

ASHLEY PROVOST DESIGN

Checklist: Is Your Home Ready For Staging?



Getting a home ready for the market is a complex task that rewards partnership. We've created this checklist to assure your property is ready for staging. Common occurrences that cause re-schedules and additional costs include insufficient access to the property, changes to the staging plan, and other work crews being scheduled on our load-in days.

We bill in-full 1-week prior to staging.

Preparation begins on your project 1 week before we are on-site; we begin planning staffing, truck routes, ordering any specialty items, and pulling your items. Within that week we will make every effort to accommodate, but some changes will require additional charges and we cannot guarantee rescheduled dates. Prior to this week, any changes to the plan or schedule are welcome and usually easy to make.

If we arrive at the home and it's unfit for staging due to any of the reasons listed below, your staging may be canceled and you may be charged up to the full staging fee.

Please note unless we are told otherwise the paying client will be the person responsible for any additional charges--this may be the realtor or the homeowner. We recommend that the paying client take extra steps to check with all others involved (homeowners, contractors, tenants, etc) to ensure the property will be ready.

We look forward to working with you! Thank you.



- For safety reasons, **we must be the only work crew on-site** (inside & out). This includes handymen, contractors, cleaners, landscapers, painters, etc.
- Assure that **recently updated surfaces are dry and ready for us to place items on** (walls, doors, cabinets, floors, etc). If floors have been redone, check with your flooring professional for guidelines as some require up to six weeks to cure. We are not responsible for damage to surfaces as a result of normal staging placement.
- **Verify the driveway or nearby street parking is available** with clear, wide paths to the front of the home. If the area will be blocked let us know so we can adjust our proposal. Our delivery team is not allowed to work in narrow pathways between cars in garages or driveways.
- **Check for any scheduled work that could affect access**, such as road closures or utility/building maintenance. We need to be able to park nearby, walk back and forth to trucks frequently, come and go from the property without delay or damage to items.
- **Make sure all construction or tripping hazards have been cleared** from the site including packing boxes. We will be walking from the truck up to the house then through the home, carrying bins and furniture. We need clear walkways for our safety, please.
- **Make sure the furniture we recommended you remove is taken out** in advance. We are not able to move non-APD furniture. If furniture recommended to be removed has been left in the home, we will leave it in place and incorporate it into the staging. If we expected the piece to be removed and selected furniture to replace it, you will still be charged for our time to pull, load, and deliver the furniture, but not the rental fee.
- Make sure there are **no hazardous materials exposed** on the job site. This includes strong odors, such as recently sprayed oven cleaner, spray paint, wood stain, as well as recently removed asbestos, mold, and punctured fluorescent bulbs.