HOME LISTING CHECKLIST

Simple steps to take at your own pace



CLEAR & ORGANIZE

- ☐ Put away excess decor, personal photos, and items you will not need before moving.
- ☐ Clear kitchen and bathroom counters; tidy closets, cabinets, and storage areas.
- ☐ Donate, discard, or pack unused belongings one room at a time.



CLEAN & FRESHEN

- ☐ Deep-clean kitchens, bathrooms, floors, windows, baseboards, and light fixtures.
- ☐ Address noticeable odors; replace burned-out lightbulbs and HVAC filters.
- ☐ Complete small, easy touch-ups such as loose handles or minor scuffs.



OUTSIDE & FIRST IMPRESSION

- ☐ Keep grass, shrubs, walkways, porch, and entryway neat and welcoming.
- ☐ Remove outdoor clutter and clean the front door and visible windows.



MORTGAGE & PROPERTY INFORMATION

- ☐ About 30 days before listing: Request a written mortgage payoff statement from your lender. Allow time for processing and share it with Shaunda.
- ☐ Gather records of major repairs or improvements and any transferable warranties.
- ☐ Keep in mind: payoff figures can change with interest and payments; a current payoff will be confirmed for closing.



FINAL STEPS WITH SHAUNDA

- ☐ Schedule Shaunda's professional in-person pre-listing walkthrough for final suggestions.
- ☐ Complete the agreed final touches before professional photography and launch.



Before spending on major repairs or upgrades: Check with Shaunda first so you can focus on improvements that matter for the sale.

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