

It's important for prospective buyers to make an emotional connection with the home being listed by being able to "see" themselves living there. Make sure the home is prepared prior to your appointment by using this checklist (or some variation) to ensure Realty Shots can focus on creating the best possible images within the allotted time. This checklist can be downloaded as a PDF to email or print for your reference.

### Exterior

- Remove all vehicles from driveways and do not park directly in front of the house
- Close the garage doors
- Move all garbage cans and recycling bins out of sight
- Put away all garden tools, including water hoses and sprinklers
- Remove all children's toys, goals, nets, balls, and bikes from the yard
- Trim the grass and bushes, rake the yard, and put out fresh pine straw and/or mulch
- Sweep driveways, sidewalks, walkways, patios, decks, stairs, and any hard surfaces
- Remove covers from well-maintained grills and smokers; cover neglected ones
- Arrange outdoor furniture and cushions; be sure pillows and cushions are fresh, not faded
- Open any outdoor umbrellas
- For pools, remove any debris, the pool sweep, pool cleaning equipment, and any pool toys
- Turn on any water features, such as water falls and bubblers
- Remove cobwebs from door frames and eaves
- Be sure roof and gutters are free of leaves and other debris
- Remove empty planters
- A planter of flowers at or near the front entrance is a nice touch

### Interior (All Rooms)

- Clean the entire house – vacuum and mop the floors, dust, etc.
- Repair dripping faucets, cracked tiles, broken shutters or blinds, and any other items
- Replace any burned out light bulbs in fixtures and lamps
- Remove clutter and excessive decorative items from bookshelves, tables, and cabinets
- Remove piles of newspapers, magazines, books, mail, and other paper
- Hide remote controls, mobile docking stations and charging cables
- Conceal all exposed cables and power cords as best as possible
- Remove throw rugs and runners in entry ways, kitchens, and bathrooms
- Tuck trashcans out of view in a closet or cupboard
- Turn OFF all ceiling fans
- Turn OFF all TVs, computers, monitors, gaming consoles, and other electronics
- Turn ON all overhead lights and lamps
- Draperies and blinds should be open and uniform for all windows in each room

## Living and Family Room

- Clean the interior of the fireplace and light it
- De-clutter the fireplace mantel and hearth
- Fluff and arrange furniture cushions and pillows on all seating areas
- Remove children's and pets toys

## Bedrooms

- Be sure the beds are neatly made, and pillows are fluffed and neatly arranged
- Bed linens, bed skirts, and throws should be smooth
- Items stored under beds should be out of sight
- Remove clutter from dressers and shelves
- If there is a fireplace, clean the interior and light it
- Clothes should be neatly hung and folded
- If the closet is to be photographed, be sure it's neatly organized and cleaned
- For kid's rooms, organize small toys into baskets or wicker bins; put away larger toys
- For nurseries, remove or hide items such as diaper pails, changing table pads, etc.

## Kitchen

- Clean all major appliances – refrigerator, oven, range hood, etc.
- Clear clutter off counter tops
- Thoroughly clean and wipe down all countertops
- Remove items from refrigerator doors, such as photos, notes, magnets, and paper
- Remove all floor mats
- Put away all dishes and dish towels
- Be sure the sink is clean and free of dishes, dish racks, scrub brushes, sponges, sponge holders, and soap dispensers
- Turn on any under-counter lighting and the stove light
- Decorating with a bowl of fresh fruit or small bouquet of flowers is a nice touch

## Dining Room

- Remove clutter from cabinet and buffet
- If the china cabinet has a light, turn it on
- Clean and polish the dining room table
- Straighten all chairs and ensure they are spaced evenly around the table
- Be sure table is centered under the chandelier if possible
- Add a colorful centerpiece to the table, such as candles or flowers
- Optional: Set the table with nice dinnerware using decorative place settings

## Bathrooms

- Remove personal-care items from counters
- Remove shampoo, soap, loofas, razors, etc. from showers and bath tubs
- Thoroughly clean mirrors, bath tubs, showers, toilets, and countertops
- If you have a glass shower door, clean and squeegee to remove haze, mold, or mildew
- Toilet seats should be down and lids closed
- Hide toilet brushes and laundry baskets
- Remove kids' stools and bath toys
- Replace used towels and washcloths with clean, fluffy towels

## Laundry Room

- Be sure all dirty laundry is out of sight
- Close all cabinets
- Remove all items from counters if possible
- Clean the appliances and wipe down all countertops to ensure they're free of finger prints, soap scum, etc.

## Pets

- Pets should be contained and out of sight
- Put away pet beds, toys, food dishes, and scratching posts
- Ensure floors, furniture, and beds are free of pet hair
- Ensure yard is free of pet waste

