

MOVING CHECKLIST

2 MONTHS OUT

- Sort cabinets, closets and drawers
- Go through bathroom items and throw away all expired items
- Donate any unwanted items to charity
- Reserve a moving company, truck or portable container
- Take pictures around your home so you know where things go

1 MONTH OUT

- Purchase boxes tape and other moving necessities
- Contact current services to move or cancel
- Contact services in a new area to set up
- Start packing items that aren't frequently used - be sure to label

2 WEEKS OUT

- Complete any necessary repairs
- Create an inventory of boxes and items
- Contact your postal office for a change of address
- Start eating and trashing refrigerated and freezer items
- Go through attic and garage to remove ALL items

1 WEEK OUT

- Pack all remaining items that you won't need right away
- Deep clean appliances including refrigerator/freezer, microwave, stove and oven
- Pack a bag with a few days worth of clothes and toiletries for each person in the family
- Arrange for childcare/petcare during the moving day
- Set an appointment with a locksmith to have locks changed on moving day

MOVING DAY

- Look through all closets, cabinets and dishwashers to make sure you didn't leave anything behind
- Inform the movers of any special instructions
- Pay the movers
- Do a final walk-through of each room to ensure nothing is forgotten



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PRE-LISTING CHECKLIST

CURB APPEAL

- Add colorful plants
- Mow lawn
- Trim around walkways
- Trim trees and bushes
- Remove weeds from flowerbeds
- Match around trees and flowerbeds
- Clean and paint the front door
- Add a new, fresh doormat

EXTERIOR


- Powerwash driveway & siding
- Remove driveway stains
- Fill driveway cracks
- Repaint or stain patio
- Wash windows
- Clean window wells
- Repaint siding
- Clean and repair gutters
- Replace missing shingles
- Ensure lights are working and bright
- Make sure the doorbell is working

OVERALL INTERIOR

- Mop all hardwood and tile
- Clean window and window wells
- Repair holes or cracks in walls
- Repaint with neutral colors
- Clean baseboards and trim
- Organize basement
- Check and replace light bulbs
- Dust all lights and ceiling fans
- Dust shelves and art
- Remove family photos
- Take out all trash
- Have carpets professionally cleaned
- Fix leaky faucets
- Organize closets leaving free space
- Clean all blinds and curtains
- Ensure windows open, close and lock
- Clean all filters and vents
- Replace worn pillows and rugs
- Declutter and arrange in an inviting way
- Place fresh flowers on the table
- Eliminate odors



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PRE-LISTING CHECKLIST

BEDROOM

- Nightstands should be dusted and organized.
- Declutter and organize closets
- Arrange the furnishings to make it look larger.
- Clean shades and curtains
- Create empty space in closets

LAUNDRY ROOM

- Put all clothing away
- Organize shelves
- Wipe down washer and dryer
- Clean all surfaces

KITCHEN

- Minimize items on the counter
- Remove magnets from the refrigerator
- Wash all cabinet fronts
- Organize to create space
- Hide trash can in a closet
- Ensure all appliances are working
- Deep clean refrigerator and stove
- Organize pantry to maximize space

BATHROOM

- The shower curtain should be cleaned or replaced.
- Remove rust and mildew stains
- Wear-and-tear rugs and towels should be replaced.
- Check the exhaust fan
- Ensure the toilet operates properly
- Ensure the sink/tub/shower drain well
- Clean toilet towels
- Clean soap residue from shower/tub
- Check the water pressure at all fixtures

GARAGE

- Seal or paint floors
- Wash floors
- Cover exposed wiring
- Organize items in bins on shelves
- Organize to create floor space
- Ensure the garage door is working



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PREP YOUR HOME FOR PHOTOGRAPHY

GENERAL

- Remove all superfluous items to create more space.
- Deep clean and declutter
- Remove all children and pet toys
- Remove pet bowls, crates, etc.
- Open curtains and turn lights on
- Replace all burned out lightbulbs
- Hide unattractive views with semi-sheer curtains
- Turn all fans off
- Remove all family photographs
- Remove signs of political or religious preferences
- Remove any newspapers magazines or mail

BEDROOMS

- Make all beds
- Clear clutter
- Remove all personal items
- Tidy up toys clothes and valuables
- Create space in closets by removing extra clothing
- Replace toilet paper with fresh rolls

BATHROOMS

- Leave toilet seat down
- Clear all clutter or countertop
- Remove all rugs/bathmats
- Remove soap and shampoo containers
- Remove dirty towels
- Arrange fresh accent towels
- Place a small fresh plan out for decoration

KITCHEN

- Remove small appliances from counters
- Remove all rugs and dishtowels
- Place fresh flowers or fruit bowl on the counter for decoration
- Remove magnets from the refrigerator
- Ensure that all visible areas are freshly cleaned
- Store garbage can out of sight
- Replace paper towel with fresh rolls

LIVING ROOM

- Turn off the TV and hide remotes
- Place pillows and throw blankets neatly in place
- Declutter coffee tables and shelves

DINING ROOM

- Declutter all areas
- Place a simple centerpiece on the table
- Ensure that chairs are neatly arranged

EXTERIOR

- Place garbage bins in the garage
- Ensure hoses are coiled neatly
- Uncover and clean barbeques
- Close garage door
- Ensure landscaping is freshly manicured
- Place a fresh wreath and doormat at the entrance to the home



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CHANGE OF ADDRESS CHECKLIST

FINANCES

- Investment Broker
- Student Loans
- Credit Card Companies
- Loan Companies
- Financial Aid
- Bank/Credit Union

INSURANCE

- Dental Insurance
- Life Insurance
- Homeowner/Renter's Insurance
- Car Insurance
- Health Insurance

HOME SERVICES

- Pest Control Service
- Cable Provider
- Cleaning Service
- Garbage and Recycling
- Internet Service
- Electrical Company
- Telephone/Cell Service
- Lawncare Service
- Water & Sewer Company
- Pool Maintenance
- Gas Company

MEMBERSHIPS & RETAILERS

- Online Retailers (Amazon, eBay, etc.)
- Club membership (Costco, Sam's Club)
- Gym membership

PROFESSIONAL SERVICES

- Financial Planner
- Pharmacy
- Dentist Office
- Veterinarian
- Therapist or Counselor
- Insurance Agent
- Babysitter
- Attorney
- Doctor/Pediatrician Offices

COMMUNITY CONTACTS

- School. PTA, Extracurricular
- Employers
- Church, Synagogue etc.
- Charitable Organizations
- Alumni & Fraternal Organizations
- Pet Groomer
- Daycare Facilities
- Country Club
- Community Groups

GOVERNMENT AGENCIES

- Local/Country Tax Commissioner
- Internal Revenue Service
- Department of Motor Vehicles
- Voter Registration
- Social Security Administration
- Business License Office
- State Department of Taxation
- USPS Mail Forwarding



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BUYER CHECKLIST



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 **Houston, TX**

PREPARE YOUR FINANCES

- Learn about your credit history.
- Calculate how much debt you have and how much of a monthly mortgage payment you can afford.
- Find a mortgage lender.
- Gather your tax, financial, & employment documents
- Complete your loan pre-approval

FIND HOME

- Look into your favorite neighborhoods and what you require in a home.
- On the internet, look for houses.
- Personal visits to homes
- Make a proposal

PREPARE YOUR FINANCES

- As soon as possible, make a deposit of your earnest money.
- Perform Inspections As Soon As Possible & Determine Any Repairs Before Contract Deadline
- Notify the lender that you are under contract and provide all requested documents as quickly as possible.
- As Soon As Inspections Are Completed and Issues Are Resolved, The Lender Will Order An Appraisal.
- Assess the situation.
- Homeowners Insurance is a must!
- Closing timetable
- Walkthrough to the end

CLOSING DAY CHECKLIST



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📍 **Houston, TX**

CLOSING DATE

TASKS FOR SELLER ON CLOSING DAY

BEFORE

- Review your settlement sheet/closing documents.
- Your current home utilities should be canceled or transferred.
- Gather any appliance manuals, warranties, or other documentation
- Ensure that all household remote controls are left at home.
- Switches should be turned off and any open valves should be closed.
- Cancel your current homeowner's insurance policy, let them know closing day.
- Ensure that all personal belongings are removed and that all of your contacts
- Call title company to ensure you have all necessary docs for closing

ON THE DAY

- For the house inspection, double-check that you have receipts/documents for any repairs you've made.
- Bring your ID and voided check for wire transfer
- Make all of the closing fees payments.
- Get all of your closing documents together.
- Bring security deposit for leaseback, if applicable.

AFTER

- Ascertain that the new owners have received all utilities.
- Make a copy of your closing documents and keep them in a secure location.

SHOWING CHECKLIST

SHOWING IN 10 MINUTES

- Secure your pets or bring them along.
- Verify that all towels have been collected.
- Make your beds.
- Clean all of the counters.
- Turn on all lights & open curtains
- Remove all rubbish.
- Toilet seats should be closed.
- Put everything in a basket and put it in your car.

SHOWING IN 30 MINUTES


- Secure your pets or bring them along.
- Verify that all towels have been collected.
- Clean all of the counters.
- Make your beds.
- Turn on all lights & open curtains
- Put everything in a basket and put it in your car.
- Remove all rubbish.
- Toilet seats should be closed.
- Make sure your home smells fresh
- Vacuum all carpets
- Clear out the kitchen sink
- Sweep & mop all hard-surfaced floors

SHOWING IN 1 HOUR

- Turn on all lights & open curtains
- Sweep & mop all hard-surfaced floors
- Make your beds.
- Clean and wipe down toilets
- Vacuum all carpets
- Put everything in a basket and put it in your car.
- Sweep front door and shake out the doormat
- Remove everything from the kitchen sink.
- Take out all garbage
- Verify that all towels have been collected.
- Clean all of the counters.
- Make sure that your home has a pleasant odor.
- Clean all glass and mirror surfaces



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LISTING MANAGEMENT CHECKLIST

PRE-LISTING / LISTING

- Sign a listing agreement & email a copy to seller
- Confirm property Information
- Give seller disclosures to fill out
- Add all necessary docs to MLS
- Photo / Video date:
- Share all listing docs & MLS with title company
- Install lockbox
- Print home brochures & deliver
- Create video
- Give the seller your listing checklist
- Input listing in MLS
- Add video to MLS
- Install sign
- Add showing instructions for agents
- Syndicate your listing to the
 - Realtor.com
 - Zillow
 - Trulia

MARKETING

- Stage the property
- Capture high-quality photos
- Film a virtual tour & upload video on Zillow
- Send the listing to your leads & all area agents
- Share listing on socials
- Schedule Initial open house
- Circulate postcards & door hangers
- Design eye-catching brochures/flyers
- Post on Craigslist & create a Craigslist ad
- Put out open house signs
- Pick up signs the day after open house
- Follow up (market conditions, feedbacks etc.)

OFFER ACCEPTED

- Ensure all areas are initialed
- Ensure addendums & seller disclosure executed
- Ensure you have preapproval/proof of funds
- Pending in MLS
- Send email to the seller including timeline sheet
- Send email to the other agent, title & lender
- Ensure other agent has all necessary HOA docs
- Follow timeline for important dates
- Obtain escrow receipt
- Obtain condo doc receipts (3 days)
- Email seller draft email with inspection info
- Send commission paid at close form to broker to sign
- Send commission paid at close form to title co/attorney
- Ensure the seller is in process or already moved out

DAY OF / POST CLOSING

- Remove sign / lockbox / any other marketing
- Order closing gift
- Mark sold in MLS
- Send just sold mailer to community
- Add seller to COI and remain in contact for referrals



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