

# PROPERTY PREPARATION GUIDE

## Exterior

- Remove clutter, toys, balls, basketball hoops, team flags etc.
- Remove cars from driveway and front of property
- Groom lawn / landscaping, mow, trim shrubs, clear leaves etc.
- Clean animal waste from yard
- Remove empty planters, trash cans, hoses, distracting lawn décor, etc.
- Tidy up patio area tables, chairs, cushions, remove / clean ashtrays
- Remove pool vacuum / hose and other distracting items
- Hide pool supplies and cleaning tools
- Turn on pool fountains / water features
- Remove grill cover if grill is in adequate condition
- Remove wasps, spiders, ant mounds, and other unpleasant guests
- Pressure wash mold and dirt from surfaces needed
- Remove or replace door mats if worn and stained
- Open patio umbrellas
- Make sure sprinklers are off

## Kitchen/Dining

- Clear countertops daily supplies, mail, coffee maker, mixer, drying racks, toaster, etc.
- Clear refrigerator of magnets, papers, photos, etc.
- Remove dishes from sink, bar / bottles of soap, cleaning utensils, hand towels etc.
- Straighten all chairs and space them evenly
- Remove child seats / booster chairs
- Wipe down counter tops, appliances, tables
- **EXTRA:** Display bowl with fruit on counter
- **EXTRA:** Set the dining area for at least a party of two, aligned with coordinating decor
- **EXTRA:** Add vase of fresh / fake flowers

## Bedroom/Living Areas

- Make all beds, arrange / add blankets to hide box springs
- Ensure lamps are working / replace bulbs
- Arrange pillows / remove or cover if they are stained or look too used
- Clear night stands and dressers
- Remove personal daily items, magazines, TV remotes, tissue boxes etc.
- Remove things that are under the bed, they can be visible in photos
- Remove / hide cables, phone chargers, cable boxes etc.
- Unclutter, organize closets

## Bathroom

- Clear countertops completely, medications, beauty supplies hygiene utensils, etc.
- Put toilet seats down
- Remove shampoo, soap, scrubbers, etc. from showers and tubs
- Remove towels
- Tidy toilet paper / add fresh roll or remove completely
- Remove floor mats, toilet brush, trash cans
- Replace all blown out bulbs / have all bulbs match
- Clean mirrors, counter tops, soap-stained shower glass
- **EXTRA:** Add little decorations, vase w / flowers - incense in a decorative bottle

## Everything Else

- Make sure all surfaces are cleaned, mopped, swept, dusted etc.
- Remove brooms, mops, detergent/cleaner bottles, etc. from laundry rooms
- Turn off blinking clocks, TVs, computers and unnecessary digital gadgets
- Remove personal photographs, especially of minors, replace with generic photos
- Tidy cables in / around computers and office desks
- Remove or hide pet bowls, beds, toys, litter boxes
- Clean dry erase or chalk message boards / walls
- Remove small floor mats/runners to reveal actual flooring
- Clean windows especially where the views have to be emphasized
- Remove shoes/slippers from door ways and other places
- Remove provocative art, posters etc.
- Fix/Repair/Paint damages/blemishes to walls, walkways, porches etc.
- Remove personal/unnecessary décor clutter
- Organize/remove shoes & items from entrances areas & mud rooms
- Exterior surfaces must be dry
- Remove Pets and animals
- **EXTRA:** Replace all yellow bulbs with white ones



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