

Prepare the home. Confirm the plan.

EDITABLE MASTER - type in the fields or print on US Letter

Version 1 / October 24, 2026 / Review with your listing team before use.

Status: ready, in progress, needs discussion, or not applicable. Keep access codes private.

Kitchen

Clear counters and sink; store dishes, soap and sponges. Remove refrigerator papers and straighten stools.

Owner	Status

Pending / next action

Bedrooms

Make beds, straighten bedding, clear nightstands and store laundry, chargers and personal medications.

Owner	Status

Pending / next action

Bathrooms

Clear counters and shower products, clean mirrors, lower toilet lids and arrange clean towels.

Owner	Status

Pending / next action

Exterior

Coordinate moving vehicles and bins, put away loose hoses and toys, and sweep the entry.

Owner	Status

Pending / next action

Move only items you may move safely. Keep necessary safety equipment in place. Do not conceal defects. Cleaning, staging, access, timing and media scope require your actual agreement; this worksheet adds no services or deadlines.

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Living / dining

Clear paperwork, remotes and everyday table items. Straighten chairs and pillows; turn screens off.

Owner

Status

Pending / next action

Lighting / windows

Check working fixtures and consistent bulb color. Clean accessible glass; flag coverings that cannot move.

Owner

Status

Pending / next action

People / pets

Agree which spaces will remain clear. Provide a safe pet area with water outside the photographed spaces.

Owner

Status

Pending / next action

Scope / access

Confirm photographed areas, readiness and restrictions. Share entry details only through the agreed private channel.

Owner

Status

Pending / next action

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