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The New Seller Pack

Everything a seller needs for a successful sale — and a successful move out. Preparation, presentation, contract, closing, and the clean home you hand over.



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Pre-Listing Checklist — Outside & In

Buyers decide how they feel about a home in the first minute — most of it before they reach the front door. Work this page before photos are even discussed.

Curb Appeal

- ☐ Mow, edge, and weed — then keep it on a weekly rhythm while you're listed.
- ☐ Trim trees and bushes back from the walkway, windows, and roofline.
- ☐ Fresh mulch or pine straw in the beds; a few colorful plants by the entry.
- ☐ Clean and paint the front door; polish or replace tired hardware.
- ☐ A new, clean doormat — small, and it sets the tone for everything after it.

Exterior

- ☐ Pressure-wash the siding, driveway, and walkways.
- ☐ Fill driveway cracks; treat oil stains; repaint or re-stain the porch or patio.
- ☐ Wash windows inside and out; clean out gutters and repair any that sag.
- ☐ Replace missing or damaged shingles you can see from the ground — and tell me about any roof history.
- ☐ Every exterior light working and bright; doorbell working (buyers press it).

Overall Interior

- ☐ Deep clean everything, then maintain it: floors mopped, glass and mirrors streak-free.
- ☐ Patch nail holes and wall cracks; touch up or repaint in neutral colors.
- ☐ Clean baseboards and trim; dust ceiling fans, lights, and shelves.
- ☐ Replace every burnt-out bulb — bright reads as well-kept.
- ☐ Remove family photos and personal items; buyers need to picture their life, not yours.
- ☐ Fix leaky faucets and running toilets; make sure every window opens, closes, and locks.
- ☐ Clean or replace air filters and vacuum vents and returns.
- ☐ Declutter closets to about two-thirds full — storage space is a feature; show it.
- ☐ Professional carpet cleaning if there's carpet; eliminate odors at the source, never with scent cover-ups.
- ☐ Fresh flowers or a simple centerpiece for photos and showings.

Pre-Listing Checklist — Room by Room

The details buyers zoom in on, room by room. None of these cost much; together they're the difference between "nice" and "the one."

Kitchen

- ☐ Clear the counters down to almost nothing — space is the luxury buyers are buying.
- ☐ Remove magnets and papers from the refrigerator; wash all cabinet fronts.
- ☐ Organize inside cabinets and pantry loosely — buyers open them.
- ☐ Hide the trash can; confirm every appliance works; deep-clean the fridge and oven.

Bathrooms

- ☐ Scrub or replace a tired shower curtain; remove rust and mildew stains completely.
- ☐ Replace worn rugs and towels with fresh, neutral ones for showings.
- ☐ Check the exhaust fan, every drain's speed, and water pressure at each fixture.
- ☐ Confirm the toilet runs and stops properly; recaulk where the old caulk has yellowed or split.

Bedrooms

- ☐ Beds made with clean, simple bedding; nightstands dusted and nearly bare.
- ☐ Arrange furniture to make rooms feel larger; closets organized with visible empty space.
- ☐ Clean shades and curtains; open them for light before every showing.

Laundry Room & Garage

- ☐ Clothing put away; shelves organized; washer and dryer wiped down, lint trap clean.
- ☐ Garage floors swept (seal or paint if stained); items binned and shelved to show floor space.
- ☐ Cover exposed wiring; confirm the garage door and opener work smoothly.

Home Repair Checklist — the Highlights

You don't need a renovation. You need the systems an inspector — and a buyer's insurance company — will check to be boringly reliable. These are the items that most often become repair requests or closing delays.

The Systems That Decide Deals

- ☐ **Water heater:** working, not leaking, pipes insulated; note its age — and check for water at the base.
- ☐ **Smoke & CO detectors:** working, under ten years old, batteries fresh. Inspectors test them; buyers notice.
- ☐ **HVAC:** serviced within the year if you can, filter clean, thermostat working properly. Keep the service invoice — it answers the buyer's biggest question before they ask it.
- ☐ **Electrical panel:** know what you have. Certain older panel brands are insurance problems in Florida — if yours is one, an electrician's evaluation now beats a collapsed closing later.
- ☐ **Windows & doors:** open, close, and lock smoothly; replace cracked panes and torn screens.
- ☐ **Plumbing:** run every faucet and flush every toilet; slow drains, drips, and running toilets fixed. Check under every sink for leaks.
- ☐ **Stairs & rails:** solid, not spongy; handrails tight; no tripping lips at thresholds.
- ☐ **Outlets & switches:** a ten-dollar tester from the hardware store finds dead outlets — replace them and any cracked plates.

Kitchen, Bath & Exterior Quick Checks

- ☐ Every burner, the oven, the dishwasher, and the disposal actually run through a cycle.
- ☐ Faucet pressure strong; garbage disposal clears without drama; no under-sink moisture.
- ☐ Garage door opens, reverses on resistance, and the opener's safety sensors work.
- ☐ Roof: no visibly missing or curling shingles from the ground; attic shows no daylight or fresh stains after rain.
- ☐ Gutters carry water away from the house; the ground slopes away from the foundation.

> **Fix, disclose, or credit — those are the only three options**
> Every known issue lands in one of those buckets. What never works is hoping nobody notices: inspectors are paid to notice. Florida sellers complete a property disclosure — answer it fully and keep receipts for everything you fix.

Prep Your Home for Photography

Your photos are the first showing — and for most buyers, the only one that decides whether a second happens. This is the checklist I run before the photographer arrives.

Everywhere

- ☐ Remove anything that shrinks space: excess furniture, bulky items, visible clutter on every surface.
- ☐ Deep clean and declutter; hide pet bowls, crates, toys, and litter boxes.
- ☐ Open curtains and blinds; turn every light on; replace burnt-out bulbs.
- ☐ Turn ceiling fans and TVs off; hide remotes and charging cables.
- ☐ Remove family photos, and anything political or religious — the home should invite everyone in.
- ☐ No newspapers, mail, or magazines in frame; toilet seats down, always.

Kitchen & Baths

- ☐ Counters nearly bare — one bowl of fruit or a small plant is the whole styling budget.
- ☐ Remove fridge magnets, dish towels, and rugs; store the trash can out of sight.
- ☐ Fresh hand towels out; soap and shampoo containers removed from showers and tubs.
- ☐ Fresh roll of paper towels; fresh accent towels folded in the guest bath.

Bedrooms, Living Areas & Outside

- ☐ Beds made with clean, neutral bedding; personal items off every nightstand.
- ☐ Create closet space by removing off-season clothes — closets photograph as storage.
- ☐ Pillows and throws placed neatly; coffee tables and shelves decluttered.
- ☐ Centerpiece on the dining table; chairs pushed in evenly.
- ☐ Garbage bins in the garage; hoses coiled; grill uncovered and clean; garage door closed.
- ☐ Landscaping freshly done within a day or two of the shoot; a wreath or fresh doormat at the entry.

Prep Your Home for an Open House

An open house is a performance of everyday life in your home — staged, lit, and quiet. This is the run-sheet for the morning of.

- ☐ **Secure the valuables:** laptops, tablets, spare keys, bills, and prescription medications out of sight or out of the house.
- ☐ **Clear every counter** — small appliances included. Space is what buyers are shopping for.
- ☐ **Store keys and personal items away;** declutter dishes, mail, shoes, coats, and kids' gear into closets and bins.
- ☐ **Fifteen minutes on the fridge** — buyers will open it. Purge anything questionable.
- ☐ **Set the thermostat for comfort** — the temperature buyers feel is the one they'll remember.
- ☐ **Soft music on, every light on,** curtains and blinds open — buyers love natural light; give them all of it.
- ☐ **Bathrooms shining:** seats down, mirrors and glass clean, fresh towels out.
- ☐ **Fresh flowers** on the dining table; magnets and pictures off the refrigerator.
- ☐ **Hide the pet evidence** — bowls, litter boxes, beds — and plan the pets' afternoon out.
- ☐ **Final pass:** trash out (bins hidden), beds made, excess furniture already gone, walkways clean and clear.
- ☐ **Then leave.** Buyers speak freely — and fall in love — when the seller isn't home. I'll handle the rest and report every conversation.

> ### The light-bulb rule
> It sounds small because it is: replace every burnt-out bulb before any showing event. Bright homes photograph bigger, feel newer, and sell the story that this house has been cared for.

Under Contract — For Sellers

An accepted offer is the halfway point, not the finish. Here's what happens between signing and closing — and the few places sellers can lose a deal by standing still.

The Buyer's Side Runs on Deadlines

- ☐ **Inspection window:** the buyer inspects and may request repairs. Keep the home accessible and the utilities on — an inspector who can't run the AC writes it up.
- ☐ **Appraisal:** the buyer's lender orders it. A tidy, well-kept home with a list of your improvements (with dates) helps the appraiser see the value.
- ☐ **Repair negotiations:** decide your ceiling in advance. Credits often keep a deal cleaner than rushed contractor work.
- ☐ **Title and HOA documents:** if your community requires resale documents or an estoppel, order them early — associations run on their own clocks.

Your Jobs While You Wait

- ☐ **Complete agreed repairs** properly and keep every receipt — the buyer will ask at the walkthrough.
- ☐ **Keep the home in showing condition** and insured until the deed records. You own the risk until then.
- ☐ **Don't pack the things that convey** — review what's included (appliances, fixtures, that mounted TV bracket) before the boxes start.
- ☐ **Plan the move-out against the closing date,** not after it — possession usually transfers at closing. The move-out timeline in this pack is built for exactly this.
- ☐ **Final walkthrough:** the buyer confirms condition and repairs. Surprises here delay closings; the clean-before-closing page prevents most of them.

If something breaks while you're under contract

Call me before you fix it or ignore it. Contracts handle mid-deal breakdowns specific ways, and the cheapest path is usually the honest, documented one.

Seller Closing Checklist

Closing day from the seller's chair: what to gather, what to bring, and what to confirm after the deed records.

Before

- ☐ All closing documents gathered, and your payoff information confirmed with your lender.
- ☐ Utilities scheduled to transfer or stop **the day after closing** (see the utilities page) — never before; the walkthrough needs them live.
- ☐ Appliance manuals, warranties, and documentation gathered into one folder for the buyer.
- ☐ Every remote left at the home: garage, gate, ceiling fans, smart devices reset or transferred per the contract.
- ☐ Homeowner's insurance cancellation set for **after** the deed records — you own the risk until that moment.
- ☐ All personal belongings out, and the home cleaned to the clean-before-closing standard in this pack.

On the Day

- ☐ **Government photo ID** for everyone signing.
- ☐ **All keys and access devices** — house, mailbox, gate, amenity fobs — handed over as the contract requires.
- ☐ Receipts or documents for any repairs you completed, if not already delivered.
- ☐ Your forwarding address and the account details for your proceeds — confirm wire instructions by phone, never by an emailed change.

After

- ☐ Confirm the new owners received everything the contract promised — keys, remotes, documents, utility transfers.
- ☐ Make a copy of the complete closing package and store it somewhere secure; tax time will ask for it.
- ☐ Confirm your mortgage payoff posted and any escrow refund is on its way (it usually arrives within a few weeks).
- ☐ Work the Change of Address page at the back of this pack — your mail should already be moving.

The Move-Out Timeline

Your closing date is the deadline your move answers to — possession usually transfers the moment the deed records. Count backward from it.

Two Months Out

- ☐ Sort room by room: donate, sell, or toss what you won't pay to move.
- ☐ Book movers (two quotes) or reserve the truck; gather records you'll carry by hand.
- ☐ Line up any repairs you expect the sale to require, while contractors are still bookable.

One Month Out

- ☐ File the USPS change-of-address and start the Change of Address page in this pack.
- ☐ Schedule utilities at both ends — stops here per the utilities page, starts at the new home.
- ☐ Pack a room at a time, labeled by room and contents; set up a "do not pack" zone for documents, chargers, medications, and valuables.

Two Weeks & One Week Out

- ☐ Confirm movers in writing; finish promised repairs or have them scheduled with dates.
- ☐ Back up computers and phones; set aside final-clean supplies (or book the cleaner).
- ☐ Pack first-night boxes per person, plus a kitchen-basics box; empty and defrost the fridge per the contract's plan.
- ☐ Confirm the closing time and place; verify any wiring instructions by phone with the title company.

Moving Day

- ☐ Slow final sweep: closets, attic, garage, storage, under stairs — check twice, the truck leaves once.
- ☐ Final meter photos; keys, remotes, fobs, and manuals left in one labeled spot per the Seller Closing Checklist.
- ☐ Photograph the empty, cleaned home room by room — your record of what you handed over.

Clean Before Closing — Room by Room

Unless your contract says otherwise, the standard is **broom-clean and empty**: everything out, surfaces wiped, floors swept or vacuumed. This list gets you comfortably past that bar.

Kitchen

- ☐ Empty every cabinet and drawer; wipe inside and out, including handles and knobs.
- ☐ Clean the oven, stovetop, microwave, and refrigerator — inside and out; leave fridge doors cracked if it stays unplugged.
- ☐ Degrease counters and backsplash; shine the sink and faucet; run the disposal with ice and citrus.

Bathrooms

- ☐ Scrub tub, shower, and tile; clean the toilet inside and out, base included.
- ☐ Wipe mirrors, counters, and cabinet fronts; wash the floors, corners included.

Living Areas & Bedrooms

- ☐ Vacuum out closets; dust ceiling fans, vents, and baseboards.
- ☐ Wash windows on the inside; spot-clean wall scuffs; sweep, vacuum, or mop every floor.

Laundry, Garage & Outside

- ☐ Wipe down the washer and dryer; empty the lint trap.
- ☐ Sweep the garage and driveway; remove all trash and anything the contract doesn't include.
- ☐ Mow and edge one last time; sweep porches and walkways; leave paint cans and chemicals only where local rules and your contract allow.

> **Short on time?**
> A professional move-out clean typically costs less than a repair dispute at the walkthrough. If the week gets away from you, book one — and keep the receipt with your closing papers.

Utility Providers — Cancel or Transfer

Keep every service live through closing day — inspections, the appraisal, and the final walkthrough all need a working home. Schedule stops and transfers for the day **after** closing (or exactly as your contract states), and take final readings.

Internet & Cable TV

If cameras or a smart alarm are watching the home, keep internet live until you're out. Then cancel or transfer — and return rented equipment so the charges stop too.

Company: _____ Phone: _____

Website: _____ Stop / transfer date: _____ Confirmation #: _____

Electric

Stop or transfer effective the day after closing — never before. An unconditioned coastal home in summer grows mold in about a week.

Company: _____ Phone: _____

Website: _____ Stop / transfer date: _____ Account #: _____

Water & Sewer

Schedule the stop for the day after closing with a final meter reading — you're billed to the reading.

Company: _____ Phone: _____

Website: _____ Stop date / final reading: _____ Account #: _____

Gas

Stop or transfer effective the day after closing. If the home uses propane, document the tank level at closing — it may be prorated to the buyer.

Company: _____ Phone: _____

Website: _____ Stop / transfer date: _____ Account #: _____

Trash & Recycling

Keep service through the move-out and final clean, then stop — and confirm cart pickup so unreturned carts don't bill you.

Company: _____ Phone: _____

Website: _____ Stop date: _____ Pickup day: _____

Phone & Home Security

Update your mobile account's service address after the move; transfer or cancel alarm monitoring, and re-point any cameras you keep to your new home.

Company: _____ Phone: _____

Website: _____ Transfer date: _____ Account #: _____

Selling and buying at the same time?

This page is the stop side. Your new home needs the start side — the Relocation and Moving packs carry the same sheet framed for arrival, or just ask me and I'll mark up a copy for your new address.

Change of Address

One move, dozens of address books. Work this page top to bottom and your mail, bills, and accounts will land in the right place.

Leaving — Old Address

Street: _____

City / State / ZIP: _____

Last day at this address: _____

Arriving — New Address

Street: _____

City / State / ZIP: _____

Move-in date: _____

First: The Post Office

- ☐ **File the USPS change-of-address** (online at usps.com or at any post office) about a week before the move, and set mail forwarding to start on your move date. Forwarding is a cushion, not a substitute for notifying everyone below.

Government & ID

- ☐ DMV — driver's license & vehicle registration (new Florida residents transfer both)
- ☐ IRS
- ☐ Social Security Administration
- ☐ Voter registration

Insurance

- ☐ Homeowners / renters
- ☐ Auto
- ☐ Life & health
- ☐ Flood policy, if you carry one

Money

- ☐ Banks & credit unions
- ☐ Loan & credit card companies
- ☐ Financial advisor & accountant
- ☐ Retirement & investment accounts

Home & Utilities

- ☐ Every provider on the utilities page — stops at the old home, starts at the new
- ☐ Smart-home apps (doorbell, thermostat, alarm monitoring)
- ☐ Lawn, pool & pest services

Subscriptions & Deliveries

- ☐ Amazon & delivery accounts
- ☐ Streaming services
- ☐ Gym & club memberships
- ☐ Retail & loyalty accounts

Health, Work & Family

- ☐ Employer & payroll
- ☐ Doctor & dentist
- ☐ Veterinarian & pharmacy
- ☐ Schools & childcare

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