**Vacant Service Planning Checklist**

**Before tackling a vacant home, confirm you have completed the following:**

* Researched the local furniture rental companies in your area
* Photographed and inventoried the chosen furnishings I will be using for my business
* I have a clear picture of the process, limitations and cost of furniture rental stand alone for each furniture rental company in my area
* I would be able to easily provide an estimate over the phone for furniture rental alone
* **Based upon their payment process and agreement, decide whether you will be the main contact or have client go direct to furniture rental company.**
* **Based upon the above, create your Staging Proposal and Vacant Contract to reflect payment structures**
* I have my Staging Proposal and Contract Forms ready and in place
* Set up an inventory management system in order to keep track of my personal inventory/accessories going into homes (recommend you use Darby see Members Area)
* Shop for accessories and inventory to build out rooms
* Label, photograph and store all my accessories and inventory
* Create space in my home or rent storage for my accessories
* Scan each piece of inventory into my inventory management system with photos
* I have my Staging Toolbox completely ready and well-supplied
* I have Staging Insurance that covers my furnishings and business in the event of theft