



## CHECK LIST FOR FASTER SALES

### FOR A QUICKER SALE, MAKE SURE YOUR PROPERTY IS EXCITING!

We don't get a second chance to make a good first impression. Most buyers look for properties that are well cared for and bright. In general, ensure that everything is clean and tidy.

**By checking these items you can make your property more attractive to potential buyers:**

#### **(A) GENERAL...APPEARANCE**

1) **Grounds - lawns:** remove litter \_\_, cut grass \_\_, edge walks \_\_, trim edges \_\_.

**Parking areas:** fix pot holes \_\_, paint lines and numbers \_\_.

**Garage:** remove litter \_\_, old cars \_\_, doors working \_\_, ramp working \_\_.

2) **Exterior repairs:** paint \_\_, bricks \_\_, windows \_\_.

3) **Balconies:** paint \_\_, litter \_\_.

#### **(B) INTERIOR SHOWABILITY**

4) **Doors:** closers \_\_, operation \_\_, locks \_\_, intercom \_\_.

5) **Hallways:** tidy \_\_, carpet \_\_, walls \_\_, ceilings \_\_.

6) **Elevator:** condition \_\_, operation \_\_.

7) **Stairwells:** clean \_\_, walls \_\_, lighting \_\_, plaster \_\_.

8) **Boiler room:** clean \_\_, storage \_\_, paint \_\_, lighting \_\_.

9) **Laundry room:** clean \_\_, tidy \_\_, plaster \_\_, paint \_\_, ceiling \_\_.

10) **Suites:** floors \_\_, bathrooms \_\_, kitchens \_\_, windows \_\_.

11) **Roof:** repairs required \_\_, litter \_\_, gravel \_\_, access \_\_.

12) **Plumbing:** dripping faucets \_\_, shower areas \_\_, hallways \_\_.

#### **(C) SHOWINGS**

13) **Super's suite:** clean \_\_, tidy \_\_.

14) Make sure superintendent is co-operative and *know* history of supt.

15) Select apartments to show, and arrange with tenants.

16) Make sure any major problems are repaired.