

WHILE YOUR HOME IS LISTED

SHOWING-READY ROUTINE

- ☐ Turn on all lights.
- ☐ Open blinds & curtains.
- ☐ Clear kitchen counters and put dishes away.
- ☐ Wipe down counters, sinks, and mirrors.
- ☐ Do a quick vacuum/sweep of main areas.
- ☐ Empty trash cans. (especially kitchen & bathrooms)
- ☐ Make beds and tidy bedrooms.
- ☐ Close toilet lids and hand towels neatly.
- ☐ Pick up daily clutter. (shoes, toys, laundry, mail)
- ☐ Secure valuables, medications, and documents.
- ☐ Remove pets when possible and tuck away litter boxes.
- ☐ Clean up the yard, especially pet waste.
- ☐ Make sure gates, garages, and sheds are accessible.

Leave 15 minutes before the showing.

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COMMUNICATION & DECISIONS

- ☐ Review feedback from showings with Tanya on Mondays.
- ☐ Be open to price or strategy adjustments, if needed.
- ☐ Decide in advance which items are included/excluded in the sale.
- ☐ Let Tanya know about any schedule limits for showings.

WHEN AN OFFER COMES IN

- ☐ Review the offer price, terms, and deadlines with Tanya
- ☐ Decide on your response: accept, counter, or decline
- ☐ Confirm your preferred closing date & move-out timing

BEFORE CLOSING / MOVE-OUT

- ☐ Schedule movers or rental truck in advance
- ☐ Set up mail forwarding with USPS
- ☐ Transfer/cancel utilities for your move-out date
- ☐ Remove all personal belongings & trash from the home
- ☐ Leave any items agreed to in the contract
(remotes, keys, manuals, etc.)
- ☐ Do a final clean (or hire a cleaner)

Want a deeper breakdown of what happens after you accept an offer?
See my **“Under Contract: What Happens Next?”** guide.

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