

## Walk-Thru Worksheet

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### Entry Way

First impressions are everything and this is where you want to make them. The goal of this space is to create a bright and welcoming entry so that visitors will want to view the rest of the house.

#### NOTES:

- clean light fixture
- check lightbulbs: all operational, of the same style and brightest wattage possible
- dust cobwebs from ceiling/light fixture
- clean walls, especially around switch plates and doorways (repaint where necessary)
- wipe down switch plates
- wipe down baseboards
- sweep and wash hard floors (paying attention to corners and the closet)
- wash and vacuum rug
- vacuum stairs
- repair cracked grout lines (if tiled)
- polish flooring (if wood)
- paint front door inside and out
- wash side light/door windows
- pick up extra shoes and jackets
- clean out/organize coat closet

## Kitchen

The kitchen is usually central to entertaining and family gathering. It is extremely important it appears spacious, clean, light and bright. We want our visitors to picture themselves cooking and entertaining in this space.

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep and wash hard floors (paying attention to corners and the closet)
- O wash and vacuum rug
- O repair cracked grout lines (if tile flooring)
- O polish flooring (if wood)
- O wash patio door and windows
- O remove curtains/valances
- O wash and degrease cabinet doors, polish if necessary
- O clean countertops/repair caulking
- O clean microwave inside and out
- O clean refrigerator inside, remove magnets/photos/calendars/etc
- O clean stove inside and out: soak drip pans and knobs if needed
- O clean and sanitize sink: remove odors from disposal
- O wipe down small appliances remaining on countertop
- O polish stainless steel surfaces
- O clean out/organize pantry and cupboards

## Formal Dining Area

The Dining Room tends to be the most crowded room in the house.

The focal point, which should always be the centerpiece, is usually too small, not anchored or drowned out by big pieces in the room.

Chandeliers can be dead give aways as to the age of the home and are easy to update.

The only pieces of furniture in this room should be the table/chairs, buffet (if room) and couple of corner plants (if room). Think five star restaurant, set the table up beautifully for entertaining and let visitors imagination do the rest...

### NOTES:

- O clean light fixture
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep and wash hard floors (paying attention to corners and the closet)
- O wash and vacuum rug (if applicable)
- O vacuum (if carpeted)
- O repair cracked grout lines (if tiled)
- O polish flooring (if wood)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O polish wood furniture

Office

NOTES:

- O clean light fixture
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep and wash hard floors (paying attention to corners and the closet)
- O wash and vacuum rug (if applicable)
- O vacuum (if carpeted)
- O polish flooring (if wood)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O clean out/organize closet
- O dust surfaces/equipment
- O polish wood furniture
- O clean off top of desk, file or toss loose mail/paperwork
- O tuck and/or organize cords
- O remove personal items
- O empty wastebaskets

## Main Level Family Room

This room should be treated like the Living Room but in a less formal manner. This is the place where the family hangs out for some quality family time and your visitors should be able to imagine this and picture themselves relaxing here.

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep and wash hard floors (paying attention to corners and closets)
- O wash and vacuum rug (if applicable)
- O vacuum (if carpeted)
- O clean fireplace glass inside and out (if wood burning, remove debris)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O dust all hard surfaces
- O dust all electronics
- O dust lampshades/check light bubs
- O tuck/hide cords
- O polish wood furniture
- O vacuum upholstered furniture
- O remove personal items/photos/collections

## Living Room

The Living Room is central to the visitors first impression.

We will be looking at flow, balance, scale, cohesion and heights to create a room that makes your visitor want to live here. Starting with a good conversation area and focal point, we will create warmth and comfort.

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep and wash hard floors (paying attention to corners and closets)
- O wash and vacuum rug (if applicable)
- O vacuum (if carpeted)
- O clean fireplace glass inside and out (if wood burning, remove debris)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O dust all hard surfaces
- O dust all electronics
- O dust or replace lampshades/check light bubs
- O tuck/hide cords
- O polish wood furniture
- O vacuum upholstered furniture
- O remove personal items/photos/collections

Hallway

NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards/trim around doors
- O sweep and wash hard floors (paying attention to corners and closets)
- O vacuum (if carpeted)
- O remove rugs
- O wash window (if applicable)
- O remove window treatments (if applicable)
- O clean-out/organize closet

## Master Bedroom

The Master Bedroom should have the look and feel of a private retreat and sanctuary. It should feel calm and comfortable.

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O vacuum (paying attention to around baseboards and corners)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O dust all hard surfaces
- O dust or replace lampshades/check light bulbs
- O tuck/hide cords
- O polish wood furniture
- O vacuum upholstered furniture
- O wash/change sheets
- O make bed, fluff pillows
- O clean under the bed
- O empty wastebaskets
- O clean-out/organize closet(s)
- O tuck away dirty laundry/put away clean
- O remove personal items/photos/collections



## Master Bathroom

The Master Bath should have a spa-like feel that invites you to stay and relax in the tub.

### NOTES:

- clean/replace light fixtures
- check lightbulbs: all operational, of the same style and brightest wattage possible
- dust cobwebs from ceiling/light fixture
- clean walls, especially around switch plates and doorways (repaint where necessary)
- wipe down switch plates
- wipe down baseboards
- sweep/mop flooring
- repair grout (if tiled)
- wash windows
- wash or remove window treatments
- dust blinds
- tuck away personal items off countertop
- wash/sanitize countertop surfaces
- wash mirror
- clean/sanitize shower and/or tub
- remove soaps/shampoos from shower/tub
- clean toilet inside and out
- re-caulk around tub/toilet/sink surroundings
- remove rugs from floor
- replace towels/shower curtain
- tuck away brush cleaner/plunger/scale, etc
- empty wastebaskets
- clean-out/organize closet(s)
- tuck away dirty laundry/put away clean

## Hall/Guest Bathroom

This room is almost as important in a visitors eye as the kitchen and should be treated as such. It should be updated and spa like, welcoming to guests and clean as a whistle!

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep/mop flooring
- O repair grout (if tiled)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O tuck away personal items off countertop
- O wash/sanitize countertop surfaces
- O wash mirror
- O clean/sanitize shower and/or tub
- O remove soaps/shampoos from shower/tub
- O clean toilet inside and out
- O re-grout around tub/toilet/sink surroundings
- O remove rugs from floor
- O replace towels/shower curtain
- O tuck away brush cleaner/plunger/scale, etc
- O empty wastebaskets
- O clean-out/organize closet(s)
- O tuck away dirty laundry/put away clean

## Bedroom One

Other bedrooms in the house should be just as they are but themes should be accentuated, tailored and crisp. Work with your theme but do not make it too stylized. Take a hard look at the bedding, furniture and wall hangings. For Guest rooms, think hotel room style with welcoming touches. Less is more in these rooms!

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O vacuum (paying attention to around baseboards and corners)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O dust all hard surfaces
- O dust or replace lampshades/check light bubs
- O tuck/hide cords
- O polish wood furniture
- O vacuum upholstered furniture
- O wash/change sheets
- O make bed, fluff pillows
- O clean under the bed
- O empty wastebaskets
- O clean-out/organize closet(s)
- O tuck away dirty laundry/put away clean
- O remove personal items/photos/collections

## Bedroom Two

Other bedrooms in the house should be just as they are but themes should be accentuated, tailored and crisp. Work with your theme but do not make it too stylized. Take a hard look at the bedding, furniture and wall hangings. For Guest rooms, think hotel room style with welcoming touches. Less is more in these rooms!

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O vacuum (paying attention to around baseboards and corners)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O dust all hard surfaces
- O dust or replace lampshades/check light bulbs
- O tuck/hide cords
- O polish wood furniture
- O vacuum upholstered furniture
- O wash/change sheets
- O make bed, fluff pillows
- O clean under the bed
- O empty wastebaskets
- O clean-out/organize closet(s)
- O tuck away dirty laundry/put away clean
- O remove personal items/photos/collections

## Bedroom Three

Other bedrooms in the house should be just as they are but themes should be accentuated, tailored and crisp. Work with your theme but do not make it too stylized. Take a hard look at the bedding, furniture and wall hangings. For Guest rooms, think hotel room style with welcoming touches. Less is more in these rooms!

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O vacuum (paying attention to around baseboards and corners)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O dust all hard surfaces
- O dust or replace lampshades/check light bulbs
- O tuck/hide cords
- O polish wood furniture
- O vacuum upholstered furniture
- O wash/change sheets
- O make bed, fluff pillows
- O clean under the bed
- O empty wastebaskets
- O clean-out/organize closet(s)
- O tuck away dirty laundry/put away clean
- O remove personal items/photos/collections

## Laundry/Utility Room

### NOTES:

- clean light fixtures
- check lightbulbs: all operational, of the same style and brightest wattage possible
- dust cobwebs from ceiling/light fixture
- clean walls, especially around switch plates and doorways and laundry equipment(repaint where necessary)
- wipe down switch plates
- wipe down baseboards
- sweep and mop floors (paying attention to around baseboards and corners)
- wipe down washer and dryer exteriors
- clean dryer lint trap
- clean dryer vent
- wash windows (if applicable)
- remove window treatments (if applicable)
- dust blinds (if applicable)
- wash countertop surfaces
- wash fronts of cabinetry/shelving
- de-clutter cabinets/shelves
- empty wastebaskets
- clean-out/organize closet(s)
- tuck away dirty laundry/put away clean
- pick up shoes/hang jackets
- remove extraneous items
- tuck away pet dishes/bedding/toys
- keep litter box clean and odor free

Porch/Sunroom

NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep and wash hard floors (paying attention to corners and closets)
- O wash and vacuum rug (if applicable)
- O vacuum (if carpeted)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O dust all hard surfaces
- O dust lampshades/check light bulbs
- O tuck/hide cords
- O polish wood furniture
- O vacuum upholstered furniture
- O remove personal items/photos/collections

## Exterior/Curb Appeal

This first impression is all-important because it sets the tone for the way the visitor will view the rest of the house if they view it at all. Within fifteen seconds the visitor will develop an attitude toward your house, either positive or negative that they will be looking to reinforce throughout the rest of the home tour. By making the first impression a positive one, the visitor will seek other positive aspects of the home to reinforce their initial impression. Your goal for the exterior of your home is the same as the interior: A clean, open, sunny and well manicured look that showcases a lifestyle of outdoor entertainment in the backyard or on the deck. To achieve this goal, use the following checklist:

### NOTES:

#### Clearing the clutter:

- Keep the grass mowed and edges trimmed regularly
- Snow removal in the winter
- Remove and replace any dead or dying shrubs
- Pick up garden equipment, kids toys and empty clay pots
- Hide trash cans from view
- Keep driveway clear of extra cars, trailers, campers, etc.
- Trees should be trimmed so that the bottom 6 feet is visible
- Clear away bushes and trees away from windows to allow light into the home
- Remove cobwebs and mildew from eaves and especially by the front door
- Power wash walkways, driveways and siding of the home
- Clean gutters/downspouts
- Clean and scrub outdoor furniture
- Re-stain/repaint deck and or/fencing
- Wash all windows inside and out, remove and leave screen out
- Repair cracks in the driveway
- Asphalt driveways should be resurfaced
- Pick up pet droppings
- Remove any weathered/worn rugs or mats

#### Consider these easy transformations:

- Paint the front door
- Paint the garage door
- Add hardware to the garage
- Add huge pot of color (Red/Yellow) and new doormat
- Consider updating lighting
- Check all bulbs
- If you have a larger doorway or porch, consider seating such as rockers or bench
- Fresh mulch
- Consider adding shutters or window boxes to accent windows
- Replace or repaint house numbers
- Replace mail box



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## Powder Room/Half Bath

This room is almost as important in a buyer's eye as the kitchen and should be treated as such. It should be updated, bright lighting because of its small space and welcoming to visitors.

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling corners and light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep/mop flooring
- O repair grout (if tiled)
- O tuck away personal items off countertop
- O wash/sanitize countertop surfaces
- O wash mirror
- O clean toilet inside and around
- O re-caulk around toilet/sink surroundings if needed
- O fresh towel for display
- O remove rug from floor
- O remove toilet seat cover
- O tuck away brush cleaner/plunger, etc
- O empty wastebaskets
- O clean-out/organize under sink cabinet

## Lower Level Family Room

This room should be treated like the Living Room but in a less formal manner. This is the place where the family hangs out for some quality family time and your visitors should be able to imagine this and picture themselves relaxing here.

### NOTES:

- O clean light fixtures
- O check lightbulbs: all operational, of the same style and brightest wattage possible
- O dust cobwebs from ceiling/light fixture
- O clean walls, especially around switch plates and doorways (repaint where necessary)
- O wipe down switch plates
- O wipe down baseboards
- O sweep and wash hard floors (paying attention to corners and closets)
- O wash and vacuum rug (if applicable)
- O vacuum (if carpeted)
- O clean fireplace glass inside and out (if wood burning, remove debris)
- O wash windows
- O wash or remove window treatments
- O dust blinds
- O dust all hard surfaces
- O dust all electronics
- O dust lampshades/check light bulbs
- O bundle and zip tie electronics cords, tuck/hide as best as possible
- O vacuum upholstered furniture
- O remove personal items/photos/collections

## Storage Area/Utility Room

### NOTES:

- clear area surrounding furnace/water heater
- clear areas around drains and piping
- have furnace professionally maintained
- replace furnace filter
- it is perfectly OK to store items as space intended, attempt to keep clean and organized (like size boxes stacked together, clear plastic tubs, etc)