

Listing Preparation Checklist

Client Name	Agent Name
Address	Phone
Phone	Email
Email	Date of Consultation
	Target List Date

Overall Recommendations

Front Entry/ Curb Appeal	Re-paint <input type="radio"/> Walls <input type="radio"/> Trim <input type="radio"/> Ceiling
	Flooring <input type="radio"/> Clean <input type="radio"/> Replace <input type="radio"/> Repair
Move/Remove	
Add	
Other	

Foyer	Re-paint <input type="radio"/> Walls <input type="radio"/> Trim <input type="radio"/> Ceiling
	Flooring <input type="radio"/> Clean <input type="radio"/> Replace <input type="radio"/> Repair
Move/Remove	
Add	
Other	



Living Room	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				

Family Room	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				

Dining Room	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				

Kitchen	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				



Study	Re-paint	<input type="radio"/> Walls	<input type="radio"/> Trim	<input type="radio"/> Ceiling
	Flooring	<input type="radio"/> Clean	<input type="radio"/> Replace	<input type="radio"/> Repair
Move/Remove				
Add				
Other				

Powder Room	Re-paint	<input type="radio"/> Walls	<input type="radio"/> Trim	<input type="radio"/> Ceiling
	Flooring	<input type="radio"/> Clean	<input type="radio"/> Replace	<input type="radio"/> Repair
Location:				
Move/Remove				
Add				
Other				

Master Bathroom	Re-paint	<input type="radio"/> Walls	<input type="radio"/> Trim	<input type="radio"/> Ceiling
	Flooring	<input type="radio"/> Clean	<input type="radio"/> Replace	<input type="radio"/> Repair
Move/Remove				
Add				
Other				

Bathroom 3	Re-paint	<input type="radio"/> Walls	<input type="radio"/> Trim	<input type="radio"/> Ceiling
	Flooring	<input type="radio"/> Clean	<input type="radio"/> Replace	<input type="radio"/> Repair
Location:				
Move/Remove				
Add				
Other				



Bathroom 4	Re-paint <input type="radio"/> Walls <input type="radio"/> Trim <input type="radio"/> Ceiling
Location:	Flooring <input type="radio"/> Clean <input type="radio"/> Replace <input type="radio"/> Repair
Move/Remove	
Add	
Other	

Master Bedroom	Re-paint <input type="radio"/> Walls <input type="radio"/> Trim <input type="radio"/> Ceiling
Location:	Flooring <input type="radio"/> Clean <input type="radio"/> Replace <input type="radio"/> Repair
Move/Remove	
Add	
Other	

Bedroom 2	Re-paint <input type="radio"/> Walls <input type="radio"/> Trim <input type="radio"/> Ceiling
Location:	Flooring <input type="radio"/> Clean <input type="radio"/> Replace <input type="radio"/> Repair
Move/Remove	
Add	
Other	

Bedroom 3	Re-paint <input type="radio"/> Walls <input type="radio"/> Trim <input type="radio"/> Ceiling
Location:	Flooring <input type="radio"/> Clean <input type="radio"/> Replace <input type="radio"/> Repair
Move/Remove	
Add	
Other	



Bedroom 4 Location:	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				

Laundry	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				

Patio, Porch, Deck	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				

Garage	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				



Lower Level	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				

Other Room:	Re-paint	<input type="checkbox"/> Walls	<input type="checkbox"/> Trim	<input type="checkbox"/> Ceiling
	Flooring	<input type="checkbox"/> Clean	<input type="checkbox"/> Replace	<input type="checkbox"/> Repair
Move/Remove				
Add				
Other				

Additional Comments

