| Clean/Hoover all floors              | Clean wipe all surfaces              |
|--------------------------------------|--------------------------------------|
| Remove all pets                      | Ensure all lights on                 |
| Remove all personalised items        | Turn off all ceiling fans            |
| Remove all clutter                   | Empty/remove any rubbish bins        |
| Straighten all material (            | Maintain garden areas( lawns,        |
| cushions, sheets etc )               | bushes, hedges, flowers etc )        |
| Keep vehicles on driveways/car parks | Close garage doors                   |
| to a minimum                         |                                      |
| Remove wall stickers/posters         | Remove children's/pets toys/items    |
| Touch up paintwork where required    | Conceal marks with placed objects    |
| Straighten all furniture             | Open all curtains/blinds             |
| Turn off all viewing screens         | Consider signage where applicable    |
| Introduce a centrepiece/feature      | Set table with place settings        |
| Close all windows                    | Clean windows, mirrors, glassware    |
| Remove cleaning items from           | Store away if possible any visible   |
| kitchens/bathrooms                   | cables                               |
| Remove magazines, papers, mail,      | Walk through the property            |
| calenders and any date related       | inernally/externally teh day of your |
| material                             | appointment – does anything stand    |
|                                      | out?                                 |

To keep costs to a minimum, all areas should be prepared, ready to scan on arrival. Any moving of furniture or cleaning of areas may be charged



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