

# Possession Checklist

- Hand over a broom clean house. No need to scrub top to bottom, but get rid of all trash, mop/vacuum the floors, wipe the counters and drawers. This is as much about Karma as anything.
- Leave all keys (labeled!), remotes, owner's manuals, and warranty paperwork.
- Leave a list of all codes for any items that require them to access or change.
- List of solutions to mysteries. Every home has quirks and special ways to do certain things. Be kind and don't make them figure things out the hard way. This will also save you a lot of potential follow up calls later.
- List of where to find all seasonal items and how to switch things out as the weather changes.
- List of neighborhood schedules: garbage/recycling day, leaf pick up, etc.
- List of places that are great and useful around the area: coffee shops, good restaurants, ice cream places, library, playgrounds, pools, etc.
- List of local contractors for any type of work. If you have leftover receipts showing how much things cost, so much the better: plumber, roofer, electrician, landscaper, or general handy person.
- Collection of additional materials from your projects: paint, tiles, fabric, flooring, roofing, siding, specialty bulbs, etc.
- Consider a baton pass visit or making a baton pass video--or both. Walk around and just brain dump as you criss cross the house and the yard: let them know what each switch does, where to find the access for the attic, how you took such good care of this or that--you get the idea.