

Step 01 - Prepare

Get the house ready for a buyer's eyes.

Property: _____ Date: _____

- ☐ Run the curb-to-attic 'Would I buy this?' walk-through.
- ☐ Separate safety or active-damage work from cosmetic wishes.
- ☐ Get three written bids with scope, materials, permit responsibility and timing.
- ☐ Verify licenses where Texas regulates the trade and check local permit history.
- ☐ Keep receipts, warranties, permits and before/after photographs together.

Checkpoint: The home is clean, safe, documented and ready to photograph.

Notes / questions / next action

Sources to verify before acting

TDLR license search

<https://www.tdlr.texas.gov/LicenseSearch/>

TREC inspector search

<https://www.trec.texas.gov/apps/license-holder-search/>

Fort Worth permit records

<https://aca-prod.accela.com/CFW/Default.aspx>

Curb-to-attic preparation walk-through

Record visible conditions from safe, accessible areas. This is not an inspection. Do not climb a roof, enter unsafe spaces or handle electrical equipment; use a qualified professional.

Curb & exterior

- ☐ Photograph the approach, yard, entry, visible roof and exterior.
- ☐ Note visible drainage, damage, leaks, trip hazards and broken locks.
- ☐ Clear the approach, tidy landscaping and check exterior lighting.

Interior & systems

- ☐ Walk every room; note visible stains, odors, damage and nonworking essentials.
- ☐ Clean surfaces and windows; reduce clutter and check lighting.
- ☐ Record known HVAC, plumbing and electrical concerns for a qualified professional.

Records & repair decisions

- ☐ List safety and active-damage work separately from cosmetic projects.
- ☐ Gather repair receipts, permits, warranties, claims and inspection reports.
- ☐ For each job, compare three written bids with the same scope, materials and timing.
- ☐ Verify regulated trade licenses, insurance and who handles permits.
- ☐ Keep known conditions for the disclosure review; do not hide or guess.

Notes / questions / next action
