

PRE-LISTING CHECKLIST

*Everything you need to do before your property goes to market.
Tick it off. Sell it faster.*



BEFORE YOU CALL THE AGENT

These are the things to sort out before the first viewing — ideally before your agent even comes to do the valuation. First impressions are everything, and agents notice the same things buyers do.

EXTERIOR & CURB APPEAL

- Paint or touch up the exterior — faded paint signals neglect to buyers before they've even stepped inside
- Clean and repair the driveway, entrance gate, and any paving
- Mow the lawn, trim hedges, and clear dead plants or debris
- Pressure wash pathways, walls, and the garage floor
- Ensure all exterior lights, intercom, and gate motor are working
- Clear the garage — buyers look inside and a cluttered garage shrinks the perceived space

Check the roof for visible damage or missing tiles from the ground

Remove any junk, rubbish bags, or items stored outside

INTERIOR — EVERY ROOM

Deep clean the entire property — floors, skirting boards, light fittings, window tracks, everything

Repaint in neutral tones where needed — white, off-white, or light grey work universally

Declutter ruthlessly — pack personal items, excess furniture, and ornaments into storage

Remove personal photographs and collections — buyers need to imagine their own life here

Clean or replace carpets — stained or worn carpets will reduce your price

Ensure all light bulbs are working and bulbs match in tone (warm or cool — pick one)

Fix all minor defects: door handles, hinges, locks, cupboard doors, sticky drawers

Clean all windows inside and out — dirty windows make rooms feel dark and uncared for

Ensure all internal doors open smoothly and close properly

ROOM-BY-ROOM FOCUS

KITCHEN

Degrease and scrub all surfaces, appliances, and inside the oven

Clear countertops completely — one or two attractive items maximum

Clean or replace deteriorated silicone seals around the sink and splashback

Ensure all appliances that are included in the sale are clean and functioning

Repair or replace worn, broken, or mismatched cupboard doors and handles

Check that taps are not dripping and the sink drains correctly

BATHROOMS

- RegROUT tile joints if they are stained or cracked — this is low cost and high impact
- Replace silicone seals around bath, shower, and basin
- Scrub grout lines until they are clean or replace if beyond cleaning
- Ensure all taps, showerheads, and toilet mechanisms work correctly
- Replace cracked or chipped tiles if budget allows
- Display only clean, matching towels and remove all personal products

MAIN BEDROOM

- Freshly made bed with clean linen — neutral colours preferred
- Clear all surfaces and wardrobes are tidied (buyers will open them)
- Ensure built-in cupboards are functional and not overloaded

GARDEN & OUTDOOR AREAS

- Swimming pool crystal clear — if green, sort this before any viewings
- Repair or paint garden walls, fencing, and outdoor furniture
- Add potted plants or colour near the entrance for visual warmth
- Remove any outdoor storage that makes the garden feel cluttered

COMPLIANCE & ADMIN

COMPLIANCE CERTIFICATES

- Electrical Certificate of Compliance (COC) — mandatory for all property sales
- Gas Certificate of Compliance — required if property has gas appliances
- Electric fence Certificate of Compliance — required if electric fence is installed
- Plumbing Certificate — required in some municipalities (confirm with your agent)
- Beetle / Entomologist's Certificate — required in some coastal municipalities

DOCUMENTATION TO LOCATE

- Title deed (your agent will need property description details) If property still has a bond, the lender will be in possession of the title deed.
- Rates and taxes account — confirm no arrears with the municipality
- Body corporate or HOA levy statements — confirm no arrears
- Bond statements if applicable – Remember to inform your bank of intention to sell.
- Any building plans on file (especially if additions have been made) Make sure it has been submitted & approved by the municipality as this can cause delays in transfer.
- Guarantees and manuals for appliances, gate motors, solar systems
- Homeowners insurance policy documents

PHOTOGRAPHY DAY PREPARATION

Professional photography can make the difference between a listing that gets enquiries and one that gets ignored. Prepare the property as if you were hosting an important guest.

ON PHOTOGRAPHY DAY

- All lights on — even during the day. Lit rooms photograph brighter and larger
- Fresh flowers in the kitchen and main living area
- All toilet seats down
- All surfaces completely clear — countertops, coffee tables, dining table
- All beds made with fresh, matching linen
- Cars removed from the driveway and garage
- Pets and their accessories out of sight
- Pool and garden looking their absolute best
- Open all curtains and blinds to maximum natural light

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