

VENDOR PREPARATION CHECKLIST

Property: _____ Date: _____

Agency Agreement signed and copy received △

Contracts ordered through Solicitor/Conveyancer △

Confirm current outgoings – Council & Water Rates / Strata Levies △

Building extension or special usage approved by local council △

Advertising & Promotional Schedule – Finalised △

Advise agent of best time of day for inspections – Time: △

Keys supplied to Agent (copies or to be copied) △

Questions to agent:

Property preparation notes:

- Remove or store away furniture and household items that are not for everyday use.
- Repair any cracks or peeling paintwork where necessary.
- Clean the entire house including bathrooms, walls and *especially every window*.
- Replace all light bulbs with new whiter globes for a fresh and consistent lighting.
- Wash down the external walls and driveways to freshen up the colour and texture.
- Cut back or trim and remove plants and vegetation in the front & rear yards.
- Maintain a tidy state of condition for express inspections.
- Relocate pets and animals at least two weeks prior to the marketing campaign.
- **Do not** leave valuables exposed and lying around.
- Avoid cooking smells and special aromas.
- Remove personal items such as photos, artefacts and religious items.
- Adjust the temperature of the home to a comfortable level prior to inspections.