

HOME PREPARATION WORKSHEET

Create a practical plan for repairs, maintenance, decluttering, staging, curb appeal, photography readiness, and pre-market priorities.

USE THIS WORKSHEET TO

- Identify the work that matters most
- Build a realistic preparation budget
- Organize responsibilities and target dates
- Prepare the home for photography and launch

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Thoughtful preparation is not about doing everything. It is about identifying the work that most improves condition, buyer confidence, presentation, and marketability.

1. Planning & Preparation Priorities

Define the strategy, concerns, priorities, budget, and timing before work begins.

SELLER NAME(S)

PROPERTY ADDRESS

TARGET PHOTOGRAPHY DATE

TARGET LISTING DATE

AVAILABLE PREPARATION BUDGET

PREPARATION STRATEGY

- ☐ Minimal preparation
 ☐ Necessary repairs only
 ☐ Cosmetic refresh
- ☐ Selective improvements
 ☐ Full pre-market preparation
 ☐ Unsure - I would like guidance

KNOWN REPAIR & MAINTENANCE CONCERNS

- ☐ Roof
 ☐ Foundation / structure
 ☐ Drainage / water
 ☐ Electrical
- ☐ Plumbing
 ☐ Heating / cooling
 ☐ Sewer
 ☐ Windows / doors
- ☐ Exterior paint / siding
 ☐ Deck / porch
 ☐ Flooring
 ☐ Drywall / paint
- ☐ Appliances
 ☐ Smoke / CO detectors
 ☐ Unfinished / unpermitted work
 ☐ Other

PRIORITY ACTION PLAN

#	Action Item	Category	Who Handles It	Target Date
1				
2				
3				
4				
5				

ESTIMATED PREPARATION BUDGET

Category	Estimated Cost	Approved Budget
Repairs		
Cleaning / Painting		
Landscaping / Staging		
Other / Contingency		

2. Interior Readiness Checklist

Use this checklist to organize the interior work that should be complete before photography and showings.

REPAIRS & MAINTENANCE

- | | |
|---|---|
| ☐ Complete active repairs | ☐ Address safety concerns |
| ☐ Resolve visible water damage | ☐ Service major systems |
| ☐ Replace HVAC filters | ☐ Complete unfinished projects |
| ☐ Tighten loose hardware | ☐ Organize warranties and receipts |

DECLUTTERING & ORGANIZATION

- | | |
|---|--|
| ☐ Remove excess furniture | ☐ Clear countertops |
| ☐ Organize closets | ☐ Remove excess personal items |
| ☐ Pack seasonal belongings | ☐ Organize garage and storage |
| ☐ Secure valuables and documents | ☐ Schedule donations or storage |

CLEANING & PRESENTATION

- | | |
|---|--|
| ☐ Deep clean the home | ☐ Wash windows and mirrors |
| ☐ Clean flooring and carpets | ☐ Refresh caulk and grout |
| ☐ Remove odors | ☐ Clean appliances |
| ☐ Replace burned-out bulbs | ☐ Touch up visible paint damage |

STAGING & FUNCTION

- | | |
|--|--|
| ☐ Define each space's purpose | ☐ Improve furniture layout |
| ☐ Preserve clear circulation | ☐ Simplify decor |
| ☐ Prepare beds and linens | ☐ Add restrained accessories |
| ☐ Verify lighting | ☐ Create a welcoming first impression |

3. Exterior, Photography & Final Review

Confirm curb appeal, photography readiness, and the final decisions that should be reviewed before launch.

CURB APPEAL

☐ Mow and edge lawn

☐ Trim shrubs and trees

☐ Refresh mulch

☐ Sweep walks and patios

☐ Clean front entry

☐ Replace exterior bulbs

☐ Repair gates or fencing

☐ Store hoses, toys, and bins

☐ Verify house numbers are visible

PHOTOGRAPHY READINESS

☐ Complete all preparation work

☐ Remove contractor materials

☐ Clear kitchen counters

☐ Clear bathroom counters

☐ Open blinds and curtains

☐ Turn on appropriate lighting

☐ Remove vehicles from driveway

☐ Prepare patios and outdoor spaces

☐ Secure valuables and medications

☐ Complete a final walkthrough

FINAL PREPARATION DECISIONS

WHAT ABSOLUTELY MUST BE COMPLETED BEFORE PHOTOGRAPHY?

WHAT CAN REASONABLY REMAIN AS-IS?

QUESTIONS TO DISCUSS DURING OUR CONSULTATION