

SELLERS MAINTENANCE CHECKLIST

Exterior

Roof and Gutters

- Clear obstructions from vents, louvers, and chimneys
- Check trim for rot, decay, and peeling paint
- Inspect chimney for any loose or missing mortar
- Inspect seals around roof stacks, vents, skylights, and chimneys

Windows and Doors

- Look for and replace any broken or cracked window panes
- Make sure all doors open and close smoothly
- Check condition of weather stripping and caulking
- Repaint or touch up where necessary
- Test doorbell and alarm system
- Clean windows to let in as much light as possible; clean window sills, tracks, blinds, etc.
- Remedy squeaking and creaking

Exterior Walls

- Check exterior walls for cracks
- Replace loose or missing caulk
- Repair drywall cracks and chips
- Repair loose or damaged siding, stucco, brick, stone, etc.
- Look for areas where insects may be entering the home and seal; treat professionally if necessary

Driveway

- Repair concrete or blacktop if necessary
- Clean grease or other stains
- Remove grass or weeds growing from driveway seams

Garage

- Test garage door opener for smooth and quiet operation
- Clean and organize the garage
- Test electrical outlets
- Lubricate hinges and other hardware on your garage door
- Inspect doors and windows for any peeling paint
- Put away tools that are considered dangerous

Foundation

- Walk around and visually inspect for cracks; check walls, steps, retaining walls, walkways, and patios for disrupted areas - fix where necessary

Yard

- Check sprinkler system for broken heads or cracked pipes
- Adjust sprinklers which spray onto walkways
- Mow and edge lawn. Sod where necessary
- Trim hedges, prune trees and shrubs
- Weed and mulch flower beds.



Interior

Walls and Ceilings

- Repair cracks, holes, or damage to drywall
- Check condition of paint and wallpaper
- Repaint or touchup where necessary
- Clean scuffs, fingerprints, grease, and dirt off of walls and baseboards
- Think about changing any bold or unique colors to more neutral tones

Kitchen

- Organize cabinets and pantry
- Clean out and organize refrigerator
- Check for leaks in faucets, pot fillers or hot water dispensers
- Clean and polish all appliances
- Clean and degrease exhaust fan or vent hood on stove
- Remove accumulation of grease from cooking areas
- Check for insects under sink or in food storage areas. Professionally treat if necessary

Bathrooms

- Check tile joints, grouting, and caulking
- Remove mildew
- Repair leaking faucets and shower heads
- Check the condition of paint and/or wallpaper
- Test operation of toilet and faucets

Attic Floors

- Check underside of roof for leaks, stains, or dampness
- Look around chimney for condensation or signs of water
- Clean and clear ventilation openings if necessary
- Clean out stored junk
- Inspect for creaking boards, loose, missing, or cracked tiles and worn areas
- Test the staircases for loose handrails or posts or worn tread

Basement

- Check for signs of dampness, cracked walls or damaged floors and ceilings



Mechanical Systems

Electrical

Check exposed wiring and outlets for signs of wear or damage.

Repair and test switches and outlets.

If any part of your electrical system is in question, hire a professional to service it.

Plumbing

Check water pressure when faucets in bathroom(s) and kitchen are turned on.

Look for leaks at faucets, sink traps, and valves.

Clear slow-running or clogged drains.

Have septic systems serviced and emptied if necessary.

If any part of your plumbing system is in question, hire a professional to service it.

Heating and Cooling

Change or clean furnace and air conditioning filters.

Clear and clean areas around heating and cooling equipment.

Have equipment serviced if needed.

