace outdated lights and fans.
- Clean filters.
- Ensure they work, replace batteries if required.
- Remove heavy curtains or window coverings that make rooms look dark. Wash and press curtains. Clean blinds.

## 4 WEEKS –

Focus on the wet areas

### BATHROOMS

#### Location

- ☐ Ceilings, lights and exhaust fans
- ☐ Taps
- ☐ Door handles
- ☐ Shower screen
- ☐ Toilet/seat
- ☐ Tiles/grout
- ☐ Vanity
- ☐ Basin
- ☐ Towel racks and hooks
- ☐ Towels

#### Task

- Remove mould from ceiling or repaint, clean lights or replace if old. Clean or repaint discoloured exhaust fans.
- Replace taps or repair dripping taps.
- Shine or replace if outdated.
- Ensure it works smoothly, bleach and scrub hard to reach areas, renew discoloured silicon.
- Replace if cracked or discoloured.
- Shine all walls and replace chipped or cracked tiles. Bleach and scrub clean and grout and replace if discoloured.
- Clean vanity top and replace if damaged. Clean, repair or repaint vanity cabinet. Unpack the cabinet and wipe clean. Throw out unused or empty containers, repack neatly.
- Replace if cracked, or conceal and tiny chips with touch-up paint. Renew discoloured silicon.
- Ensure they are securely fastened to the walls and shine clean.
- Replace if outdated. Buy a set of new towels and only use for open for inspections.

## KITCHEN

### Location

- ☐ Appliances
- ☐ Cabinets and skirting boards
- ☐ Benchtops
- ☐ Splashback
- ☐ Taps
- ☐ Sink

### Task

Clean appliances inside and out and make sure they work. Remove any notes or stickers from the fridge door and clean the top.

Clean out, wipe clean, throw out empty containers and repack cupboards and pantry. Wipe clean the doors inside and out and remove scuff marks from skirtings. Repair or replace door handles.

Clear and clean benchtops. Repair or replace if necessary.

Clean and shine the splashback, scrub grout.

Replace if old and unattractive. Otherwise, shine and repair drips or leaks.

Clean and shine.

## LAUNDRY

### Location

- ☐ Washer and dryer
- ☐ Sink
- ☐ Taps
- ☐ Cupboards
- ☐ Walls/splashback

### Task

Clean surfaces, filters.

Clean and shine.

Clean and shine, repair drips or leaks. Only replace if unsightly.

Wipe doors inside and out, empty cupboards, discard empty containers.

Clean detergent splashes, especially from area above sink.

## 3 WEEKS

The photographer comes soon, clean, accessorise and style everything that will be visible for photographs.

## DINING

### Location

- ☐ Table and chairs
- ☐ Buffet

### Task

Polish or paint table and replace chairs if worn. Must be neat, clean and in good condition. Set the table or accessorise. Polish any glass or silverware.

Remove contents, throw out unnecessary items, and re-pack. Shine any glass. Or create more space by removing the buffet altogether.

## LIVING

### Location

- ☐ Lounge/sofa
- ☐ Cushions, throws and rugs
- ☐ Shelves and coffee tables

### Task

Steam clean any fabric lounges, or cover with slip cover. It needs to look fresh.

Wash existing cushion covers or add cushions, throws and rugs for colour, warmth and style. Make the room cosy and inviting.

Clear and then restyle with a few focal pieces.

## HOME OFFICE/STUDY

### Location

- ☐ Desk
- ☐ Shelving
- ☐ Walls

### Tasks

Tidy desk top and file away personal items. Depersonalise – remove family photos. File paperwork in trays, stack neatly, create order and space.

Clear folders, excess books. Style and accessorise the shelf.

Ensure artwork matches the décor and is sophisticated.

## BEDROOMS

### Location

- ☐ Floors
- ☐ Dressers and side tables
- ☐ Beds
- ☐ Walls
- ☐ Accessorise

### Tasks

Remove items from floors and dispose or pack away into wardrobes to make rooms look larger.

Depersonalise, accessorise and style for the photographer. Style and add lamps to side tables.

Wash and iron quilt covers or buy new ones, or buy a crisp white sheet and tuck over old quilt cover and accessorise with cushions and throws.

Ensure artwork matches the décor and is sophisticated – remove all messy kids drawings, stickers and posters.

As a general rule, 12 pieces on display is enough to add drama and style to any bedroom. Kids rooms – dispose of broken and unused toys, pack the remainder into storage boxes and place in wardrobe for upcoming inspections.

## FOR THE PHOTOGRAPHER

### Location

- ☐ Lawns and Gardens
- ☐ Paths and driveways
- ☐ Front entry
- ☐ Pool
- ☐ Outdoor furniture
- ☐ Windows
- ☐ Bathroom
- ☐ Bedrooms
- ☐ Curtains and blinds
- ☐ Final Check

### Tasks

Mow lawns, weed gardens.

Sweep paths and driveways and pick up leaves.

Clean the area and style your chair, cushions and pot plants for the photographer. I should look welcoming.

Vacuum pool, scoop leaves. The pool should sparkle in photos.

Accessorise and style.

Wash or wipe over so they glisten in photographs.

Clear everything out of the shower and off the vanity and place in cupboards. Clean all glass, mirrors, baths, vanity tops. Accessorise and style the vanity top and/or shelves. Place your new 'open for inspection' towels on display.

Present beds immaculately and style with pillows, cushions and throws.

Open curtains and blinds (except where they strategically hide something unattractive). NB the photographer may adjust these to achieve desirable lighting specific for photographs.

Walk through every room and check that everything is in its perfect place.

## 2 WEEKS

Keeping up appearances

### Location

- ☐ Bedrooms
- ☐ Garage sale and charity
- ☐ Check

### Tasks

Organise the content inside the wardrobes, empty, then re-pack keeping what you wear. Donate unworn and excess clothing to charity.

Do this now, or if you are too busy, store items away for after the property sale.

Every space should now be clean and tidy, inside and out.

## 1 WEEK

Clean and tidy up to the first Inspection

### Location

- ☐ Last minute list
- ☐ Tidy
- ☐ Clean
- ☐ Fresh
- ☐ Spare Drawer
- ☐ Property features portfolio

### Tasks

Shop for last minute styling pieces. Add a large mirror to small rooms to create an illusion of light and space.

Encourage family members to keep tidy all day every day leading up to and throughout the sales campaign.

Floors, benchtops, bathrooms and kitchens should be kept clean every day so that a quick wipe-over is all that is needed for inspections. Lawns, pool, and outdoor furniture have to be kept neat.

Air the home daily to keep it smelling fresh.

Ensure there is an empty drawer in every room for last minute Open for Inspection tidy-ups.

Prepare a list of your property's special features for the Real Estate Agent to refer to on Inspection Day. Address questions that buyers might ask. List instructions on how to use specialised equipment e.g. smart systems.



## OPEN FOR INSPECTION – THE BIG DAY

### To Do List

- ☐ Quickly sweep up leaves from paths and driveways, wipe over outdoor furniture and style.
- ☐ Walk through every room and quickly pick up any items and place them in your room's spare drawer.
- ☐ Open windows and blinds to let in sunlight and fresh air. If you need to disguise something unattractive, strategically align blinds or curtains on that particular window.
- ☐ Burn incense a few hours before inspection, to clear odours. Make sure pet areas are odour free.
- ☐ Quickly vacuum floors if needed. Lightly spray and dry mop over tiles and floor boards to freshen if necessary.
- ☐ Clean toilets, or spray cleaner into them and put the toilet seat down.
- ☐ Quickly wipe over bathroom bench, shower screen and mirrors.
- ☐ Accessorise bathrooms with your open for inspection towels, place a candle in a safe location (safe from children, fire and spillage) and light it.
- ☐ Wipe over kitchen bench, shine the sink and taps, wipe fingerprints off the oven and fridge, and remove all rubbish.
- ☐ Place a vase of fresh flowers in the dining or living room (if possible).
- ☐ Turn on soft ambient music.
- ☐ Media rooms – turn on the TV and play a children's (G or PG rated) DVD.
- ☐ Hide: Pet beds (place in the boot of your car)
  - Dirty washing (put in the washing machine)
  - Ironing pile (place in a washing basket and cover with an attractive towel)
  - Pets (take them with you or have family or friends pick them up for inspections)
- ☐ Ensure the house is invitingly warm in winter and cool in Summer, so use air-conditioning if necessary.
- ☐ Turn all lights on as you do your final room check and leave the house for the Agent.
- ☐ Park all of your cars down the street to leave parking available for Real Estate Agent and visitors directly outside your house.

**Good luck and relax. The hard work is done!**

