

# THE ULTIMATE GUIDE

TO PREPARE YOUR  
HOME FOR SALE



## ULTIMATE HOME SELLING CHECKLIST

This guide is a great resource for the information you need to help you list your home for sale.

This is a general guide for home sellers so not everything will apply directly to your home sale. By collecting the information and gathering the paperwork now, you'll be better prepared to make this a smooth transaction.

There are also some practical tips on how to make your home show-ready. This list comes from years of experience working with both sellers and buyers and following marketing trends. our goal is to help you get the most money for your home in the shortest time possible, and with the least amount of stress.

"If you have any questions about anything you find below, please email us at [terence@terencetait.ca](mailto:terence@terencetait.ca) or **867-334-6801**

## TESTIMONIALS

Terence Tait knows the Yukon. He also knows how to figure out what someone is honestly looking for in a new home, and he knows how to match the right person with the right house. Recently I was that person. I liked how Terence took the time to understand what I was looking for -both in the sale of my house, and the purchase of a new home. He took into account the various details of my requests and then explored a little deeper to understand what was behind my preferences. It soon became apparent that he does that for all of his clients as I know that everyone ended up with what they were looking for -the seller of my new house, the buyer of my old house, and my daughter and I with our new home. Thanks, Terence.

**Sean Secord**

I am writing to give Terence Tait my highest recommendation. Terence possesses all the attributes necessary to be an excellent broker: he knows his market extremely well; he is diligent, responsive, and yet very patient with his clients. Terence is both very professional and personable. He clearly takes pride in doing a good job. In my particular case we were selling one home and purchasing another, there were many rough spots on the road to buying and selling at the same time and in every instance Terence was a great help.

It would be hard to envision someone doing a better job than Terence or being anything but happy in choosing to work with him.

**Liz Kirkwood**

## INFORMATION NEEDED

This section outlines what information and paperwork you should gather as it is all information any potential buyer will want to know.

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### PAPERWORK TO COLLECT

- Copy of floor plan (if you have one)
- Copies of permits and inspections (if applicable)
- Copy of agreements for any Leased Equipment to be assumed with the sale of the property (Hot Water Tank, Furnace, Propane Tank, Security, etc.)
- Copy of mortgage information
- Receipts of all improvements/repairs to property
- Copy of lawyer paperwork from when you purchased
- Copy of Taxes & Assessments
- Copy of Heating, Electric/Power, Propane, Oil or Natural Gas Expenses

### INFORMATION

- What year was your home or home built? \_\_\_\_\_
- Age of roof? \_\_\_\_\_
- Age of furnace? \_\_\_\_\_
- Age of windows? \_\_\_\_\_
- Age of doors? \_\_\_\_\_
- Age of central air conditioning? \_\_\_\_\_
- Age of dock? \_\_\_\_\_
- Age of hot tub? \_\_\_\_\_
- Last time water was tested? \_\_\_\_\_
- Age of Oil Tank? \_\_\_\_\_
- Age of Hot Water Tank? \_\_\_\_\_

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## PREPARING YOUR HOME

This section outlines the things you should be doing to get your home ready to go on the market. You don't have to do it all yourself, you can hire people to do some of this for you. If you would like some recommendations on reputable local professionals just reach out to please email us at [terence@terencetait.ca](mailto:terence@terencetait.ca) or **867-334-6801**

**INSIDE YOUR HOME**

**Floor coverings (carpeting, tile, linoleum, hardwood, etc.)**

- Clean any stains
- Repair excessive wear or damage
- Carpet or area rugs need to be cleaned?

**Walls and ceilings**

- Dirt, fingerprints or other stains?
- Nail or thumb-crack holes, tape residue?
- Cracks, chips, water damage?
- Need for repainting or new wallpaper?
- Neutral, light colours for roomy environment?

**Doors**

- Dirt, fingerprints or other stains?
- Need new paint?
- Open/close easily without squeaks or catching on the floor?
- Latches/handles secure and working properly?
- Time to update the hardware?
- All closet doors installed?

**Windows Glass**

- Clean/chip- and crack-free?
- Open/close easily?
- Latches/handles/locks secure, working properly?
- Dirt and fingerprints on frames or sills?
- Screens clean and without holes?
- Any broken seals or foggy windows?

**Window coverings (curtains, drapes, blinds, etc.)**

- Dirt or stains?
- Excessive wear or sun damage?
- Open/close easily, hardware working properly?
- Window coverings open for views and sunlight?

**Lighting (lighting makes a room feel more inviting)**

- All bulbs working and proper wattage?
- Broken switches, exposed wiring?
- Table and floor lamps working properly?
- All bulbs are same color

**Pet areas**

- Clean, organized, odour-free?

**Entryways and hallways**

- Clean and free of clutter or obstructions?
- Welcome mat(s) clean and inviting?  
Closets and storage areas
- Clean and well organized?
- Clutter and excess junk removed?
- Clothes hung neatly and not jammed together?
- Shoes and boots neatly stored/stacked?

**Kitchen**

- Every surface sparkling clean?
- Countertops organized, all but daily use appliances?
- Refrigerator spotless inside and out?
- Organized? Spoiled food discarded?
- Frost removed? Light bulbs working? (Buyers look!)
- Oven/stovetop clean? Burner trays cleaned?
- Sinks clean; faucets working properly and leak-free?
- Garbage disposal in good working condition?
- Cupboards/pantry spotless, organized?
- Dishwasher clean and stain-free?

**Living room, dining room, bedrooms, den and study**

- Everything thoroughly vacuumed/dusted?
- Excess furniture removed for roomier atmosphere?
- Remaining furniture clean and in good repair?
- Wood and other surfaces clean and polished?
- Bookshelves neat, organized and clutter-free?
- Children's games/toys stored neatly?
- Fragile items removed and stored?
- Smaller valuables removed/locked away?
- Mirrors clean and in good repair?
- Ashtrays cleaned and kept out of sight?
- Fireplace clean, logs/kindling stacked neatly?

**Bathrooms/powder room**

- Every surface sparkling clean?
- Countertops organized, free of clutter? Fresh soap?
- Sinks spotlessly clean, faucets working properly?
- Tub and shower surfaces clean?
- Towels stain-free and hanging neatly?
- Shower curtain clean and in good repair?
- Toilet extra-clean and working properly?
- Closets organized and clutter-free?
- Medicine cabinet clean, "personal items" removed?

**Basement, furnace room, garage, attic storeroom**

- Clean and well-organized?
- Clutter and excess "junk" removed?
- Remaining items stored/stacked neatly?
- Everything thoroughly vacuumed/dusted?
- Wipe down furnace and Top of Hot Water Tank

**OUTSIDE YOUR HOME**

**Structures**

- Exterior surfaces clean, in good condition?
- Front-door exterior clean, inviting?
- Gutters and downspouts clean, in good repair?
- Gates open/close properly, hardware working?
- Docks/decks in good repair, in good condition?
- Sidewalks and walkways in good repair?
- Driveway clean, in good repair?

**Yard and environment**

- Driveways, sidewalks clear of snow, ice?
- Lawns mowed/edged regularly?
- Leaves removed from lawns and flower beds?
- Flower beds weeded and tidy; dead plants replaced?
- "Junk" and scrap removed?
- Lawn furniture clean, organized, good repair?
- Bicycles, children's toys stored neatly, out of way?
- Firewood organized and neatly stacked?
- Dog runs secure, yard free of "doggy deposits"?
- Garbage and Recycle Bins cleaned and free from smells

