

## Coldwell Banker® Open House Seller Checklist

Utilize the following checklist to help you prepare for your upcoming Open House. Consult with your Coldwell Banker® sales associate for some more home enhancement tips.

Item	Done	To do	N/A
<b>Prepare in Advance</b>			
Sweep the street in front of your house and all steps and walkways			
Make sure the siding on your home is clean and all windows are washed			
A fresh coat of paint can be the best investment. Even if you just paint trim and the front door and shutters			
Check all the lights to make sure they work; install new light bulbs if needed			
<b>Maximize Curb Appeal</b>			
Water and mow the lawn			
Trim the trees / rake the leaves / plant colorful flowers			
Put away bicycles and toys, gardening equipment and anything else lying outside in the yard			
Put the car in the garage, or park it on the street, to provide ample parking for prospective buyers			
Clean up any pet droppings in the yard			
<b>Offer Fact Sheets/Brochures</b>			
Gather previous inspection reports to have on hand			
Make a list of all home improvements, new appliances and / or fixtures			
<b>Neaten Up the Home</b>			
Remove all clutter including items such as small appliances, gadgets, toys and memorabilia			
Organize the kitchen cabinets to demonstrate how much room you have			
Hide or temporarily disconnect obtrusive extension cords			
Put away the newspapers and magazines			
Put away the cat litter box and store the pets' toys			
Bake cookies or burn scented candles to make the house smell pleasant			
Be sure to place valuable items in a secure place, i.e. cash, jewelry, medications, etc.			
<b>Invite the Neighbors</b>			
Ensure your sales associate has sent communications to the neighbors informing them of the date of the open house			
Invite the neighborhood for a private showing one-hour prior to the public open house			
<b>Use Signs to Attract Potential Buyers</b>			
Have real estate sales associate put up "Open House" signs at nearby, well-traveled intersections with directions to the house			
Ensure your sales associate has put up the "Open House" sign in the front lawn			
<b>Notes:</b>			

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