

# ABC List

DEAR JOHN AND ANNE,

I appreciate the time spent together at your home, and I enjoyed the tour you gave me of the property. As promised, I've compiled a list of items that would be beneficial to address before we proceed with photographing the property. Keep in mind that the A items are high-priority tasks that should be completed by September 20th, the B items are desirable to tackle, if possible, without significant delay, and the C items are a wish list that we may not get to. I understand that creating the list is the easy part, and executing the tasks can be challenging. Please take this list as my professional recommendations on how to maximize the sale of your home. If needed, feel free to ask me for recommendations of specialists who can assist with these items.

## A LIST: TO BE COMPLETED BY \_\_\_\_\_

- A1. Ripped and missing screen on side of garage
- A2. Clean out and declutter throughout the home
- A3. Door jam on detached garage needs painting/corner trim near door repair
- A4. Drain under detached garage needs rooting
- A5. Broken vent on side of detached garage
- A6. Fireplace needs to be able to switch on properly
- A7. Camera on front porch needs to be attached
- A8. Repair light at the top of the staircase that is faulty
- A9. Wrought iron gate needs to be rehung
- A10. Please arrange to wash all exterior windows
- A11. Re-sod front yard area that is sparse

## B LIST:

- B1. Trim front trees to frame the home better from the street
  - B2. Add new landscape lighting to increase nighttime curb appeal
  - B3. Replace the cover on the pool
  - B4. Repaint the exterior of the home
  - B5. Replace cabinet hardware to update look in the primary bedroom
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**C LIST:**

- C1.** Replace microwave trim kit
- C2.** Replace microwave and other dated appliances to match new refrigerator
- C3.** Declutter the library, especially around the window
- C4.** Refinish the hardwood floor in the Library
- C5.** Repaint master to lighten up the room
- C6.** Attempt to bleach sink from stains in powder room

Thank you for allowing me to help prepare the home for photography and video.  
These preparations will help generate maximum results once your home is on the market.  
Please let me know if you have any questions.

Best,  
Agent Name

Global Real Estate Advisor  
ONE Sotheby's International Realty

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