

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

It was a pleasure speaking with you regarding the upcoming sale of your property at [Property Address]. To ensure we achieve the best possible price and a quick sale, I have prepared a checklist to help you prepare your home for the market.

### **Exterior Checklist**

- Mow the lawn and trim hedges.
- Clean windows and glass doors.
- Power wash driveways and walkways.
- Ensure the front door is clean and hardware is polished.
- Remove any visible trash or debris from the yard.

### **Interior Checklist**

- Declutter all rooms to make spaces appear larger.
- Depersonalize by removing family photos and personal collections.
- Deep clean all carpets, floors, and surfaces.
- Touch up wall paint and repair any visible scuffs.
- Replace burnt-out light bulbs with high-wattage bulbs for brightness.
- Organize closets and kitchen cabinets.

### **Final Professional Touches**

- Hide pet bowls, toys, and litter boxes.
- Place fresh towels in the bathrooms.
- Set the thermostat to a comfortable temperature for showings.

I will follow up with you on [Date/Time] to discuss our photography schedule and the official listing date. If you have any questions or need recommendations for local contractors, please feel free to call me at [Phone Number].

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]