

Dear [Seller Name],

As we move forward with the sale of your home, the next major milestone is the buyer's home inspection. This is a standard part of the process, and being prepared can help ensure things go smoothly.

To help the inspector work efficiently and to present your home in the best light, please use the following checklist to prepare for the appointment on [Date] at [Time]:

### **1. Accessibility**

- Ensure the inspector has access to the attic, basement, and crawl spaces.
- Clear items away from the water heater, furnace, and electrical panel.
- Unlock any gates, sheds, or exterior crawl space hatches.

### **2. Maintenance & Safety**

- Replace any burnt-out light bulbs.
- Test smoke detectors and carbon monoxide alarms.
- Replace dirty air filters in the HVAC system.

### **3. Plumbing & Appliances**

- Clear out the sink and remove dishes from the dishwasher.
- Empty the washing machine and dryer.
- Ensure all pilot lights are lit for gas appliances.

### **4. Final Preparations**

- Secure or remove pets from the property.
- Leave remotes for ceiling fans or garage doors on the kitchen counter.
- Plan to be away from the home for 3 to 4 hours during the inspection.

If you have any questions about the inspection process, please feel free to reach out.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]