POWERHOUSE OPERATIONS

SELLER CHECKLIST

Preparing for Your Open House

What to do, book and buy in the three weeks before your open house.

An open house is stress-free when the work is spread out. Count back from your date and work through the stages in order. Book the calls early and shop the week before.

> **Start early, in small chunks.**
> Two or three weeks out is the right time to start. Each stage below has a small list, so no single day gets heavy.

Calls to make

- Babysitter or dog sitter: If you need one. You will be out for the whole open house.
- House cleaners: For one or two days before the open house.
- Carpet cleaning: Same window: one or two days before.

Shopping list

- Boxes and tape: For decluttering.
- Fluffy white towels: For a spa-like feel in the bathrooms.
- A bag of apples or lemons: And a pretty bowl to put them in.
- A shoebox: For the bathroom things you put away on the day.
- Air fresheners: Plug-ins or diffusers.
- Fresh logs: If you have a fireplace.

2 to 3 weeks out: The big jobs

- [ ] 01 **Plan where you will be**
  You will be out for the whole open house. Plan something you would enjoy.
- [ ] 02 **Book the sitter, cleaners and carpet cleaning**
  See the calls to make. Cleaners come one or two days before.
- [ ] 03 **Finish every repair**
  Anything on the list gets done before the open house, not after it.
- [ ] 04 **Declutter every room into boxes**
  Pack the extras into boxes, not closets. Buyers open doors and drawers.
- [ ] 05 **Clear out kitchen cabinets and drawers**
  Buyers will open them. Packed cabinets make a kitchen look short on storage.
- [ ] 06 **Lock away private things**
  Valuables, medication, mail and paperwork go somewhere safe, so no one sees them by accident.

The week before: Deep clean and shop

- [ ] 07 **Power wash the house, sidewalk and driveway**
  The outside is the first thing buyers see.
- [ ] 08 **Clean every window**
  Clean glass lets in the most light possible.
- [ ] 09 **Clean light fixtures, fans, switches and door knobs**
  The things every buyer touches or looks up at.
- [ ] 10 **Clean inside the appliances**
  Buyers open the oven, fridge and dishwasher too.
- [ ] 11 **Do the shopping**
  Towels, fruit, a shoebox, air fresheners and logs. See the shopping list.

1 to 2 days before: Fresh and tidy

- [ ] 12 **Mow the lawn**
  Two days before the open house.

- [ ] 13 **Cleaners and carpet cleaning come through**
  One or two days before, as booked.

- [ ] 14 **Put away yard clutter**
  Hoses, toys, tools and bins out of sight, front and back.

The morning of: The final walk-through

KITCHEN

- [ ] 15 **Stow the counter appliances**
  Clear counters look bigger.

- [ ] 16 **Apples or lemons in a pretty bowl**
  On the counter or the table.

DINING ROOM

- [ ] 17 **Set the table for a special dinner**
  Show buyers how easily they can host here.

BATHROOMS

- [ ] 18 **Everyday things into the shoebox**
  Then put the box somewhere out of sight.

- [ ] 19 **Fluffy white towels out**
  For the spa feel.

- [ ] 20 **Pick up the bath mats**
  They can trip someone.

LIVING ROOM

- [ ] 21 **Lay fresh logs in the fireplace**
  If you have one.

- [ ] 22 **Pick up rugs that could trip someone**
  Plenty of people walk through an open house.

BACKYARD

- [ ] 23 **Uncover the barbecue and set the patio table**
  Set it for a picnic, so buyers picture entertaining once they move in.

EVERY ROOM, ON THE WAY OUT

- [ ] 24 **Open every curtain and blind**
  Let in all the daylight you can.

- [ ] 25 **Turn on every light**
  Rooms, closets and lamps.

- [ ] 26 **Air fresheners in and working**
  Plugged in and not empty.

During the open house: Be out of the house

- [ ] 27 **Leave before it starts**
  Head out with time to spare, so you never meet the first buyers at the door.

- [ ] 28 **Stay away a little longer than planned**
  Be ready to be gone for the whole open house, and then some. Buyers who like a home tend to linger.

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