

Pre-sale Preparation: Repairs & maintenance required to present your home at its best. Page 1

Make your own assessment of work that could be done...

Front garden: _____

External maintenance: _____

External painting: _____

Internal maintenance: _____

Internal painting: _____

Floors: _____

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Write down what you think could be done in these areas...

Lighting & electrical: _____

Kitchen: _____

Bedroom 1: _____

Window furnishings: _____

Bathroom: _____

Bedroom 2: _____

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Write down what you think could be done in these areas...

Bedroom 3: _____

Bedroom 4: _____

Study: _____

Deck/Patio/Verandah: _____

Rear garden: _____

Driveway: _____

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Write down what you think could be done in these areas...

Garage/Carport: _____

Other: _____

Other: _____

Other: _____

Rental furniture: _____

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Date you'd like house to be ready for photography:

Quotes to organise:

Organised

Amount

1.	-----	<input type="checkbox"/>	\$	-----
2.	-----	<input type="checkbox"/>	\$	-----
3.	-----	<input type="checkbox"/>	\$	-----
4.	-----	<input type="checkbox"/>	\$	-----
5.	-----	<input type="checkbox"/>	\$	-----
6.	-----	<input type="checkbox"/>	\$	-----
7.	-----	<input type="checkbox"/>	\$	-----

Pre-sale Preparation: Use this sheet to track each job being done.

Job description - 1 _____ Estimate \$ _____

Contractor _____

Contact details _____

Start date	Progress check date 1	Progress check date 2	Completed
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Job description - 2 _____ Estimate \$ _____

Contractor _____

Contact details _____

Start date	Progress check date 1	Progress check date 2	Completed
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Job description - 3 _____ Estimate \$ _____

Contractor _____

Contact details _____

Start date	Progress check date 1	Progress check date 2	Completed
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Pre-sale Preparation: Use this sheet to track each job being done.

Job description - 4 _____ Estimate \$ _____

Contractor _____

Contact details _____

Start date	Progress check date 1	Progress check date 2	Completed
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Job description - 5 _____ Estimate \$ _____

Contractor _____

Contact details _____

Start date	Progress check date 1	Progress check date 2	Completed
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Job description - 6 _____ Estimate \$ _____

Contractor _____

Contact details _____

Start date	Progress check date 1	Progress check date 2	Completed
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

Pre-sale Preparation: Use this sheet to list materials and items you need to buy.



Material or item category, e.g. Tiles, Paint, Electrical, etc.



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