



A Realtor's Checklist to Prepare a Home for Sale and Inspection

The list is designed for the beginner up to the very experienced. You don't have to be able to know how to identify or how to fix all of the items on the list. Try and identify as many issues as you can. Some may require a home inspector to identify; some may need professionals to repair. However many can be observed and fixed by a handy homeowner. After going through the list, prioritize which items will actually need attention to meet your goals.

F = Front / B = Back / R = Right / L = Left

<p>EXTERIOR:</p> <p>Siding and Trim</p> <p><input type="checkbox"/> Paint or stain needed <input type="checkbox"/> Whole house</p> <p><input type="checkbox"/> Touch-up _____</p> <p><input type="checkbox"/> Loose damaged or decayed siding or trim - _____</p> <p>Other _____</p> <p>DOORS</p> <p><input type="checkbox"/> Needs paint or stain – F/B/R/L</p> <p><input type="checkbox"/> Inoperative or poorly functioning hardware - F/B/R/L</p> <p><input type="checkbox"/> Does not close properly into door jamb - F/B/R/L</p> <p>Other _____</p> <p>WINDOWS</p> <p><input type="checkbox"/> Needs paint and glazing</p> <p><input type="checkbox"/> Cracked panes _____</p> <p><input type="checkbox"/> Broken sash cords present</p> <p><input type="checkbox"/> Painted shut</p> <p><input type="checkbox"/> Seal fail in insulated glass</p> <p><input type="checkbox"/> Broken/missing locks, springs etc.</p> <p>Other _____</p> <p>WALK WAYS</p> <p><input type="checkbox"/> Unsafe cracks or settlement</p> <p><input type="checkbox"/> Sheds water towards house</p> <p>Other _____</p> <p>STEPS AND STOOPS</p> <p><input type="checkbox"/> Significant cracks and/or damage</p> <p><input type="checkbox"/> Loose treads on wood steps</p> <p><input type="checkbox"/> Loose or missing rails</p> <p><input type="checkbox"/> Non-Childproof rails – larger than 4 inch gaps</p> <p>Other _____</p> <p>FENCE</p> <p><input type="checkbox"/> Rot, rusted or damaged sections _____</p> <p><input type="checkbox"/> Leaning</p>	<p>PATIOS</p> <p><input type="checkbox"/> Trip hazards from cracking or settlement</p> <p><input type="checkbox"/> Sheds water towards house</p> <p><input type="checkbox"/> Trip hazards from loose stone, block brick, etc</p> <p>Other _____</p> <p>VEGETATION</p> <p><input type="checkbox"/> Shrubs in contact with house</p> <p><input type="checkbox"/> Tree and/or tree branches in contact with house</p> <p><input type="checkbox"/> Dead overhanging tree branches</p> <p><input type="checkbox"/> Vegetation prevents rain run-off</p> <p>Other _____</p> <p>GRADING & SURFACE DRAINAGE</p> <p><input type="checkbox"/> Grade does not slope an inch of pitch per foot away from the foundation in the first 5 to 6 feet</p> <p><input type="checkbox"/> Large depressions in yard that will collect water</p> <p><input type="checkbox"/> Siding and/or trim in contact with ground</p> <p><input type="checkbox"/> Window wells for foundation windows may be needed to improve grade around foundation.</p> <p>Other _____</p> <p>RETAINING WALL</p> <p><input type="checkbox"/> Cracks need patching</p> <p><input type="checkbox"/> Loose stone, block</p> <p><input type="checkbox"/> Rotted wood components</p> <p><input type="checkbox"/> Significant lean or damage (call a professional)</p> <p>Other _____</p> <p>POOLS – Check with local officials for regulations</p> <p>Other _____</p> <p>DRIVE WAYS</p> <p><input type="checkbox"/> Cracks need patching</p> <p><input type="checkbox"/> Too cracked and/or settled to patch</p> <p><input type="checkbox"/> Drains need cleaning</p> <p><input type="checkbox"/> Does not shed water away from house or garage</p> <p>Other _____</p>
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DECKS, BALCONIES AND PORCHES

- No joist hangers
- Not bolted to house
- Not flashed
- Wood needs refinishing
- No access to underside

Other _____

GARAGE

- Slab is settled and will not shed water out or to drain
- No safety cables in springs
- Inoperative door opener
- Inoperative or non-existent auto-reverse
- No sheet rock on walls common to living areas
- Door to interior is not fire rated

Other _____

ROOF SHINGLS –As viewed from ground

- Visible damaged shingles
- Extremely old worn shingles
- Significant cupping or curling
- Signs of leakage into home or attic

Other _____

GUTTERS

- Needs cleaning
- Loose gutters
- Loose leaders
- Improper pitch

Other _____

CHIMNEYS

- Loose brick, stone, block, etc.
- Loose mortar
- Cracks
- Rain cap suggested
- Pulling away from house

Other _____

SKYLIGHTS

- Seal fail
- Signs of leakage
- Non-function Hardware

Other _____

BASEMENT / CRAWL SPACE SEEPAGE

- Water stains on walls and floors
- Mold
- Musty odors
- Efflorescence on walls and floors (looks like white powder)

Many moisture issues in basements can be helped by improving exterior water run off away from the house, extensions on downspouts and dehumidifiers. If the problem persists a professional repair may be required.

FOUNDATIONS

- Larger than typical cracks
- Significant deflections in the wall
- Loose, soft or missing mortar

Other _____

BASEMENT FRAMING

- Large cracks or damage to joist and beams
- Damaged or deteriorated columns
- Sags and deflections in joists or beams

Other _____

CRAW SPACE

Not everyone is comfortable to go into a crawl space but each homeowner can ensure there is access to it. View from the access way for any of the same issues mentioned for the basement framing and the following

- No vapor barrier
- Loose hanging insulations
- Signs of trapped moisture such as mold or mildew on framing or musty odors

ATTIC FRAMING

This is for the brave homeowner and only recommended if there is adequate access and walkways

- Cracked rafters
- Rotted rafters and sheathing
- Mold or mildew on framing (May appear like wood is turning black)

Other _____

ELECTRICAL

- Outer insulation on the exterior service cable is worn
- Rusting meter box
- No covers on outlets and switches
- No GFCI outlets in kitchen, baths, exterior, garage etc.
- Open junction boxes in basement
- Loose hanging wire
- Known inoperative outlets, switches and fixtures
- Known aluminum wire
- No functioning smoke and CO detectors

Other _____

AIR CONDITION

- Not serviced in the last 9 months to a year
- Missing insulation on coolant lines
- Condensation dripping off coolant lines in the home

Other _____

HEATING

- Not serviced in last 9 months to a year
- Filter not changed
- Combustion odor
- No cover on oil line
- Underground oil tank
- Oil leaking from tank connections

Other _____

PLUMBING

- Leaking pipe _____
- Leaking valve _____
- Running toilets _____
- Poorly functioning bath kitchen fixtures _____

- Leaking hot water heater
- Cloths dry not vented to exterior
- Septic system not pumped and evaluated in last 2 years
- Signs of leaks on ceilings or walls

Other _____

KITCHEN

- Loose hardware on cabinets
- Delaminating counter tops
- Inoperative appliances

Other _____

BATHS (See plumbing, floors and walls)

Other _____

WALLS & CEILINGS

- Significant cracks, holes or damage _____

- Water stains (If cause has been fixed, paint over with appropriate paint for stains)

- Significant deflections (not plumb)

Other _____

FLOORS

- Significant deflections
- Worn floor coverings
- Water damage in bath areas
- Loose or cracked tile

Other _____

STAIRS AND RAILS

- Loose treads
- Loose or missing rails
- Uneven tread and rise sizes

Other _____

DOORS

- Doors do not close and latch
- Holes, cracks or damage _____

- Loose hinges

Other _____

INSULATION

- No Basement insulation
- Less than 9 inches of attic insulation
- No crawl space insulation

Other _____

ATTIC VENTILATION

- No attic ventilation
- Signs of lack of vent – sheathing turning black, mold, mildew

It is recommended to have confirming paper work for the home inspector to review if it is applicable. Providing this information may prevent the home inspector from recommending further evaluation after the initial inspection.

- Last time heating and/or air condition system was serviced
- Age of heating system
- Age of water heater
- Treatment records for wood destroying insects
- Records of removed or abandoned under ground storage tanks
- Age of roof
- Radon test results
- Basement or crawl space waterproofing
- Chimney cleaning
- Major renovation

Now that you have completed your checklist its time to determine what to do with it. This is more of an art than a science. Not all buyers see a home in the same way and their priorities differ. Then you have to take into consideration what kind of market there is. Trying to come to a balance with all these factors will determine what you address. We suggest that you deal with the items that will make a buyer fall in love with the home first. What on the list will improve curb-appeal to attract a buyer? Add to that a nicely staged interior and then prioritize the remaining items according to the market.

In a buyer’s market, there are more homes to choose from. It may be easier for a buyer to walk away from a deal if there is a long list of items to repair. A similar home around the corner may cost the same and have less items to fix

In a market where inventory is minimal and multiple offers are being presented to sellers, less effort and cost is required to meet the seller’s goals of a quick sale for the most money.

