

Preparation Checklist

Garden	Completed	To be completed	Irrelevant
• mow the lawn, trim the edges and clear up any grass clippings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• weed the lawn, flowerbeds, pathways and drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• weed and mow any verges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• fix or replace damaged fences and gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• make sure gates are newly painted and oiled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• use wood stains to make wooden fencing and trellis work more attractive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• trim hedges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• prune trees and bushes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• try to always have some flowers that are in bloom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• trim dead flowers and replace dead or dying plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• use hanging baskets or terracotta pots with plenty of bright flowers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• get rid of rubbish, litter, old plant labels, compost bags, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clear away toys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clean up any oil stains on driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace worn out garden furniture (you get to take the new stuff with you)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• put bins, compost and recycling out of sight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• tidy and clean sheds and green houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• re-stain wooden decking if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clean patios with a power washer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• if you have a nice car keep it parked in the drive. If it's old and battered keep it elsewhere while viewings take place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• store boats and caravans elsewhere while you are selling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exterior of House	Completed	To be completed	Irrelevant
• clean or repaint exterior paintwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• repaint doors or replace if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clean windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• polish or replace letter boxes, door handles and door knockers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• make sure the door bell works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• fix any leaking guttering and makes sure it's clear of debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clean up damp/mossy patches around any overflows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• make sure aerials and satellite dishes are in a good state. Take them down if they're no longer in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Entrance and Hallway	Completed	To be completed	Irrelevant
• clean and tidy any communal areas if you live in flats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clean or replace the doormat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• shoes and boots should be stored out of sight. If this is not possible then make sure they are stacked neatly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ditto for coats, hats and umbrellas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• don't use the hallway to store bikes, prams, boxes, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace worn carpets and rugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• make sure the hallway is well lit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• remember, you're trying to create a sense of space. Doors leading off the hallway should be left open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preparation Checklist Part 2

Kitchen continued...	Completed	To be completed	Irrelevant
• make sure the washing up is done and put away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the floors, surfaces, and hob should be spotless	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• sinks and taps should sparkle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• unblock sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• thoroughly clean ovens, extractor units and any areas that attract grease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clean and dust curtains or blinds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scrub or replace tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace grouting if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• pack away electrical appliances save for the toaster and kettle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• fix drawers and cupboards that don't work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace broken handles even if it means getting a whole new set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• consider painting, staining, varnishing or sanding down dated kitchen units (it's a lot cheaper than replacing them)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• if necessary, re-seal tiled floors, sand and varnish wood floors or replace lino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace strip lights with halogen spots. Make sure that there are enough, especially if you fit directional lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• display attractive plants, flowers, herbs, a fruit bowl, pots or storage jars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• if you have room create an eating area or breakfast bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bathroom	Completed	To be completed	Irrelevant
• replace dated bathroom suites with simple, inexpensive, white units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace dated taps with contemporary taps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scrub the sink, bath and loo to get rid of any grease, lime-scale or stains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• if necessary, re-seal tiled floors, sand and varnish wood floors or replace lino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• consider replacing carpet with tiles, wood, laminate or lino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• get new bath and toilet mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• scrub tiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace grouting if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• get rid of any damp or mould	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• make sure the bath and shower are properly sealed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• install a good quality shower if you don't already have one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace dirty shower curtains or better still put up a proper screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace ceiling lights with halogen spots and make sure there are enough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• clear away excess clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• put out new towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• get new, stylish bathroom accessories (soap dispensers, toothbrush holders, scented candles, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dining Room	Completed	To be completed	Irrelevant
• if furniture is dated or worn then buy new furniture that you can take with you when you move	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• alternatively, use furniture covers to improve the look of old or worn chairs or hire furniture and put your old furniture into storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the room should look uncluttered, but not sterile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• well stocked fruit bowls, candles, artwork and fresh cut flowers can help make the room look like an inviting place to relax over a meal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preparation Checklist Part 3

Living Room	Completed	To be completed	Irrelevant
• too much furniture makes the room look smaller so get rid of any that you don't need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• wash or dry clean furniture covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• throws are a good way to disguise old or worn furniture, but if it's too far gone then consider buying or hiring new furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• make good use of cushions to accessorise furniture, but don't go over the top	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• be aware of the orientation of furniture. Chairs and sofas need to be arranged so that viewers can imagine themselves socialising as well as just watching television.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• if you have a fireplace make sure it's in working order and if it's not appropriate to have it lit when people visit at least let them know about it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• if your living room has a dining area make sure that the lounge and dining spaces are clearly defined. People need to imagine the room serving two distinct functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• consider using a large wall mirror with a simple, unobtrusive frame to create a sense of light and space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• don't forget lamps in a room where people may wish to sit and read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• fresh cut flowers, candles, artwork and a couple of tasteful vases or similar will help complete things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedrooms	Completed	To be completed	Irrelevant
• it's worth investing in good quality bed linen. Textured, white cottons will make the room look fresh and clean while contributing to a sense of space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• bed linen should always be ironed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• don't forget neatly placed pillows and cushions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• don't let headboards block the window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• if more than one bedroom will fit a double bed then add one in. Describing your property as having more than one double room is a big selling point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• if possible, make sure that beds (doubles in particular) can be accessed from both sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• double beds should have matching bedside tables and lamps to give the room a sense of symmetry and order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace dated or battered dressing tables, cupboards and chests of drawers with simple contemporary furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• built in storage space can be an asset, but not if it makes the room look small or if it's dated. If this is the case consider replacing it with free standing furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• don't forget finishing touches — fresh flowers, candles, vases and artwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• children's rooms should be kept tidy and be decorated in neutral colours. Posters should come down until you've moved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• turn bedrooms that are being used as studies, store rooms etc. back into bedrooms. Don't confuse your buyers about the number of bedrooms your house really has	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Study	Completed	To be completed	Irrelevant
• get the furniture right. Consider installing an attractive new desk, bookshelves, drawers and a small filing cabinet if you need to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the chair should be a comfortable — one people can imagine wanting to sit in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• make sure it's tidy with neatly stored books, files and paperwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• make use of good quality storage — boxes, file holders, desk tidies, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• have a good quality desk lamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• install additional plug points if there aren't enough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• replace unsightly phone socket extension cables with wi-fi and a cordless phone on a base station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>