



SPOTLIGHT
STAGING & DESIGN

Occupied Consultation Checklist

25937 John R Rd, Madison Heights MI 48071 | www.spotlightstagingdesign.com | 855.MI.STAGE

Our goal during your occupied consultation is to highlight the square footage of your house, neutralize the space and edit furnishings and accessories, so a potential buyer can see it as their home. The tips below will help you prepare your house for listing.

FRONT EXTERIOR

- Add fresh, black mulch to all flowerbeds.
- Trim any shrubs or trees that are overgrown.
- Remove any plants that are not thriving.
- Paint front door a recommended color or use a dark stain.
- Add a new simple welcome mat that fits the width of the door.
- Power wash driveway, walkway, windows and exterior siding of house if needed.
- Make sure house number is clearly visible from the street.

GENERAL INTERIOR

- Remove all personal photos, awards and degrees.
- Edit shelves. It's okay to leave some empty space.
- Make sure all beds are made using the bed recipe.
- Remove any extra furniture - highlight that square footage!
- Center remaining furniture on the focal point of the room - fireplace or exterior view.
- Remove all curtains, unless they are neutral panels. No tie-backs, valances or scarves.
- Steam clean carpets.
- Deep clean entire house—baseboards, light fixtures, A/C vents, etc.
- Remove any sports memorabilia.
- All artwork should be hung so the center is 62" from the floor.
- Make sure the house smells clean - try using a fresh linen air freshener.
- Close doors to all cabinets and closets.
- Hide all pet items.
- Put away any mail or newspapers.
- Empty all trashcans.

GARAGE

- Make sure there is enough room to park at least 1 vehicle.
- Clean and organize.



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KITCHEN

- Clear counters and tops of cupboards of visual clutter.
- Leave just a few items like a cookbook on a stand by the stove, a bowl of lemons on the island and a fern or floral on the kitchen table.
- Remove items off front/side/top of refrigerator.
- Keep only one appliance out.
- Empty, scrub and wipe down the kitchen sink.
- Grind half a lemon in the disposal.

BATHROOMS

- Deep clean counters, mirror, toilet, tub and floor.
- Open shower curtain halfway.
- Make sure toilet lids are down.
- Add fluffy, white show towels to all towel bars.
- Add a piece of art above the toilet or above the towel bar. The bottom of the art should be 6"-8" above the tank or bar.
- Add new toilet paper roll and fresh soap.
- Hide personal toiletry items like toothbrushes, makeup and shampoo.

CLOSETS/PANTRY

- Clear the floors of all closets/pantry as much as possible.

LAUNDRY ROOM

- Organize all detergents, etc. in cupboards or baskets.
- Put away clothes and get rid of any empty hangers.
- Wipe down the tops of washer and dryer.

BACKYARD

- Store all lawn equipment and toys.
- Make sure grass is trimmed and flowerbeds are weeded and well-maintained.
- Make sure the pool and/or spa are crystal clear.