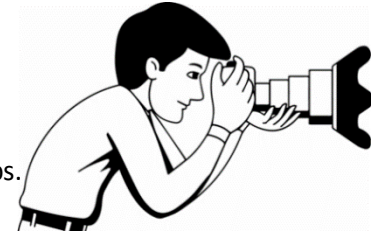


Photo Shoot Prep. Sheet

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 extend 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.

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.

