



Preparing to Sell Timeline

A printable week-by-week preparation calendar with task assignments, contractor coordination fields, and milestone markers from decision to listing day.

TARGET LISTING DATE	WEEK 1 START DATE	LISTING AGENT
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How to use this tracker

Fill in your target listing date above. Count back 12 weeks to find your Week 1 start date. Write the calendar date for each week in the task rows. Check off each task as it is completed. Use the contractor coordination rows to record names, phone numbers, and booking status.

PHASE 1 | WEEKS 1 AND 2 | DECIDE AND ASSESS

WEEK	TASK	CONTRACTOR / NOTES	DONE
WEEK 1 MAKE THE DECISION AND BUILD THE TEAM			
Wk 1	Set your target listing date and count back 12 weeks to today.		<input type="checkbox"/>
Wk 1	MILESTONE Interview at least two listing agents. Sign listing agreement.		<input type="checkbox"/>
Wk 1	Pull utility bills, HVAC service records, and any permits on file.		<input type="checkbox"/>
Wk 1	Request a formal mortgage payoff statement from your lender.		<input type="checkbox"/>
Listing Agent: Name _____ Phone _____ Booked: <input type="checkbox"/>			
Real Estate Attorney: Name _____ Phone _____ Booked: <input type="checkbox"/>			

WEEK 2 PROPERTY ASSESSMENT			
Wk 2	Walk every room and the exterior. Document all visible issues.		<input type="checkbox"/>
Wk 2	Order a pre-listing inspection if the home is over 15 years old.		<input type="checkbox"/>
Wk 2	MILESTONE Review inspection report. Create a prioritized repair list.		<input type="checkbox"/>
Pre-Listing Inspector: Name _____ Phone _____ Booked: <input type="checkbox"/>			

PHASE 2 | WEEKS 3 AND 4 | REPAIRS AND CONTRACTORS

WEEK	TASK	CONTRACTOR / NOTES	DONE
WEEK 3 PRIORITIZE AND GET BIDS			
Wk 3	Sort repairs: safety issues, high-impact cosmetic updates, and skip list.		<input type="checkbox"/>
Wk 3	Get bids from at least two contractors for any job over \$500.		<input type="checkbox"/>
Wk 3	Schedule HVAC service if not completed in the past 12 months.		<input type="checkbox"/>
General Contractor / Handyman: Name _____ Phone _____ Booked: <input type="checkbox"/>			
HVAC Technician: Name _____ Phone _____ Booked: <input type="checkbox"/>			
Plumber: Name _____ Phone _____ Booked: <input type="checkbox"/>			
Electrician: Name _____ Phone _____ Booked: <input type="checkbox"/>			

WEEK 4 BOOK ALL CONTRACTOR WORK			
Wk 4	Book all contractors. Confirm start and completion dates in writing.		<input type="checkbox"/>
Wk 4	MILESTONE All safety and function repairs completed.		<input type="checkbox"/>
Wk 4	Order paint samples. Test neutrals in each room under natural light.		<input type="checkbox"/>

Wk 4	Decide on flooring: replacement, refinishing, or deep clean only.		<input type="checkbox"/>
Interior Painter: Name _____ Phone _____ Booked: <input type="checkbox"/>			
Flooring Contractor: Name _____ Phone _____ Booked: <input type="checkbox"/>			

PHASE 3 | WEEKS 5 AND 6 | COSMETIC WORK AND DECLUTTERING

WEEK	TASK	CONTRACTOR / NOTES	DONE
WEEK 5 START COSMETIC WORK AND PACK LOW-USE SPACES			
Wk 5	Interior painting begins. Confirm trim and doors are included.		<input type="checkbox"/>
Wk 5	Flooring work begins.		<input type="checkbox"/>
Wk 5	Pack guest rooms, storage areas, basement, and attic.		<input type="checkbox"/>
Wk 5	Book storage unit or schedule container delivery if needed.		<input type="checkbox"/>
Storage / Container Company: Name _____ Phone _____ Booked: <input type="checkbox"/>			
Donation / Estate Sale Company: Name _____ Phone _____ Booked: <input type="checkbox"/>			

WEEK 6 COMPLETE COSMETIC WORK AND DECLUTTER MAIN SPACES			
Wk 6	Interior painting completed and inspected.		<input type="checkbox"/>
Wk 6	Flooring work completed and inspected.		<input type="checkbox"/>
Wk 6	MILESTONE All main living areas decluttered. Personal items and photos packed.		<input type="checkbox"/>
Wk 6	Exterior landscaping begins: trim, mulch, lawn repair, dead plant removal.		<input type="checkbox"/>
Landscaper / Lawn Service: Name _____ Phone _____ Booked: <input type="checkbox"/>			
Exterior Painter: Name _____ Phone _____ Booked: <input type="checkbox"/>			

PHASE 4 | WEEKS 7 AND 8 | DEEP CLEAN AND STAGE

WEEK	TASK	CONTRACTOR / NOTES	DONE
WEEK 7 DEEP CLEAN			
Wk 7	Professional carpet cleaning throughout.		<input type="checkbox"/>
Wk 7	Clean all appliances inside and out.		<input type="checkbox"/>

Wk 7	Scrub all bathroom grout. Re-caulk tub and shower surrounds.		<input type="checkbox"/>
Wk 7	Clean all windows inside and out. Wipe all sills and tracks.		<input type="checkbox"/>
Wk 7	Dust ceiling fans, light fixtures, tops of cabinets and door frames.		<input type="checkbox"/>
Wk 7	Wipe all baseboards, door frames, switch plates, and outlet covers.		<input type="checkbox"/>
Carpet Cleaner: Name _____ Phone _____ Booked: <input type="checkbox"/>			
Professional House Cleaner: Name _____ Phone _____ Booked: <input type="checkbox"/>			

WEEK 8 STAGE THE HOME			
Wk 8	Arrange furniture to maximize space and create clear pathways.		<input type="checkbox"/>
Wk 8	Every room has one clear, recognizable purpose.		<input type="checkbox"/>
Wk 8	Replace all bulbs with warm white LEDs at 2700 to 3000K.		<input type="checkbox"/>
Wk 8	Clear kitchen counters to staged items only.		<input type="checkbox"/>
Wk 8	Clear bathroom counters. Stage with rolled towels and small plant only.		<input type="checkbox"/>
Wk 8	MILESTONE Home fully staged and show-ready.		<input type="checkbox"/>
Professional Stager: Name _____ Phone _____ Booked: <input type="checkbox"/>			

PHASE 5 | WEEKS 9 AND 10 | DOCUMENTATION AND OUTDOOR PREP

WEEK	TASK	CONTRACTOR / NOTES	DONE
WEEK 9 GATHER ALL DOCUMENTATION			
Wk 9	Compile HVAC, roof, water heater, and appliance service records.		<input type="checkbox"/>
Wk 9	Gather all permits. Confirm each was closed and finalized.		<input type="checkbox"/>
Wk 9	Locate all active warranties and transferable service contracts.		<input type="checkbox"/>
Wk 9	Pull most recent property survey if available.		<input type="checkbox"/>
Wk 9	Gather HOA documents: bylaws, fees, minutes, pending assessments.		<input type="checkbox"/>
Wk 9	MILESTONE All documentation organized and ready for buyers and attorneys.		<input type="checkbox"/>

WEEK 10 FINAL OUTDOOR PREPARATION			
Wk 10	Landscaping complete: lawn edged, beds mulched, shrubs trimmed.		<input type="checkbox"/>
Wk 10	Power wash driveway, walkways, porch, deck, and patio.		<input type="checkbox"/>
Wk 10	Repaint or touch up front door, shutters, mailbox, house numbers.		<input type="checkbox"/>
Wk 10	Confirm all railings are secure. Clean or replace outdoor fixtures.		<input type="checkbox"/>
Wk 10	MILESTONE Exterior fully prepared and ready for photography.		<input type="checkbox"/>
Power Washing Service: Name _____ Phone _____ Booked: <input type="checkbox"/>			

PHASE 6 | WEEKS 11 AND 12 | PHOTOGRAPHY AND LISTING LAUNCH

WEEK	TASK	CONTRACTOR / NOTES	DONE
WEEK 11 PHOTOGRAPHY			

Wk 11	Confirm photography appointment. Every room in final show-ready condition.		<input type="checkbox"/>
Wk 11	Day before: mow, edge, remove hoses and tools, park vehicles off property.		<input type="checkbox"/>
Wk 11	Morning of shoot: open all blinds, turn on every light, add fresh flowers.		<input type="checkbox"/>
Wk 11	Remove all personal photos, pet items, toys, and trash cans from view.		<input type="checkbox"/>
Wk 11	MILESTONE Photography completed. All images reviewed and approved.		<input type="checkbox"/>
Wk 11	Review listing description draft. Confirm all facts are accurate.		<input type="checkbox"/>
Photographer: Name _____ Phone _____ Booked: <input type="checkbox"/>			
Videographer / 3D Tour: Name _____ Phone _____ Booked: <input type="checkbox"/>			

WEEK 12 LISTING LAUNCH			
Wk 12	Review final listing on MLS and all platforms before it goes live.		<input type="checkbox"/>
Wk 12	MILESTONE Listing goes live.		<input type="checkbox"/>
Wk 12	Establish a daily showing routine: beds made, counters clear, lights on.		<input type="checkbox"/>
Wk 12	Prepare a 15-minute routine for short-notice showing requests.		<input type="checkbox"/>
Wk 12	Review first-week showing feedback with agent. Adjust if needed.		<input type="checkbox"/>

CONTRACTOR MASTER CONTACT LIST

Consolidate all vendor details here. Bring this to closing to transfer relevant warranties and contacts to the buyer.

CONTRACTOR / SERVICE	NAME / COMPANY	PHONE	QUOTED \$	DONE
Listing Agent				<input type="checkbox"/>
Real Estate Attorney				<input type="checkbox"/>
Pre-Listing Inspector				<input type="checkbox"/>
Handyman / General Contractor				<input type="checkbox"/>
HVAC Technician				<input type="checkbox"/>
Plumber				<input type="checkbox"/>
Electrician				<input type="checkbox"/>
Interior Painter				<input type="checkbox"/>
Exterior Painter				<input type="checkbox"/>
Flooring Contractor				<input type="checkbox"/>
Carpet Cleaner				<input type="checkbox"/>
Professional Cleaner				<input type="checkbox"/>
Landscaper				<input type="checkbox"/>
Power Washing Service				<input type="checkbox"/>
Storage / Container				<input type="checkbox"/>
Professional Stager				<input type="checkbox"/>
Photographer				<input type="checkbox"/>
Videographer				<input type="checkbox"/>

NOTES

READY TO CONNECT WITH A LOCAL LISTING AGENT?

PrimeStreet connects sellers with top-performing local listing agents at no cost.

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