

Date: [Insert Date]

To: [Client Name]

From: [Your Name/Company Name]

Subject: Your Interior Decluttering and Staging Checklist

Dear [Client Name],

To prepare your property for photography and upcoming viewings, we have put together a checklist to help you declutter and stage your home. Following these steps will ensure your space looks its best and appeals to the widest range of potential buyers.

General Areas (Living Room, Dining Room, Entryway)

- Remove all personal photographs and family heirlooms.
- Clear away all mail, magazines, and remote controls.
- Thin out bookshelves by removing approximately 25% of the items.
- Replace burnt-out light bulbs with warm-toned bulbs.
- Hide all visible electrical cords and chargers.

Kitchen

- Clear all items from the countertops (including toasters and kettles).
- Remove all magnets, photos, and notes from the refrigerator.
- Clean all appliances until they are streak-free.
- Empty the trash bin and store it out of sight.
- Ensure the sink is completely empty and clean.

Bedrooms

- Make all beds with neutral-colored linens.
- Clear off nightstands, leaving only a lamp or one book.
- Store all clothing, shoes, and laundry baskets inside closets.
- Remove any portable fans or space heaters.

Bathrooms

- Remove all personal toiletries from the shower and counters.
- Put out fresh, white towels.
- Ensure the toilet lid is closed.
- Clean mirrors and glass shower doors thoroughly.

Final Touches

- Open all curtains and blinds to let in natural light.
- Ensure all indoor trash cans are hidden.
- Place a fresh pot of flowers or a bowl of fruit on the dining table.

Please let us know if you have any questions or if you would like us to recommend a professional staging service.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email]