

# Pre-market Checklist

## Key Checklist

Step 1: Collect the following keys as applicable.  
Step 2: Test keys to ensure working.  
Step 3: Label keys w/ tags and place in pouch.  
Step 4: Replace batteries in remotes.  
Step 5: Label remotes with masking tape.

- 3 Working keys to access home
- Mailbox Key(s) & mailbox number \_\_\_\_\_
- Irrigation Control Box
- Breaker Box Lock
- Yard gate keys
- Storage unit keys
- Community gate keys & remotes
- Community rec center and or pool keys
- Garage door remotes
- Keypad code for garage door # \_\_\_\_\_

## Homeowner File

Step 1: Pick a location to stage items. Kitchen drawer & utility room / crawl space works great.

- Spare tile
- Touch up paint
- Appliance manuals
- Maintenance & remodel records
- Keys

## Quick Maintenance

- Replace smoke detector batteries
- Replace batteries in fan remotes
- Label fan remotes with room name
- Replace HVAC filter
- Remove window screens and store them

- Run vinegar / clean cycle on dishwasher
- Run clean cycle on cloths washer
- Clean dryer lint trap
- Clean dry vent
- Clear any clogged drains

**A word to the wise**, when your home transfers to the new owner it must AT A MINIMUM be broom clean & free of debris (personal items). Cleaner homes sell better though so extra effort preparing your home for market is to your benefit.

Visit <http://www.keystoaz.com/selling/> for more information