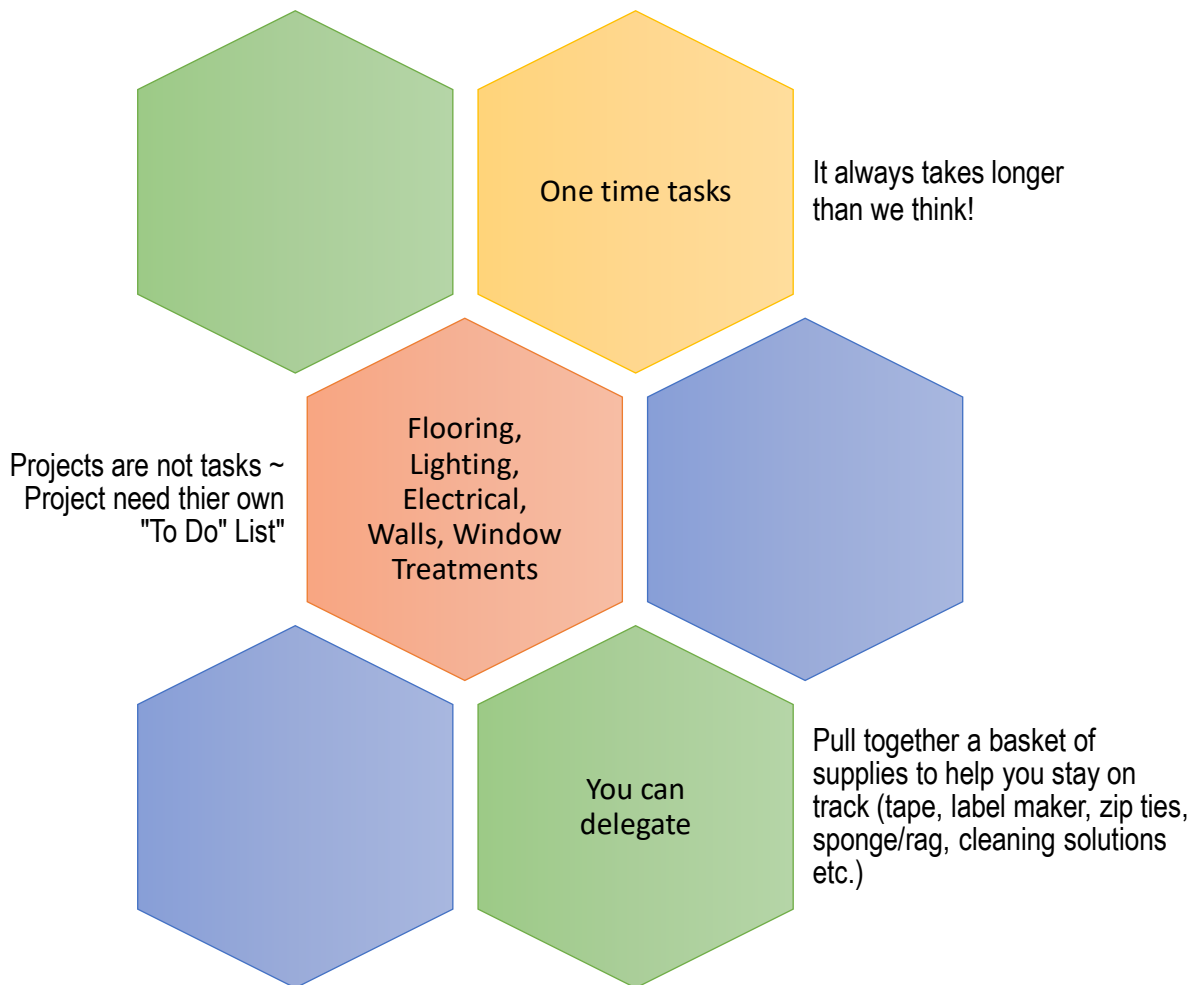


Master To Do List

The first step is to assess what needs to be done. Then start to declutter and get rid of items you no longer want. After that, or during the declutter phase look at what needs to be updated and repaired in the house. This may include a project, or two. Projects are not tasks and they take time. Usually the project takes longer than we think (especially with the New England weather). If you are on a schedule it may be necessary to group the items so, donations, trips to the dump and disposing of hazardous materials meets your timeline. Then the house needs to be cleaned!





Master To Do List

Kitchen:

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Dining Room:

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Living Room:

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Family Room:

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Sitting Room/Other:

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Porch/Deck:

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Basement:

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Yard:

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Hottel Real Estate
& *Urban Planning Services*

Master To Do List

Master Bedroom:

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Master To Do List

Tests to Complete

- Title V Test
- Well Water Test
- Smoke Detectors per Fire Code

Documents to Compile

- Utility Bills for 1 year
- Current Tax Bill
- Need numbers on the mail box or house for the Fire Department to pass inspection
- Family Letter – a few paragraphs about your favorite things you like about the house
- Manuals for all appliances

SELL

TRASH

DONATE

KEEP



MONTH ONE						
M	T	W	T	F	S	S

MONTH TWO						
M	T	W	T	F	S	S

MONTH THREE						
M	T	W	T	F	S	S