



# PLAN, STORAGE, AND MOVING SUPPLIES

## PLAN

This week, you will go room to room looking at everything and put it into one of three categories.

1. **Things you need to keep and will use while your home is on the market.** This includes dishes, cups, glasses, kitchen supplies, toothbrushes, a few towels, and so on.
2. **Things you will keep but that can be packed now.** This will include knickknacks, collectibles, artwork, small kitchen appliances, family pictures, decorations, seasonal items, toys, board games, off-season clothes, extra linens, valuables, and excess furniture. Remember, you are moving, so you might as well get some of the packing done now!
3. **Things you don't want or need.** This is the time to donate or sell all the things you are not using or do not need. Be thorough and ruthless!

Now do the same thing, but this time walk around the exterior of your home to see what items on the outside that can be stored, sold, or donated.



## ARRANGE FOR STORAGE

The next task for week one is to come up with a plan for storing the items you don't need right now. These are all of the items in category two above, the items you can pack now to move to your next house. Consider renting a storage unit, a moving pod, or ask friends/family if you can store these items at their place temporarily. If these options are not feasible, the next best option is to neatly store them in your garage (if you have one). A garage is a garage, so even if you pack the items to the ceiling, if the rest of the house looks great it will not deter someone from making an offer.



## MOVING SUPPLIES

The final task for this week is to obtain some moving supplies including boxes, packing tape, cushion material, and a permanent marker. Why a marker - you will use the marker to number each box and write on the outside what is inside.

## WEEK 1 CHECKLIST

# PLAN, STORAGE, AND MOVING SUPPLIES

### INSPECT THE INSIDE OF YOUR HOME

- Make a list of items that you need and will use while the house is being sold
- Make a list of items that will be packed and moved to storage
- Make a list of items that will be sold or donated



### INSPECT THE OUTSIDE OF YOUR HOME

- Make a list of items that you need and will use while the house is being sold
- Make a list of items that will be packed and moved to storage
- Make a list of items that will be sold or donated

### ARRANGE FOR STORAGE

- Rent or arrange for storage of your items (make sure it is large enough)

### OBTAIN MOVING SUPPLIES

- Boxes. You can get these for free from newly moved-in neighbors or local stores.
- Packing tape.
- Packing cushion. To protect breakable items, like glasses, plates, decorative items, etc.
- Permanent marker. To mark and number the boxes.





# PACKING, STORING, SELLING AND DONATING

## PACKING

The first few days of this week will be dedicated to packing the items that you will be moving to storage. The best way to achieve this is by packing the items room by room.



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## MOVE ITEMS TO STORAGE

After you have everything packed up and ready to be stored, you will need to transfer those items to storage. This is also a good time to recruit some friends to help, especially if they have a pickup truck.

## SELL OR DONATE

The last task for this week is to donate or sell all of the items you do not want. You can sell larger or valuable items online using Craig's List, Let Go, Nextdoor, etc. For the smaller items, it may make sense to have a Saturday morning garage sale and donate on Saturday afternoon anything that did not sell.



## WEEK 2 CHECKLIST

# PACKING, STORING, SELLING AND DONATING

### PACK ITEMS TO MOVE TO STORAGE

- Pack items in the Kitchen
- Pack items in the Breakfast Room
- Pack items in the Living Room
- Pack items in the Dining Room
- Pack items in the Study/Office
- Pack items in the Family Room
- Pack items in the Master Bedroom and Master Closets
- Pack items in the Master Bathroom
- Pack items in the Bedroom(s)
- Pack items in the Bathroom(s)
- Pack items in the Hall and Linen Closets
- Pack items in the Laundry/Utility Room
- Pack items in the Garage
- Pack items in the Yard
- Pack items in the Storage Shed



### MOVE ITEMS TO STORAGE

- Move items to the storage space

### SELL OR DONATE

- Schedule and advertise a garage sale (get a permit if required)
- Advertise large item on Craig's List or other sites
- Schedule a pickup of the items to be donated or bring them to a local charity



# INSPECT AND EVALUATE

## INSPECT

To get the highest possible price and avoid unpleasant future surprises it is important that you inspect your home and if possible fix defective items before listing the home for sale.

When inspecting, you will need to pay particular attention to the items that will concern a home buyer the most. These items will need to be in good repair:

- Roof
- Foundation
- Plumbing system
- HVAC system
- Electrical
- Appliances
- Safety systems



For many homeowners, thoroughly inspecting a home is beyond their ability, and getting a professional pre-listing home inspection will be the best option. This will allow you to discover potential issues and address them as you deem appropriate.

## EVALUATE THE NEED FOR UPGRADES

A home inspection is a great way to identify things that need to be repaired but an inspection will not tell you what in the house should be updated or improved. When people have lived in a home for many years they tend to become desensitized to the things that have aged or need to be upgraded. To overcome this, ask friends or family members for their honest opinions on your home.

You are not looking to do major renovations, but modest cosmetic changes like paint, light fixtures, hardware, and new window coverings can make your home more appealing to prospective buyers. Make a list and next to each item you will need to determine if you can do the repair/improvement or if you will need to hire a professional contractor. You will also need to make a list of fixtures, equipment, and material that need to be purchased.



# WEEK 3 CHECKLIST

# INSPECT AND

# EVALUATE

## INSPECT THE HOUSE

- Do a pre-listing inspection or hire a professional inspector
- Create a list of systems that need to be serviced – such as air conditioning or heating system
- Create a list of items that need to be repaired or replaced
- Test smoke detectors and other safety systems. Make a list of any defects.
- Create a list of everything that needs to be repaired and who will do the work (yourself or a professional)
- Make a list of repair parts, fixtures, and equipment that need to be purchased



## EVALUATE THE NEED FOR UPGRADES

- Ask family, friends, and neighbors to walk the home and give their honest opinion on needed upgrades
- Do light fixtures need to be updated
- Do bathroom fixtures, vanity, faucets, mirrors, shower doors or tile need to be updated
- Do kitchen appliances, cabinets, countertops, faucet or sink need to be upgraded
- Does the flooring in the home need updating
- Do the walls, ceilings, doors, shelving, and trim need to be painted or color changed
- Does the door hardware need to be updated
- Do the HVAC vents need to be updated or replaced due to age or discoloration
- Create a list of everything that needs to be updated/upgraded and who will do the work (yourself or a professional)
- Make a list of upgraded fixtures, equipment, and material that needs to be purchased



# PLAN FOR REPAIRS AND GETTING BIDS

This week, you will start the house repair and improvement process. But before you begin, please keep in mind that the repairs and improvements need to be completed in a logical sequence. For example, you do not want to replace the carpet before you have the interior painted. Nor would you install a new light fixture before you paint – remove the old light fixture, paint, and then install the new fixture. The basic rule is to do everything that will make a mess or cause potential damage first and the cosmetic items last. You will also want to do the landscaping improvements last – that way they are fresh when the house is first put on the market.

## THINGS TO ORDER

Many times when you are preparing a house for sale, some of the material you need will not be available at the local Home Depot or Lowe's and can take weeks to obtain. You will also have a better selection and lower prices if you shop online. Therefore, you will spend the first part of this week on your computer or phone doing online shopping to order items that you need to fix the house. This is an important step to ensure that the repairs are completed on time.

## HIRE PROFESSIONALS

There are two simple goals when hiring a professional – hire the best most qualified contractor at the lowest possible price, with the emphasis on hiring the best most qualified. This week you will conduct research to find the best most qualified contractors and request that they inspect the job and provide a bid to do the work.

You will need to get at least 3 bids, and sometimes many more.

To save valuable time, when you call a contractor one of the first questions you need to ask is about their availability to do the work. Many of the best contractors will be booked out weeks in advance and if they cannot complete the job per your schedule then there is no need to waste time meeting with them. A final word on hiring contractors - be methodical and keep track of every bid you receive so they can be reviewed later.

Also, if it is a small job, like mulching the planting beds and trimming the bushes, getting multiple bids is not worth the effort. Just hire the first qualified contractor that gives a fair price that will get the job done now. This includes HVAC contractors who are just doing an inspection/tune-up, roof repairs, gutter cleaning, and similar items. Your time is worth more than the money you might save by getting bids and at least you know the work is done – one less thing to worry about.

## THINGS YOU WILL DO

If you are even modestly handy and have the time, you can save a lot of money by doing some of the work yourself. There are also a ton of DIY videos on YouTube that will show you how to do many typical repairs. This week, start repairing the items you can do immediately. Next week, you will do the repairs that will take more time, or repairs that require materials that have not been purchased.

## WEEK 4 CHECKLIST

# PLAN FOR REPAIRS AND GETTING BIDS

### THINGS TO ORDER

- Do online research to find the best fixtures, equipment, and material for the lowest prices
- Order the fixtures, equipment, and material needed to repair and upgrade the house



### HIRE PROFESSIONALS

- Call and email contractors requesting bids
- Meet with contractors to obtain at least 3 bids for each large project
- Have the HVAC system serviced
- Have all safety systems repaired, as necessary
- Create a spreadsheet or chart detailing and comparing each bid
- Select contractors, sign agreements, and schedule the work to be done



### START DIY REPAIRS

- Start repairing the quick and easy items that are on your list
- Prepare and plan to complete the larger, more time consuming DIY repairs



### NOTES



# CONTINUE REPAIRS AND IMPROVEMENTS

This week is all about getting the work done. Depending on the age and condition of the home this could be an easy week or a jam-packed week with contractors coming and going. You will need to push hard to finish the repairs and improvements that you are doing.

## CARPENTRY

 **NOTES**



## PAINTING

 **NOTES**



## FLOORING

 **NOTES**



## AIR CONDITIONING

 **NOTES**



## LIGHTING

 **NOTES**



# WEEK 5 CHECKLIST

# CONTINUE REPAIRS AND IMPROVEMENTS

## THINGS TO ORDER

- Order any last minute or additional material that is needed
- Open packages and verify everything you ordered has arrived and is in good condition
- Return and reorder anything that was damaged or missing parts

## PROFESSIONAL CONTRACTORS

- Obtain additional bids as needed
- Call and email contractors to ensure they do the work as scheduled
- Inspect completed work and request correction of unacceptable or incomplete work
- Pay contractors ONLY upon satisfactory completion of work
- Schedule additional contractors as work progresses, or as needed



## DIY REPAIRS

- Continue with the repairs on your list
- If you find that you need help with a repair, get it quickly
- If you do not complete all the repairs this week, prepare and plan to complete the repairs next week



## NOTES



**COMPLETE THE  
REPAIRS AND GET  
READY FOR THE SALE**

We are quickly coming to the end of the 8 weeks when we will put the house up for sale, which means we need to get the repairs completed, follow up on any loose ends and start getting ready for the sale.

## **GET READY FOR THE SALE**

To get ready for the sale, most people will hire a real estate agent, decide on a sales price, make a plan for showings, and complete the necessary paperwork.

As with hiring a contractor, the best way to find a real estate agent is word-of-mouth and researching online reviews. This week you will need to interview at least 3 agents and select one to help you sell the house. Take your time and choose wisely, hire the agent that you are most comfortable with and that is responsive to your questions and needs.



Once you have selected an agent, they will work with you to complete the necessary pre-sale paperwork which includes the listing agreement. Have the agent go through the agreement with you so that you understand timing and contractual obligations. The agent should also provide you with comparable sales information so you can determine, with your agents' help, the appropriate sale price for your home. You will also need to complete the seller disclosure notice and provide the agent with a survey (if you have one).



One of the more important items to decide this week is how and when to allow potential buyers to tour the home. This can be more complicated if you work from home, have kids and/or pets. Your agent will be accustomed to dealing with these types of situations and will provide a solution to meet your needs but also allows the home to be shown to potential buyers. Keep in mind, you must show it to sell it and the easier you make it for a buyer to see it the quicker your home will be sold.

## WEEK 6 CHECKLIST

# COMPLETE THE REPAIRS AND GET READY FOR THE SALE

### COMPLETE REPAIRS AND IMPROVEMENTS

- Order any last minute or additional material that is needed
- Call and email contractors to ensure they do the work as scheduled
- Inspect completed work and request correction of unacceptable or incomplete work
- Pay contractors ONLY upon satisfactory completion of work
- Schedule additional contractors as work progresses, or as needed
- Complete the repairs on your list
- If you do not complete all the repairs this week, prepare and plan to complete the repairs next week



### GET READY FOR THE SALE

- Do research and get recommendations of good real estate agents
- Interview at least 3 real estate agents
- Select a real estate agent to represent you and help sell the house
- Complete the listing agreement with your real estate agent
- Review comparable sales and decide upon an appropriate sales price for your home
- Complete the seller's disclosure notice
- Provide your real estate agent with a copy of your survey, if you have one
- Decide on how and when you will make your home available for buyer tours and open houses



# CLEANING, LANDSCAPING, AND STAGING

At this point in the process, you are probably very tired but also very pleased with the fruits of your labor – the house should be looking pretty good right now. But we are not quite done, now it is time to make the house shine bright.

## HIRE PROFESSIONAL CLEANER

You will need to hire a professional cleaner to do a deep cleaning, a very deep cleaning. We're talking flooring, showers, tubs, grout, windows, window coverings, light fixtures, mirrors, carpets, and everything in between - top to bottom, inside and out. Once this is done, it will be your job to keep it that way until the home is sold!



## HIRE A LANDSCAPER

It is now time to hire a landscaper to clean up the front and back yard. Curb appeal is the first impression – you want it to be a great one. Have the weeds removed, the bushes and trees trimmed, flowers planted and fresh mulch placed in the planting beds. Make the outside shine so they cannot wait to see what the inside looks like!

## STAGE THE HOME

Staging a home is simply a method of decorating your home to showcase its best assets, impress buyers, and sell it quickly for the highest possible price. This is harder when living in the home, but you only need to do it for a few weeks while the home is being shown to potential buyers.

The first thing to know about staging is less is more. You will need to remove EVERYTHING from your countertops (bathrooms, kitchen, and laundry) except a few decorations that add to the appeal of the room. Place everything else inside the cabinets and vanities; this includes the coffee maker, toaster, hairbrush, rollers, lotions, cream, toothbrush, and anything else that is on the countertops. Do the same in the bathtubs, showers, tops of dressers, and all other areas of the home. If in doubt on what to do, go walk through the local home builder model and see what they did – and duplicate it.

For the next few weeks, you will take out what you need, use it, and then place it back inside the cabinets. This may be a huge hassle, but just remember a staged home sells for about 6% more on average – if your goal is to sell your home at the best price, your house needs to look its best. You can do this for a few weeks!

# WEEK 7 CHECKLIST - PAGE ONE

## CLEANING, LANDSCAPING, AND STAGING

### HIRE A PROFESSIONAL CLEANER

- Research, ask neighbors and friends to recommended a professional cleaning company
- Call the recommended cleaning companies for a price to do a deep clean including windows and appliances
- Schedule the cleaning company to do the deep cleaning
- Inspect the work and have them touch up any items missed or not cleaned correctly
- Pay the company AFTER the all of the work is completed



### HIRE A LANDSCAPER

- Walk the yard and make a list of the work that needs to be done
- If you have a landscaper you already use, ask them to provide a price to do the work on your list
- If necessary, get recommendations and additional bids to perform the landscape improvements
- Schedule the landscaper to do the work
- Inspect the work and have them correct any work that is not satisfactory
- Pay the company AFTER the all of the work is completed



### NOTES

# WEEK 7 CHECKLIST - PAGE TWO

## CLEANING, LANDSCAPING, AND STAGING



### STAGE THE HOME

- Request help from your real estate agent or a local professional stager to establish a plan to stage your home
- Except for a few neutral decorations, remove everything from your countertops (bathrooms, kitchen, and laundry)
- Except for a few neutral decorations, remove everything from the top of dressers, bathtubs, showers, and shelves
- Place all non-decorative items in cabinets, closets, and vanities
- Remove all personal pictures, kids artwork, and other unusual artwork (think nude statues)
- Stage the rooms to show off their best features
- Get staging tips and ideas by touring the model homes of the local builder





# FINAL PREPARATIONS

Wow, that was a whirlwind 7 weeks, but now you are ready to head into the final week with confidence that you did everything necessary to sell your home for the highest possible price and in the shortest amount of time. This final week is dedicated to doing final preparations to ensure your home is dressed for success!

## LEFTOVERS

This is the time to get the contractors to finish the last of the work, touch up paint, recaulk the tubs, and complete anything leftover from the previous weeks. Go room to room, area to area, and make sure all is ready.

## PRESHOW THE HOME

This is the perfect time to preshow the home to your real estate agent, family, friends, and neighbors to get their honest feedback and suggestions on what you can do to improve the appearance of the home. The goal is to have them see things that you may have missed that can be corrected before placing the home on the market.



## FOR SALE

Let your real estate agent know you are ready to place the home on the market at the end of the week. Ask her to schedule the photographer, placement of the for sale sign, lockbox, and schedule the advertising to begin. This is also a good time to request your agent to put a listing home warranty in place. Most home warranty companies will offer this for free and it can protect you in the event something breaks down while the property is listed. This is a free safety net!



# WEEK 8 CHECKLIST - PAGE ONE

## FINAL PREPARATIONS

### LEFTOVERS

- Inspect the work completed by contractors and request correction of unacceptable or incomplete work
- Have tubs and toilets re-caulked, as needed
- Touch up the paint
- Go room to room and make sure everything is ready
- Purchase disposable shoe covers to be used by visitors
- Print a sign on regular paper that says "Welcome to this Beautiful Home. To Keep this Home in Pristine Condition we Request Visitors Remove their Shoes or Use the Shoe Covers Provided. Thank You and Have a Wonderful Day!"
- Put the sign in a picture frame that has a stand or by a picture frame stand



### PRESHOW THE HOME

- Invite your agent, family, and friends to tour the home to get their feedback and final suggestions
- Make adjustments and improvements based upon the feedback received



### FOR SALE

- Inform your agent the date you are ready for the home to go on the market
- Ensure your agent is ready to implement the marketing and advertising plan
- Request your agent to have a listing home warranty placed on your home
- Schedule the date and time for professional photographs to be taken
- Have the for sale sign placed in the yard
- Have the lockbox with the entry key placed on the front door or other convenient location

# WEEK 8 CHECKLIST - PAGE TWO

## FINAL PREPARATIONS

### FINAL PREPARATIONS

- Place blue toilet cleaning tablets in each toilet
- Pour a pleasant smelling deodorant down each sink drain
- Make sure all light bulbs are working and turn on/keep on lights in dark areas
- Open all blinds and pull back curtains to let natural light in
- Place fresh flowers in strategic locations
- Make sure everything is put away
- Rake or vacuum the carpet to remove footprints
- Place the Welcome to This Beautiful Home sign at the entrance along with the box of shoe covers



**YOU'RE ALL DONE**



## **CONGRATULATIONS**

If you followed the above plan and used our checklist to get your home ready for sale – congratulations! You deserve to take a break - order pizza in or go to your favorite restaurant.

## **ON THE OTHER HAND**

If you are like thousands of other families, doing all that work might be a mountain too high to climb. With pandemics, hardships, and limited free time, spending 8 weeks and thousands of dollars to prepare a home to sell may not be possible, or worth it. Thankfully, there are alternatives!

## **THERE IS A FASTER AND EASIER WAY**

If you are short on time, money, or just do not want to deal with the hassle of selling your home, there is a faster and easier way, sell to an investor like OutFactors. Sell your Dallas Fort Worth home the fast and stress-free way. The OutFactors process is very quick and simple and we can usually close in 10 days or less.

To get started, all you need to do is answer four simple questions. Within a few hours, OutFactors will send you a fair all cash offer for your Dallas Fort Worth area home - no repairs, upgrades, or cleaning needed. We will then schedule a time to do a quick inspection and complete the paperwork.

When OutFactors is the buyer there is no need for a real estate agent. That means no hefty fees and potentially more money in your pocket. You can even choose the closing date and with our sell and stay program, you can move out when it is convenient for you. One of the biggest benefits of working with OutFactors is how simple we make it to sell your home and get the cash you need when you need it!

Please feel free to contact us with any questions you may have, we are here to help!



539 West Commerce Street

Suite 1205

Dallas, Texas 75208

Contact@OutFactors.com

(800) 420-7030