

# Staging Checklist Agreement

Thank you for choosing Market Ready for your staging needs! In order to ensure that your staging experience is smooth and hassle-free, please review the below information and complete the checklist so that your property will be completely ready on your scheduled delivery. If for any reason you are unable to meet ANY of the below requirements, please notify us at (703) 660-8727 at least 72 hours in advance of your scheduled delivery. *Failure to comply may result in financial penalty.*

## CANCELLATION & RESCHEDULING

If for any reason the staging cannot proceed on the scheduled date, please notify us at 703-660-8727 as soon as possible. If the cancellation is within 72 hours of the scheduled date a \$150 cancellation fee will apply.

## WORK DELAYS

If the scheduled staging is significantly delayed due to a failure to comply with any of the below checklist requirements, our inability to access the property, and/or other legitimate reason(s), an hourly work delay fee will be assessed at a rate of \$150/hr with a minimum fee of \$150.

## Preparing for Staging Day

- ✓ Ensure that all home improvements have been completed by contractors and all construction materials have been removed from the property site. This includes paint cans, lumber, tools, ladders, etc.
- ✓ Ensure that all floors, surfaces, and baths are clean and have been swept, vacuumed or damp mopped.
- ✓ Ensure that the driveway and walkways are clear for our delivery truck to park and that our move team can easily access the property. This would include mulching, construction of walkways, dumpsters or debris on the driveway, etc.
- ✓ Ensure that all personal items not involved in the staging have been removed from the property. This would include furniture, exercise equipment, TVs, etc. NOTE: *Our movers and other staff do NOT move personal items.*
- ✓ Ensure a suitable working climate for our team by making sure that either the heating or air conditioning is on and functioning as necessary for your scheduled date.
- ✓ Ensure, if applicable, that the freight elevator and/or loading dock areas have been reserved for an adequate window of time for loading and unloading.

Revised on 4/2/2019

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## Staging Checklist Agreement (Continued)

- ✓ Ensure, if required by your town or city that all necessary parking permissions for our vehicles have been properly reserved and all required documentation obtained for your scheduled date.  
**NOTE:** *If the proper parking permits have not been obtained and our vehicles are ticketed, Market Ready will bill the client for any and all expenses related to the ticket and its processing/resolution.*

**PHOTOGRAPHY NOTE:** Agents must allow reasonable time for furniture and staging elements to be installed and finishing touches made prior to the photography. Therefore, a recommended best practice is to schedule the photographer for the day after staging in the event that more items or edits to the final staging are deemed necessary.

### Preparing for De-staging Day

- ✓ Ensure that the driveway and walkways are clear for our delivery truck to park and that our move team can easily access the property. This would include mulching, construction of walkways, dumpsters or debris on the driveway, etc.
- ✓ Ensure that all items not belonging to Market Ready are removed from the property prior to de-stage.  
**NOTE:** *If items have not been removed and are accidentally collected during the de-stage, it will be the client's responsibility to claim the items from the Market Ready Warehouse and Showroom.*
- ✓ Ensure a suitable working climate for our team by making sure that either the heating or air conditioning is on and functioning as necessary for your scheduled date.
- ✓ Ensure, if applicable, that the freight elevator and/or loading dock areas have been reserved for an adequate window of time for loading and unloading.
- ✓ Ensure, if required by your town or city that all necessary parking permissions for our vehicles have been properly reserved and all required documentation obtained for your scheduled date.  
**NOTE:** *If the proper parking permits have not been obtained and our vehicles are ticketed, Market Ready will bill the client for any and all expenses related to the ticket and its processing/resolution.*

I, the Lessee, hereby affirm that I understand, agree with, and accept all of the above terms and conditions and approve.

\_\_\_\_\_  
Market Ready Representative Printed  
Name

\_\_\_\_\_  
Lessee Printed Name

\_\_\_\_\_  
Market Ready Staging Solutions Signature

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Revised on 4/2/2019

**MR-004**