

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

With spring just around the corner, it is the perfect time to prepare your home for the upcoming selling season. A well-maintained home not only attracts more buyers but also helps ensure a smooth inspection process and a higher market value.

To help you get started, I have put together this Pre-Listing Spring Maintenance Checklist:

- **Boost Curb Appeal:** Clean out flower beds, trim overgrown bushes, and add fresh mulch. Consider a fresh coat of paint for the front door.
- **Exterior Cleaning:** Power wash the siding, walkways, and driveway. Ensure all windows are washed inside and out.
- **Roof and Gutters:** Clear out any debris from gutters and downspouts. Inspect the roof for loose or missing shingles.
- **Service the HVAC:** Replace air filters and have a professional tune-up your A/C unit to ensure it is ready for warmer weather.
- **Check Deck and Fences:** Look for loose boards or areas that need restaining or repair.
- **Interior De-cluttering:** Start clearing out closets, basements, and garages to make spaces feel larger and more inviting.
- **Lighting:** Replace any burnt-out light bulbs and ensure all fixtures are clean and bright.

If you have any questions about which repairs will offer the best return on investment for your specific property, please do not hesitate to reach out. I am here to help you navigate the market and get your home sold for the best possible price.

I look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]