

STAGING PHASE PLANNER FOR JOE & JOY SAMPLE

Activity	Who	When	Status
Review and sign <i>Seller's Estimated Proceeds</i>	Joe/Joy	08/01/05	Done
Review and execute listing agreement and agency	Joe/Joy	08/01/05	Done
Order prelim and open escrow @First Am	David	08/01/05	Done
Email list of flooring contractors and electricians	David	08/02/05	Done
Arrange for roof inspection and final permit from City	Joe	08/02/05	Done
Order Environmental Hazard and Tax Disclosure reports	David	08/02/05	Done
Arrange for gutter and downspout installation	Joe	08/03/05	Done
Remove and dispose of carpeting in back bedroom	Joe/Joy	08/03/05	Done
Identify items that need replacement or repair	Joe/Joy	08/03/05	Done
Box and label all non-essential items	Joe/Joy	08/03/05	Done
Sand and refinish hardwood floors in back bedroom	Contractor	08/06/05	Done
Garage door touch-up	Joy	08/06/05	Done
Master bath retiling, repainting	Joy	08/06/05	Done
Pressure wash exterior	Contractor	08/06/05	Done
Move out	Joe/Joy	08/06/05	Done
Paint kitchen cabinets	David/Joy	08/06/05	Done
Complete staging plan	David	08/07/05	Done
Order home and termite/pest inspection ¹	David	08/07/05	Done
Paint fences outside	David/Joy	08/07/05	Done
Inside wall repainting finished	David/Joy	08/07/05	Done
Receive preliminary title report	David	08/08/05	Done
Gutter installation	Contractor	08/08/05	Done
Put together disclosure package	David	08/08/05	Done
Complete housecleaning	Contractor	08/08/05	Done
Landscape front	Contractor	08/08/05	Done
Ad placed in <i>Willow Glen Resident</i>	David	08/08/05	Done
Open house advertising on MLS and <i>SJ Mercury</i>	David	08/08/05	Done
Termite/pest inspection	Contractor	08/08/05	Done
Home inspection	Contractor	08/08/05	Done
Receive 3 bids for new electrical panel from licensed ctrs	Joe	08/09/05	Done
Back bedroom and kitchen floors done	Joy	08/09/05	Done
Agent walk-through inspection and TDS notes	David	08/09/05	Done
Review, complete and sign seller disclosures	Joe/Joy	08/09/05	Done
Landscape back	Contractor	08/09/05	Done
Staging completed	David	08/09/05	Done
New electrical panel installed	Contractor	08/09/05	Done
Put sign and flyer box at property	David	08/09/05	Done
Take pictures for flyer and ads @ 10:00 w/NYM Tours	Contractor	08/10/05	Done
SCCAOR broker's tour	David	08/10/05	Done
Create flyer	David	08/10/05	Done
Virtual tour pictures taken at property	Contractor	08/10/05	Done
Put property on the MLS	David	08/11/05	Done
Publish MLS virtual tour and photo gallery	David	08/11/05	Done
<i>Just listed</i> pamphlets published & distributed	David	08/11/05	Done
Receive termite/pest inspection report	Contractor	08/11/05	Done
Prepare agent disclosure packages & online PDFs	David	08/12/05	Done
Open house	David/John	08/13/05	Done
Open house	David/John	08/14/05	Done
Review offers if any	Joe/Joy	08/17/05	Done
Leaving for Arizona	Joe/Joy	08/19/05	Done

¹ Called NBI to schedule - \$495 for scheduled home/roof/pest inspection, \$335 if scheduled the day before