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CHECKLIST: Agents & Homeowners

To ensure the best results, please use this checklist as a basic guide when preparing your home to be photographed.

GENERAL AREAS

- De-clutter as much as possible
- Clean windows inside and outside
- Remove personal items, you don't wish to be seen
- Tidy/Hide all power leads/cables
- Remove any soiled or stained mats or area rugs
- Straighten laundry room

LIVING AREAS

- Turn OFF TV and put remotes away
- Remove all toys, fans, pet beds/kennels, playpens, etc.
- Remove Exercise bikes/equipment (when possible)
- Arrange DVDs, games, books neatly on shelves
- Turn OFF all ceiling fans (besure they are clean)

KITCHEN/DINING AREAS

- Clean counter tops
- Wipe down all appliances
- Remove/Hide small appliances or at least hide cords/plugs
- Clean backsplash and range hoods
- Stow all detergents, dish clothes, dish, disk racks, ttowels
- Ensure Range hood lights are working
- Remove all objects from fridge surfaces (magnets, photos) Hide
- pet bowls (otherwise be sure they are clean and tidy) Remove
- counter top clutter e.g. papers, devices, etc.

BEDROOMS

- Be sure that beds are made
- De-clutter toys, books, games, tissue boxes, etc.
- Remove personal items
- Ensure bedside lamps are **working** and are on (check bulbs)
- Remove posters/stickers from walls
- Clear away all clothes

BATHROOMS

- Stow all soaps/shampoo/face washers/bathmats/scales/bins
- Stow all tooth brushes/tooth paste/razors/hair dryers
- Make sure glass and mirrors are clean
- Remove rugs and all non-matching towels
- Remove toilet cleaning utensils
- Ensure toilet roll is NOT empty
- Ensure toilet-seat/cover is down/CLOSED

OUTSIDE AREAS

- Clear/Tidy entry and walkways
- Lawn should be mowed and borders edged
- Rake/Sweep up leaves, sticks, debris
- Stow all gardening equipment. Place trash bins on the side of the house.
- Pressure clean driveway and paved areas (if possible)
- Ensure exterior lights are working
- Place vehicles in garage, or park down the street (if possible)
- Remove all cars/boats/bikes from driveway & property
- Remove all toys (hide basketball units when possible)
- Keep yard ornaments to a minimum

POOL/SPA AREAS

- Ensure pool is clean
- Remove all pool cleaners and poles
- Remove all pool toys
- Straighten and wipe down patio furnishings
- Remove dead plants and empty containers
- Turn on any water features
- Open umbrellas (awnings to be determined on-site)

30 MINUTES BEFORE THE SHOOT

- Open all blinds – lift mini blinds (depending on view)
- Turn ON ALL interior AND exterior lights, including ALL lamps
- Turn OFF ceiling fans
- Turn OFF TV
- Turn ON gas fireplaces
- Ensure vehicles can not be seen
- Turn down A/C (optional, but greatly appreciated)

