



Showings Preparation Checklist



Agent Name
Brokerage Name
Phone #
Website

SHOWINGS PREPARATION CHECKLIST

USE THIS CHECKLIST TO KEEP TRACK OF IMPORTANT TASKS TO PREPARE A HOME FOR SHOWINGS.

Step 1: Before the Showing

☐ **Pack Up and Store:**

- ☐ Nonessential items
- ☐ Expensive belongings (money, jewelry, etc.)
- ☐ Personalized items (photos, magazines, etc.)

☐ **Declutter, Clean Up, and Organize Interior:**

- ☐ Declutter surfaces
- ☐ Clean doors, windows, and screens
- ☐ Organize drawers, cabinets, closets, etc.
- ☐ Clean the inside and outside of appliances
- ☐ Clean carpets, hardwood floors, tiles, and rugs
- ☐ Clean walls, floorboards, and trim
- ☐ Clean light fixtures, mirrors, shelves, etc.
- ☐ Clean toilets, shower, bath, sinks, and faucets
- ☐ Dust everything

☐ **Declutter, Clean Up, and Organize Exterior:**

- ☐ Patio/deck
- ☐ Patio Furniture
- ☐ Garage
- ☐ Shed/storage
- ☐ Pick up pet droppings
- ☐ Mow lawn, rake leaves, and trim foliage

☐ **Repair and Replace (When Needed):**

- ☐ Walls, floorboards, and trim
- ☐ Repair and touch up walls, floorboards, and trim
- ☐ Re-caulk areas if needed
- ☐ Lightbulbs, switches, and switch covers
- ☐ Power outlet covers and vent covers
- ☐ Doors, screens, knobs, stoppers, etc.
- ☐ Windows, window screens, blinds, etc.

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Step 1: Before the Showing

- ☐ **Confirm Functionality:**
 - ☐ Plumbing fixtures (toilets, showers, baths, sinks, etc.)
 - ☐ A/C, furnace, water heater, and fireplace (gas)
 - ☐ All appliance
- ☐ **Final Touches:**
 - ☐ Maximize space by rearranging or removing furniture
 - ☐ Maximize natural light in each room
 - ☐ Deodorize each room

Step 2: The Day of the Showing

- ☐ Double check showing times with the agent to ensure the seller is off-site during showings.
- ☐ Vacuum carpet and rugs if needed
- ☐ Clean up any debris from the driveway, walkways, porches, patio, and decks
- ☐ Do and put away laundry
- ☐ Wash and put away dishes
- ☐ Take out trash
- ☐ Turn off sprinklers
- ☐ Move pets off-site
- ☐ Move vehicles off-site

Step 3: After the Showing

- ☐ Discuss and review the offers received with your Realtor