

# LIST OF DUTIES

One of the most important aspects of selling a home is taking quality images of a listing. Your realtor has invested in hiring a professional real photography firm to photograph your home. The images of your home will appear in the Multiple Listing Service and also appear in national websites such as Zillow, Realtor, etc.

Most buyers, more than 94%, start their home search online and by completing the following checklist, your home will be ready for the photographer and the photographs of your home will appear attractive on line for prospective buyers.

## INTERIOR

- Vacuum and /or clean carpets and sweep and clean wooden and tile floors.
- Inspect all rooms for orderly arrangement and placement of furniture.
- Remove small rugs and place in closet.
- Verify that interior lights are working and replace burnt bulbs with new light bulbs.
- Turn on all ceiling and wall lights. Turn on all lamps.
- Turn off fans so that fan blades are not moving.
- Remove docking stations, cell phones, cell phone charges, newspapers, magazines.
- Remove cat litter boxes, cat and dog food/water bowls, and other pet related items.

## WINDOWS

- Custom Drapes – leave in place, if affixed, otherwise, move to each side of the window.
- Curtains – moves curtains to each side of the window.
- Wooden Blinds – Lower blinds entire length of window and adjust blinds to horizontal position.
- Vinyl, paper, bamboo, other – Raise blinds to top of window.

## KITCHEN

- Remove everyday items from countertops such as toasters, coffee makers, white paper rolls, towels, soap, cereal boxes, food, etc.
- Close all cabinet doors and draws.
- Remove all stickers, magnets, photographs, notes, etc from front and sides of refrigerator.

## BEDROOMS

- Verify that coverlets are clean and straight.
- Remove items from underneath bed, if coverlet does not extent to floor.
- Clean room and place toys, games, clothes, etc into closet.
- Remove books, clocks, reading glasses, photographs, etc from night stands.

## BATHROOMS

- Remove everyday items from countertops.
- Close water closet top.
- Remove soaps, brushes, shampoo, etc from shower and tubs.
- Remove rugs from floor.
- Almost finished.....



## EXTERIOR

- Sweep leaves, dirt etc, from driveway, walkways, patios, decks.
- Remove garbage bins, bicycles, boxes, landscaping supplies to inside of garage or storage room.
- Park vehicles inside of garage or on street opposite side of your home.
- Close garage door and open blinds in garage.
- Coil garden hose onto garden hose stand or remove.
- Open patio umbrellas; arrange outdoor furniture for everyday use.
- Clean pool and remove floating objects from water.
- Remove security signs, school yard signs, etc from flowerbeds.

## FINAL

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