

## INTERIOR CHECKLIST

- ☐ Clear off counter tops in kitchen and bathroom areas
- ☐ Clear away dish racks, cutting boards, tea towels, hand and dish soap bottles, cleaning products, mops, brooms and garbage cans. You can add a little decoration with a nice bowl of fresh fruit or a vase of flowers
- ☐ Open all blinds and curtains
- ☐ Remove photos, notes and papers from the refrigerator
- ☐ Turn on all interior lights. Make sure all light bulbs are working; if not, please replace
- ☐ Turn off ceiling fans
- ☐ De-clutter rooms which may be excessively furnished. They do not photograph well
- ☐ Make all beds and tidy bedrooms. Clothes hung, or folded and put away
- ☐ If anything is sitting on the nightstand, get rid of it! Common things that need to be moved include: phone chargers, tissue boxes, lip balm, a glass of water, jewelry, or anything else that is kept at your bedside
- ☐ In the bathroom, everything should be moved off the counter, including makeup, razors, soap, toothbrushes, and any other beauty products. In the shower and tub, remove the shampoo, soaps, washcloths, and baby toys. The garbage cans, bathmats, laundry baskets, extra toilet paper, the toilet brush, and scales should also be moved out of the room. Finish it off by closing the toilet, and hang fresh towels on the towel racks.
- ☐ Remove piles of newspaper and magazines

## EXTERIOR CHECKLIST

- ☐ Contain pets in the garage or out of sight
- ☐ Move trash cans out of sight
- ☐ Move cars out of the driveway
- ☐ Pull weeds
- ☐ Trim trees and overgrown shrubs
- ☐ Rake up the leaves
- ☐ Mow the lawn and edge around cement
- ☐ Wrap up garden hoses and put them away in the garage or shed
- ☐ Pick up any items that may be laying around the yard, such as garden tools, garbage cans, toys, empty pots or pots with dead plants
- ☐ Cover dirt with mulch to make it look more attractive
- ☐ Sweep the porch and sidewalks
- ☐ If you have outdoor furniture, wipe it down and make sure that the cushions look clean and nice