

Fluffing & Flushing Checklist

Fluffing & Flushing is the act of checking on a *vacant* listing during the listing period to ensure that everything is as it should be. And it never is. "Fluffing" refers to a general tidying up of the home and "Flushing"-- well, have you noticed what happens to a toilet that hasn't been used in a while? Or worse--has been used but not flushed? Part of my service provided to my clients who are selling their vacant home is to flush their toilets for them!

If you find yourself with a lot of vacant listings, you'll want to pack a little crate for your car with the following items:

- ✓ Light bulbs
- ✓ Trash bags
- ✓ Dusting cloths
- ✓ Dirt Devil
- ✓ Windex and paper towels

I recommend checking on your vacant listings once a week. Here's what you're looking for:

- ✓ Sign still up?
- ✓ Brochure box full?
- ✓ Lockbox operating smoothly?
- ✓ Porch light on?
- ✓ Yard need mowing?
- ✓ Watering?
- ✓ Snow being shoveled?
- ✓ Newspaper delivery canceled?
- ✓ Any strange smells in house?
- ✓ Power on?
- ✓ Heat on?
- ✓ Floor reasonably clean?
- ✓ Dead bugs?
- ✓ All doors locked?
- ✓ Windows secure?
- ✓ Toilets flushed?
- ✓ Garage door closed?

While you're there...

- ✓ Gather up agent cards
- ✓ Flush the toilets
- ✓ Check the mailbox
- ✓ Make any corrections you can
- ✓ Make a note of conditions your seller needs to address