

UAD 3.6

Listing Prep Checklist

The new report asks for more detail than the MLS holds. Gather these items when you take the listing and send them to the appraiser when the appointment is set.



1 Square footage and levels

- ☐ Finished area above grade, and where the number came from (builder plans, prior appraisal, your own measurement, tax card)
- ☐ Finished and unfinished area below grade, reported separately from above-grade area
- ☐ Any difference between the tax card, the MLS, and the house, with the reason (addition, converted garage, enclosed porch)
- ☐ Additions and conversions: year completed and permit number, if permitted
- ☐ Bedroom count checked against the septic permit, and basement bedrooms checked for egress

2 Updates, with dates

Specific beats “updated.” The report records update status and timing for the kitchen and each bathroom, so years and scope matter.

Item	Year	What was done	Permit or receipts
Kitchen			
Primary bath			
Other baths			
Flooring			
Roof covering			
Heating and cooling			
Water heater			
Windows			

3 Fix it before it becomes a defect

Items like these can be listed as defects in the report and may make the appraisal subject to repair.

- ☐ Missing or damaged floor coverings
- ☐ Active leaks or water stains
- ☐ Exposed wiring or missing cover plates
- ☐ Heat, water, or electric not working
- ☐ Broken windows or glass
- ☐ Peeling paint, especially if built before 1978
- ☐ Missing handrails on stairs, decks, or porches

Listing Prep Checklist, continued

4 Water, septic, and utilities

- ☐ Septic permit and its bedroom count
- ☐ Well location, age, and any recent water test
- ☐ Public or private water and sewer, and any shared systems
- ☐ Internet service available at the house

6 ADUs, garages, and outbuildings

- ☐ ADU: own entrance, own address, kitchen, permit status, rented or not
- ☐ Garage: attached or detached, number of spaces, approximate size
- ☐ Workshops, barns, and sheds: size, finished or not, heated or not
- ☐ Utilities to each outbuilding: power, water, septic
- ☐ Manufactured or modular: photo of the data plate or HUD label

8 Have ready for the appraiser

- ☐ Available to confirm the contract price and terms
- ☐ Any addendum or amendment the lender may not have sent yet
- ☐ Comps you think fit, with what you know about each sale, good or bad
- ☐ Your best number for same-day questions

5 Access and the site

- ☐ Plat or survey, and any prior floor plan
- ☐ Road maintenance agreement for a private or shared road
- ☐ Shared driveway, easements, or encroachments
- ☐ Steep, unpaved, or seasonal access to plan for
- ☐ Flood zone, water frontage, or water rights

7 Views and other features

- ☐ View type: long-range mountain, water, pastoral, or other
- ☐ Full, partial, or seasonal (winter only) view
- ☐ Solar owned or leased, with the documents
- ☐ Energy upgrades: insulation, windows, certifications
- ☐ Mineral or timber rights that don't convey
- ☐ HOA documents, dues, and what they cover

9 Before the appraiser arrives

- ☐ Interior doors and outbuildings unlocked
- ☐ Attic and crawl space access clear
- ☐ Utilities on and pets secured
- ☐ Tenants notified in writing

What to tell your seller

Plan on the appraiser being there longer than you might expect. They'll photograph every room, open outbuildings, look in the crawl space or basement, measure decks and porches, and ask when things were updated. They're documenting the house, not judging the housekeeping.