

The Jana Martin Group

Vacant House Checklist

Seller: _____

Address: _____

Date Checked: _____

- _____ Check brochure supply
- _____ Pick up papers and trash in drive, etc.
- _____ Clean glass at front door, if necessary.
- _____ Bring all business cards back to office.
- _____ Check all lights and make sure they are off. Be sure to note if any bulbs need replacing and do so.
- _____ Check all windows and doors to make sure they are locked.
- _____ Check garage – lights, etc.
- _____ Check interior
 - _____ Needs vacuuming
 - _____ Needs cleaning
- _____ Does house smell okay or do we need a deodorizer?
- _____ Flush toilets.
- _____ Set thermostat to 78 degrees
- _____ Check grass and landscaping. Please notify the office if it needs attention.
- _____ Make sure the sign is straight and clean.
- _____ Please **Do Not** turn off or unplug refrigerator

Notes: _____

(9 4 1) 650 - 0759

www.JanasHomes.com