

CollEstate Property Preparation Checklist

Please complete the following checks before the photography and digital capture session.

General

- Turn on all lights: lamps, wall lights, extractor hood and ceiling-fan lights
- Replace any burnt-out bulbs
- Clean windows and mirrors, removing marks and fingerprints
- Turn off ceiling fans; keep portable fans out of sight
- Turn off TVs and screens
- Straighten and align furniture
- Leave doors to rooms being photographed open; keep wardrobes closed
- Put away personal items (family photographs, toys, remote controls, etc.)
- Curtains: open if the view enhances the property; close if it does not. Keep blinds horizontal if they are attractive; raise them fully if they are not

Kitchen

- Clear and clean worktops
- Put away small appliances, unless they are particularly well designed
- Clear the outside of the fridge (magnets, notes, photographs, etc.)
- Put tea towels, sponges and cleaning products out of sight
- Hide the bin
- Set the table where possible (tablecloth, crockery, centrepiece)
- Align chairs

Living Room

- Plump and arrange cushions
- Clear coffee tables, desks and other surfaces
- Hide cables and chargers
- Vacuum and/or mop the floor

Bedrooms

- Make all beds, adding decorative cushions where available
- Clear bedside tables
- Put away phones, tablets and chargers
- Ensure wardrobes and dressing areas are tidy
- Keep the area underneath beds clear of visible items

Bathrooms

- Use clean, neatly arranged towels
- Close toilet lids
- Put out a fresh toilet roll
- Put away personal toiletries (toothbrushes, razors, medication, etc.)
- Remove bath mats
- Leave the shower curtain open or out of sight, depending on its condition

Outdoor Areas

- Cut the grass and remove loose branches and leaves
- Arrange for the gardener/pool cleaner to attend the day before, not on the day of the session
- Hide wheelie bins and recycling bins
- Put away hoses and gardening tools
- Arrange outdoor furniture neatly and place cushions
- Leave the pool uncovered and clean, with lights and jets working where applicable
- Clean the barbecue and put away utensils

Front of Property

- Keep all front-facing curtains in the same position
- Remove cars from the driveway and, where possible, from in front of the property
- Close the garage door

On the Day of the Session

- Turn on exterior lights manually at least one hour before sunset — do not rely on timers
- Have someone available at the property to answer questions or move items if required
- Let us know in advance about any communal areas to be included (pool, gym, communal facilities, etc.) or any spaces that should not be shown