Property Readiness Checklist

Helen Kozak Photography

Thank you for choosing Helen Kozak Photography to photograph your property. In order for us to make your property shine, we are going to need a little help from you before we arrive. Please review the list below to make sure your property is ready for its photo shoot.

Please:

1. Clean, dust and vacuum all rooms that are to be photographed.
2. Check all lighting to make sure all light bulbs are working. This includes lamps, can lights, fan lights, stovetop lights, interior oven lights, microwaves, pool lights and all exterior lighting, as well as all common area lights such as street lamps, landscape lighting and door sconces.
3. If there are two or more lamps in a room, make sure the bulbs are all the same type and wattage.
4. Try to have any special light bulbs on site in case one burns out.
5. Blow off all sidewalks, parking areas, patios, courtyards and pool decks so they are free of mulch and debris.
6. Planters should be deadheaded and watered.
7. Empty trash cans.
8. Remove as many paper announcements, signs and stickers from windows and doors as possible.
9. Do not display balloons or kiosk signs the day of your shoot.
10. Mow grass, edge, and trim trees and gardens within three days prior to your shoot.
11. Make sure all televisions, computers and their screens are in working order.
12. Try to straighten and hide as many cords as possible around computer stations.
13. Set out all outdoor furniture as you normally would, and we will adjust items as needed.
14. Make sure your pool is cleaned, vacuumed and skimmed, and that pool umbrellas are working.
15. Remove any defective pool furniture or broken umbrellas with their bases.
16. Put all cleaning equipment out of sight.
17. Put all hoses and racks away.
18. Clean and polish gas grills.
19. Install toilet paper in the model bathrooms.
20. Remove all interior advertisements and stand-up cards.
21. Make sure bedding and bed skirts are as neat and wrinkle-free as possible.
22. Iron curtains, including shower curtains.
23. Turn on the gas for fireplaces.
24. Have a key fob available so that we do not have to bother you for access to amenities.
25. Have a maintenance person available just in case.

Thank you!