

Standard Residence Appearance



- ❖ Newspapers / magazines - All newspapers should be removed. Out of date flyers, brochures and advertising materials should be discarded. Glossy magazines should be left stacked neatly on the coffee table.
- ❖ Grocery bags / boxes, etc. - All grocery bags, old boxes and empty cartons of any kind should be removed from drawers, closets and cupboards and discarded.
- ❖ Pencils / twist ties / rubber bands - All used odds and ends should be discarded from drawers, cupboards, baskets and countertops.
- ❖ Fast food condiment packages - All individual packages of soy sauce, ketchup, mustard, etc., should be discarded from drawers, cupboards and countertops.
- ❖ Cleaning and paper products - All cleaning products - whether open or new - should be left in one general area, either under the sink or in the utility room. All paper products, paper towels and toilet tissue should be left in or on the appropriate cupboard or shelf.
- ❖ Sponges / Brillo pads - All used sponges and Brillo pads should be discarded. Only new, fresh sponges should be left under the kitchen sink.
- ❖ Dish drainers - All kitchen dish drainers should be placed under the sink and out of sight.
- ❖ Flowers / ant traps / mildew traps - All flowers, ant traps and mildew traps should be discarded. Artificial plants and flowers should be dust-free. Real potted plants should also be dust-free and of a neat appearance. All cut flowers should be discarded unless they are a fresh arrangement with a card, left as a gift for the incoming guest.
- ❖ Carpet remnants - There should be no carpet remnants used as door mats. Any remnants the owner wishes to keep for patching purposes must be bagged or neatly rolled and taped and placed on a shelf in an out-of-the-way closet. They should not be an inconvenience to the guest.
- ❖ Refrigerators and freezers - Refrigerators and freezers should be completely cleared out. Any unopened non perishable items should be placed neatly in a kitchen cupboard including all liquor whether opened or unopened. Unopened wine, beer, soda, water and unopened condiments, (ketchup, mayonnaise, etc.), should be neatly placed in a kitchen cupboard. Opened bottles or cans should be discarded.
- ❖ Spices, cans, packages - All spices should be left where they have been stored by the owner. Cans of food and unopened packages should be left on a top shelf in a kitchen cupboard.
- ❖ Garage door openers - All garage door openers should be left on the kitchen counter or with the property consultant.
- ❖ Appliance remotes - All appliance remotes should be left on or next to the appliance it operates.
- ❖ Towels - All towels should be neatly folded and color coordinated in linen closets. Towels in bathrooms should be matching and neatly displayed.
- ❖ Throw pillows - All throw pillows should be turned and displayed uniformly on couches and beds.

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- ❖ Couch cushions - Check under cushions for cleaning; then fluff up.
- ❖ Lamp shades - Table lamp shades should be dusted and left straight with seams facing the wall.
- ❖ Toilets - All toilets should be sanitized with a disinfectant.
- ❖ Soap - Old, used soap should be discarded and new, unopened vanity packs should be left in each bathroom. Decorator soaps should be dusted and displayed neatly in the appropriate container.
- ❖ Toiletries - Opened bottles of shampoo, conditioner, shower soap, hair lacquer, etc. should be discarded. Unopened toiletries should be placed under the bathroom sink or displayed on the counter neatly.
- ❖ Note to owners - If you do not wish for personal food, drinks, toiletry items, paper products, etc. to be used, please remove them from the residence or lock them away in an owner's closet. Although we emphasize to guests when using any items left in the residence - *"use what you need but replace it for the next person"* - this is not always adhered to and many guests believe that items have been left for their use.