

## PRE-SALE MAKE READY CHECKLIST

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### Getting Ready To Sell

*When preparing to sell your home, there are some maintenance and safety issues that should be addressed immediately. The following checklist should help you undertake these improvements:*

- Check the locks on all exterior entrances, for functionality. All locks should be keyless for fire escape safety.
- Check that all windows and doors are functional. Improve window hardware and screening as necessary. Replace cracked or broken glazing. Make sure alarm contacts are functional and sealed.
- Install smoke detectors on each level of the home. Ensure that there is a smoke detector in all sleeping areas and adjacent hallways. Replace batteries on any existing smoke detectors and test them.
- Examine driveways and walkways for trip hazards. Undertake repairs where necessary.
- Examine the interior of the home for trip hazards. Loose or torn carpeting and flooring should be repaired.
- Undertake improvements to all stairways, decks, porches and landings where there is a risk of falling or stumbling. Paint, repair and/or replace rotted or deteriorated exterior boards.
- Review any previous home inspection report for items that require immediate improvement or further investigation. Address these areas as required.
- Install rain caps and vermin screens on all chimney flues, as necessary. Install safety clamp on damper when gas is present.
- Inspect shut-off valves (main and branch) on water, gas, heating and electrical systems. Make sure all are functional.

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### Maintenance

- Service the HVAC system(s). Examine heating/cooling air filters and replace or clean as necessary.
- Inspect and clean humidifiers and electronic air cleaners.
- Check the water heater connections for leaks. Drain the tank and replace the TPR valve as recommended by the manufacturer. Replacement of the water heater is typically recommended for units over 10 years old.
- Clean gutters and downspouts. Ensure that downspouts are secure, and that the discharge of the downspouts is appropriate. Remove debris from window wells.
- Carefully inspect the condition of shower enclosures. Repair or replace deteriorated grout and caulk. Ensure that water is not escaping the enclosure during showering. Check below all plumbing fixtures for evidence of leakage.
- Repair or replace leaking faucets or shower heads.
- Secure loose toilets, or repair flush mechanisms that are troublesome.
- Examine the roof for evidence of damage to roof coverings, flashings and chimneys.
- Look in the attic (if accessible) to ensure that roof vents are not obstructed. Check for evidence of leakage, condensation or vermin activity. Level out insulation if needed.
- Trim back tree branches and shrubs to ensure that they are not in contact with the house.
- Inspect the exterior walls and foundation for evidence of damage, cracking or movement. Watch for bird nests or other vermin or insect activity.
- Survey the basement and/or crawl space walls for evidence of moisture seepage.
- Look at overhead wires coming to the house. They should be secure and clear of trees or other obstructions.

- Ensure that the grade of the land around the house encourages water to flow away from the foundation.
- Inspect all driveways, walkways, decks, porches, and landscape components for evidence of deterioration, movement or safety hazards.
- Clean windows and test their operation. Improve caulking and weather-stripping as necessary. Watch for evidence of rot in wood window frames. Paint and repair window sills and frames as necessary.
- Test all ground fault circuit interrupter (GFCI) devices, these are required in wet locations (i.e. bathrooms, all kitchen counter tops, exterior locations and garages).
- Install anti-siphon devices on exterior hose bibs if not installed.
- Test the Temperature and Pressure Relief (TPR) Valve on water heaters.
- Inspect for evidence of wood boring insect activity. Eliminate any wood/soil contact around the perimeter of the home.
- Test the overhead garage door opener, to ensure that the auto-reverse mechanism is responding properly. Clean and lubricate hinges, rollers and tracks on overhead doors.
- Replace or clean exhaust hood filters.
- Clean, inspect and/or service all appliances as per the manufacturer's recommendations.

#### **OTHER**

- Replace smoke detector batteries.
- Have the heating, cooling and water heater systems cleaned and serviced.
- Have chimneys inspected and cleaned. Ensure that rain caps and vermin screens are secured.
- Examine the electrical panels, wiring and electrical components for evidence of overheating. Ensure that all components are secure. Flip the breakers on and off to ensure that they are not sticky.
- If the house utilizes a well, check and service the pump and holding tank. Have the water quality tested. If the property has a septic system, have the tank inspected (and pumped as needed).
- If your home is in an area prone to wood destroying insects (termites, carpenter ants, etc.), have the home inspected by a licensed specialist. Preventative treatments may be recommended in some cases.

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#### **Prevention Is the Best Approach**

*Although we've heard it many times, nothing could be more true than the old cliché "an ounce of prevention is worth a pound of cure." Preventative maintenance is the best way to keep your house in great shape. It also improves the odds of selling your house at fair market value.*

*Please feel free to contact our office should you have any questions regarding the maintenance or repairs of your home.*

Best Regards,



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