

***iCheck* - New Listings Checklist**

Address: _____

Homeowner: _____ Phone: () - _____

Use this checklist to get your new listing market ready. By completing this form, you should get a better idea about areas that need to be focused on before putting the listing on the market.

Possible Problem Areas	Pass	Fail	Inspect
1) Mailbox:			
There should be no rust and no woodrot on mailbox and post.			
Street number should be new and easily viewed.			
2) Landscaping:			
A) Grass should be green and manicured. Keep debris out of yard. Edge once and keep watered.			
B) Bushes and trees should be trimmed. There should be no trees hanging over the house.			
C) If the house is empty, there should be arrangements for weekly maintenance.			
3) Front of House:			
A) Windows should have no cracks, torn screens, or peeling paint.			
B) Shutters should have no peeling paint and may need new paint due to fading.			
C) The front door should have new looking hardware, and a possible fresh coat of paint. Also the doorbell should be working.			
D) Siding should be clean and have a newly painted look. Brick should be clean (pressure wash both)			
4) Staging and Decorating:			
A) Minimized use of furniture - old or unnecessary furniture is stored away.			
B) The house is as de-personalized as possible without sacrificing esthetics.			
C) All Clutter is put away and organized.(ie. Clothes, toys, magazines, trash, etc.)			
5) Painting:			
A) There are no bright or unusual colors on the walls. Neutral sells houses.			
B) There are no dingy or dirty walls (including Handprints, air vent stains, high traffic rub marks, etc.)			
C) There should be no outdated wallpaper and preferably no wall paper or borders at all.			
6) The Kitchen:			
A) Clean and spotless - remove excess appliances, odor-free, shine all chrome.			
B) Working Condition - There is no leaking faucets, loose cabinet hardware, drawer handles, etc.			
C) Storage Capacity - Efficient use of drawers and cabinets with dividers and cutlery trays.			
7) Windows:			
A) Interior and exterior of each window has been cleaned.			
B) All windows open and close properly and have working locks.			
8) Flooring:			
A) All carpets are steam cleaned, wood has been waxed, and vinyl has been scrubbed.			
B) There are no waves in the carpet. All carpet in the house is stretched correctly.			
C) There is no damaged flooring that is permanent and noticeable.			
9) Lighting:			
A) All light fixtures, switches, switch plates and outlet covers are cleaned.			
B) Any outdated light fixtures are replaced with new fixtures.			
10) Remember the Forgotten:			
A) All unused rooms are cleaned, organized, and decorated (spare room, storage closet, bonus room)			
B) Unused porches or decks should be power washed, cleaned, and ready for use.			
C) Unfinished basements should be cleaned, and storage should be minimized and organized.			
*For the Showing			
A) clean towels, new soap, a nice tablecloth, and fresh flowers are used.			
B) An air freshener is being used - even if the house does not have a bad smell.			
C) Freshly cut grass and recent work in yard.			
D) EVERYONE including adults, Children and pets are out of the house.			

This iCheck Checklist is brought to you by:



phone: (770) 906-7511

fax: (866) 341-0187

<http://www.ProServeHomeSolutions.com>

If you would like a free quote on completion of any of the following items, please fax this page to ProServe Home Solutions at (866) 431-0187