

# Staging Report Example

**Name of Client**

**Address of Property**

**City, State Zip**

\*\*Picture of exterior of home here\*\*

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**Dear Homeowner,**

Thank you for allowing me the opportunity to help you prepare your home for today's challenging real estate market. The following report will provide recommendations on how to show your home to buyers in the best manner possible – creating faster and higher offers. Please understand that these recommendations are not commentary on your lifestyle or personal taste, but only recommendations based on what today's buyer is looking for when they make the choice to purchase a home.

**Curb Appeal-Exterior** — The home has a neutral exterior with a nice long driveway and attached garage. I thought it had a nice appeal from the street. It has a very large yard in the front and back. Due to the time of year, there is not much that can be done to the exterior landscape. In general, snow should be removed as needed and the home should be clear of any debris around it.

**General tips and other action items are listed below:**

- Clean/pressure wash exterior of home
- Clean/pressure wash driveway/sidewalk
- Clean windows
- Clean gutters
- Repair or replace screens
- Sweep driveways, walkways & porches
- Shovel driveway & walkways
- Weed beds, walkways and driveway
- Remove litter or garbage
- Store toys
- Store hoses and lawn supplies
- Trim bushes and/or trees
- Remove dead/dying plants
- Remove excess plants
- Remove any debris from the lawn and around the house, including branches, leaves, etc.
- Remove cobwebs, bugs and nests from porches
- Remove all signs of pets & debris
- Add welcome/door mat
  - If a pop of color is needed, a door mat could be added

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**Entry Way** — This is a nice open area to the living room and staircase. The flooring was nice. I recommended removing the tray tables by the door. This area should be as open as possible for buyers to come in.

**Living Room** — The living room is open from the entrance of the home. It is a good size room with a beautiful front window! The colors on the wall were nice and neutral enough. The carpeting was a little dated but still seemed to be in decent condition. A buyer may want to replace this. We also discussed repositioning the furniture to free up some space along the large wall. The cut-out shelves should be clear of any items. This will show the great feature and gives a clearer view into next room.

### General tips and other action items are listed below:

- Clean carpeting
- Replace carpeting
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Reduce items on bookshelves
- Remove items on the shelving by the entrance to the living room area
- Remove excess furniture
- Remove the cart in the corner
- Minimize personal memorabilia & other items
- Keep all tops of tables clear of smaller items for pictures.
- Remove some items from the curio. Dust, polish & thoroughly clean
- Remove electronics
- Remove any remotes for pictures
- Reposition Furniture
  - Move the couch to the wall the sofa is on and the sofa to the wall the couch is located. The end table and lamp can then be moved next to the sofa on the left side to add more lighting to this area and free up space in the corner
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style

**Dinette** — The dining area is off the kitchen. It is a spacious area with a nice view of the yard from the window. The furniture placement was good and there was not much to do in this room. A buyer may want to repaint and replace the flooring.

### General tips and other action items are listed below:

- Replace/repair damaged flooring
- The flooring is not damaged, but a buyer may want to replace the flooring
- Paint neutral color
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Reduce items on bookshelves
- Remove items from the shelving between the living room and dining area
- Remove artwork
  - Items on the wall may be removed if there are no major holes that can't be touched up.
  - Remove the items hanging from the ceiling fan and the item from the ceiling by the window
- Minimize personal memorabilia & other items

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- Items on shelves should be stored
- Remove table cloth
- Add centerpiece, a bowl of fresh fruit or fresh flowers in a vase is a good option for pictures
- Dust, polish & thoroughly clean
- All fixtures have matching lightbulbs of the same wattage and appropriate size/style

**Kitchen** — The kitchen has also had the dining area attached but has its own area as well. The wall color, cabinets, counter, and flooring all look okay. There is plenty of cabinet space and a nice pantry and built in desk area. There were just a few items we discussed, but mostly to de-clutter some of the areas.

### General tips and other action items are listed below:

- Paint neutral color
- Buyers may want to paint. The color was okay to leave for now.
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Remove items on countertops that are not used daily
  - Counter tops should be cleared as much as possible- It is okay to leave items used daily out
- Remove all objects from refrigerator (all surfaces)
- Remove all items from the top of the refrigerator
- Remove garbage/recycling containers from sight
- Remove garbage can for pictures. Remove & store items on top of cabinets
- Remove any loose items on tops of cabinets and/or shelving
  - Remove paperwork off the desk area
  - Remove the corkboard and shelving on the wall above the desk area.
- Store knife block out of sight for safety reasons
- Clean and organize pantry
- Clean & wipe down cabinets
- Clean all appliances thoroughly – inside and out
- Polish solid surface countertops
- Dishes stored out of sight
- Clean stained tile and grout
- Wash/scrub floors
- Store medication in secure location
- Remove excess items
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style
- Other recommendations
  - Remove the sun catcher and chime from the window rod

**Bathroom (Main Level)** — The main level had a nice bathroom. There was not much to do here. We did discuss repairing the vanity as needed (re-stain wood and replace top). The colors were neutral, including the walls and the flooring.

### General tips and other action items are listed below:

- White-glove clean
- Remove rug(s)
  - Remove the rugs for pictures. This will show the floor more and make the room look larger
- Remove personal products

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- Reduce personal products to maximum of 3 bottles in shower/bath
- Add fresh luxurious fluffy white towels
- Add fresh luxurious towels
- Add artwork
- Paint cabinetry
- Re-stain areas of cabinetry as needed
- Replace sink
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Store medications in secure location
- Store valuables out of sight
- Trash can should be removed for showings
- Clean/replace grout or caulk
- Caulk will be done around the tub per seller
- Keep toilet seat down
- Keep toilet lid down
- Clean/replace shower glass
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style

**Master Bedroom** — The master bedroom was a nice size with good furniture layout. There is hardwood flooring and a large carpeted rug. The color on the wall did match the rest of the décor in the room, so it could be left alone. A buyer may want to paint this upon moving in though. The only thing the room really needs is to be de-cluttered a little from items on top of dressers and night stands, and a few pieces moved out for pictures.

### General tips and other action items are listed below:

- Clean carpeting
  - If carpet/rug needs to be cleaned, it could be
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Remove excess furniture
- Remove the chair and the hat rack for pictures
- Make beds daily
- Add throw pillows to bed
  - Could add more "fluff" or color to the bedding with extra throw pillows and/or throw blanket
- Put away laundry/clothing
- Remove all shoes from the floor for pictures
- Store medication in secure location
- Store valuables out of sight
- Remove bags/boxes
- Remove any loose boxes or bags off the floor for pictures.
- Remove religious artifacts
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style
- Other recommendations
  - Keep tops of dressers and night stands clear of too much clutter.
  - It is okay to keep a lamp, phone, or clock on night stand, but other items should be stored away

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**Bedroom 2 (Office Room)** — The second bedroom is currently being used as an office. It is a great size with hardwood flooring. It is okay to leave it set up this way, but I would suggest removing as much non-office furniture as possible to show more space.

**General tips and other action items are listed below:**

- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
  - Try to get the sticker off the closet door
- Remove excess furniture
  - Remove kitchen table and chairs and any other large pieces of furniture that can be
- Reduce/store toys
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style
- Desk Area
  - Keep the desk area cleaned off as much as possible for pictures. Any bookcases in this room should also be as de-cluttered as possible too

**Bedroom 3 (Upstairs)** — This bedroom was a good size with nice hardwood flooring and built-in bookshelves. The furniture layout was good. The color matched the decor of the bedding, but buyers may want to paint this room. The main thing in this space was to clear out anything not needed and de-clutter.

**General tips and other action items are listed below:**

- Paint neutral color
  - If the color becomes a concern, it could be painted neutral. Seller was not going to paint now
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Remove excess furniture
- Add throw pillows to bed
- Make beds daily
- Put away laundry/clothing
- Reduce/store toys
- Remove religious artifacts
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style
- Other recommendations
  - Keep bookshelves and tables clear of clutter and paperwork as needed

**Bedroom 4 (Largest Room Upstairs)** — This bedroom was huge! Nice layout and plenty of space to even make a master bedroom for a new buyer. The flooring was hardwood and had a larger rug. The color on the wall matched the room's décor, but a buyer may want to paint, as there is a rainbow painted on the wall as well. There is a walk-in closet that is painted pink. The seller had not planned on painting this, but a buyer may want to. There were some shelving units on the wall that I advised could be left up. The main thing in this room was to remove any furniture that might not be needed.

**General tips and other action items are listed below:**

- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards

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- Remove excess furniture
  - Remove the round outdoor table and the twin mattress
- Add throw pillows to bed
- Make beds daily
- Put away laundry/clothing
- Reduce/store toys
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style
- Rearrange furniture
  - If room will not be painted, a piece of furniture could be put in front of rainbow on wall for pictures

**Bathroom (Upstairs)** — This full bath is neutral and was very clean. The décor is good since it matches throughout. The flooring, sink, and tub are also nice. There was really nothing to do in this room.

### General tips and other action items are listed below:

- White-glove clean
- Remove personal products
- Reduce personal products to maximum of 3 bottles in shower/bath
- Add fresh luxurious fluffy white towels
- Add fresh luxurious towels
  - As needed on the towel rack by the toilet.
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Store medications in secure location
- Store valuables out of sight
- Clean/replace grout or caulk
- Keep toilet seat down
- Keep toilet lid down
- Clean/replace shower glass
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style

**Lower Level (Not finished)** — The lower level has an area that a buyer could potentially finish to make a family or recreation room. It was very clean and organized. There were a few items on top of the pool table. I would clear the pool table off and display that if it will also be sold with the home.

### General tips and other action items are listed below:

- Replace/repair damaged flooring
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Remove excess furniture
- Remove any furniture or items that are not being used
- Minimize personal memorabilia & other items
- Dust, polish & thoroughly clean
- Organize space
- Keep all extra items stored away and out of the room for pictures
  - All items should be kept organized for showings as well

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- Add seating arrangement
- Create game room environment
- Create entertainment room
- Repair cracks to floor, walls and/or ceiling
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style
- Remove cobwebs
- Sweep floors
- Organize basement

**Laundry Room and Storage Area (Basement)** — Laundry, work bench and storage area looked okay. I usually just recommend keeping this area clear and organized. The buyer should be able to view the mechanicals.

**General tips and other action items are listed below:**

- Replace/repair damaged flooring
- Patch/repair holes in wall
- Touch-up paint walls/baseboards
- Clean scuff marks walls/baseboards
- Wash/scrub floors/clean grout
- Add bins/baskets to shelves to hide smaller items
  - A great way to hide items in the laundry area is to put them in baskets or bins. It makes the area look organized
- Store clothing out of sight
- Store supplies in cabinet/out of sight
- Clear off tops of washer/dryer
- Wipe down washer/dryer
- Store baskets out of sight
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style

**Hallway and Staircases** — All hallways and staircases should be clear of items and easy to move through. The stairway was also carpeted with older carpeting. Seller won't be replacing. Buyer may want to replace.

**Closets and Storage Areas** — All closets should be organized. Buyers will open closets to see what kind of space they have available. This area should be kept organized as well.

**General tips and other action items are listed below:**

- Reduce contents & store offsite
- Remove non-seasonal clothing
- Remove clothing that no longer fits or is damaged
- Remove excess hangers
- Organize – Clothes/coats facing same direction
- Add baskets for loose items
- Floors should be clear of contents
- Boxes and stored items removed & kept offsite
- All light fixtures have matching lightbulbs of the same wattage and appropriate size/style

**Garage** — The garage is large and showed space to park 2 cars, with extra storage. It seemed organized. I recommended keeping both service doors clear so buyers could walk through and open doors.

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**General tips and other action items are listed below:**

- Remove boxes
- Organize shelves
- Organize tools/equipment
- Remove and reduce
- Clean stains from floor
- Sweep
- Remove cobwebs

**Backyard** — The backyard was covered in snow and there was nothing to do here. The yard was very large! See the curb appeal section for more tips.

**Side of the Home** — Make sure all sides of the home are cleaned up of any debris

**Basic Showing Instructions** — Thank you for allowing me to help you prepare your home for sale. In addition to the above recommendations, I also recommend the following actions when your home is being shown:

- Keep house white glove clean
- Have all lights on
- Keep temperature seasonally comfortable
- Curtains should be open
- Windows should be clean
- Make all beds
- Everything must be tidy and neat

**It was a pleasure to do the walk through. Your home is beautiful! If you have any questions, please let me know. Best wishes on the sale of your home and your new home!**

**Sincerely,  
Jenny Wiencek  
Pretty Please, llc**

**(414) 731-0720**

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