

PRODUCTION PREPARATION GUIDE

THE MUST-DO'S - Minimum requirements for all areas in the home:

- Thoroughly clean whole house (vacuum carpet, mop hard floors, clean countertops, clean mirrors, clean windows)
- Turn all overhead lights and lamps ON
- Replace all burned out light bulbs
- Use bulbs of the same temperature (ALL incandescent -warm/yellow or ALL compact fluorescent- cool/blue)
- Turn all ceiling fans OFF
- Turn all TVs OFF
- Turn all computer screens OFF
- Open window treatments and/or tilt open blinds to let in outside light
- Remove personal photographs (or replace with general landscape/object photographs)
- Make all beds
- Remove small floor rugs to reveal actual flooring
- Place all shoes, jackets, laundry in closets

FRONT EXTERIOR - this is usually the first photo buyers see

- Close garage doors
- Remove cars from driveway and front of home
- Clean up landscaping (mow, trim shrubs, clear leaves)
- Remove empty planters
- Use broom to remove cobwebs from eaves and door frames
- Remove visible water hoses
- Remove toys, sports balls, basketball goals, soccer goals, etc.

BACK YARD

- Clean porch, tidy up outdoor tables/chairs/cushions
- Pillows/cushions should be freshened
- Clear out kid's toys, balls, frisbees, etc.
- Clean pool
- Remove pool vacuum/cleaner hose
- Hide pool cleaning supplies
- Turn on pool fountains, or any water features
- Remove visible water hoses
- Remove trash cans

KITCHEN - a key selling point

- Clear countertops as much as possible. (remove mail, dirty dishes, etc)
- Limit the amount of small appliances left on counter (ex. coffee maker)
- Clear outside of refrigerator of magnets, papers, photos, etc.
- Hide garbage cans in pantry or closet
- Remove dishes from sink, place in dishwasher
- Remove any dish towels, soap dispensers, and other kitchen accessories
- Clean the stove
- Add a pop of color/height with a flower arrangement

LIVING / FAMILY ROOM

- Remove large stacks of magazines, papers, mail, etc.
- De-clutter fireplace mantel/hearth (no more than 5 items, including art)
- Clean interior of fireplace and re-paint if needed
- Fluff and arrange furniture pillows
- Remove kid's toys
- Keep items on the coffee table/end tables to a minimum
- Hide remotes in drawers or behind pillows
- Turn off TVs, computer screens, gaming units, etc
- Hide any exposed wiring

BEDROOMS

- Make bed, including decorative pillows/shams if available
- Press bed linens and bed skirts
- Clear nightstands of all personal items
- Store away phone/tablet charging cables
- Remove all clutter from top of dressers
- Limit or remove family photos from walls and dressers
- Clean under bed, removing items that may show in the photos
- Remove personalized names from walls
- Remove wall stickers/posters (don't forget those stars on the ceiling!)

BATHROOMS

- Clear countertops completely. No soap, toothbrushes, medications, deodorant, etc.
- Put toilet seats down
- Close closet doors
- Remove shampoo, soap, loofahs, etc. from showers and tubs
- Remove dirty towels - leave out only new, unused towels
- Remove floor mats
- Make sure to wipe down counter tops and mirrors- those toothpaste spots WILL show!

GARAGE - (optional) an organized garage can be a great selling point!

- Remove vehicles
- Organize all garage items
- Sweep the floor of dirt and leaves

PETS - they might be our best friend, but their presence should be minimized:

- Place food and water bowls in pantry or closet
- Place pet beds/toys in pantry or closet
- Use lint roller on furniture to remove pet hair
- Place pet crates or carriers in closets or in garage
- Contain pets so they don't accidentally get in the photo - our furry friends aren't for sale too!
- Clear back yard of pet waste/toys