OWNER CHECKLIST

# Your listing, from upload to payout

A one-page companion to the complete Owner Guide.

## 01 / BEFORE YOU LIST

☐ **Add payout details**
Dashboard → Payment & Payout: bank routing and account number for Wise payouts.

☐ **Photograph the garment**
Flat-laid or hung on a neutral background. Up to 10 JPG/PNG images, 10MB each. No children.

☐ **Complete the listing**
Category, size, honest condition, measurements (or N/A), 5-digit ZIP, shipping and/or pickup. Rent, sell or both on one listing.

## 02 / WHEN A REQUEST ARRIVES

☐ **Respond within 2 days**
Accept or decline by 11:59 PM ET on the second day, or the request expires and the Borrower is refunded.

☐ **Ship or hand off on time**
Ship at the speed the Borrower paid for and enter tracking, or confirm the pickup handoff in the order.

## 03 / AFTER THE RENTAL

☐ **Follow the return**
Borrowers pay for tracked return shipping and drop off within 2 calendar days of the end date.

☐ **Inspect within 24 hours**
Mark Received. File a damage claim with photos if needed; otherwise the deposit is released.

☐ **Clean and check your payout**
Dry clean before the next rental. Earnings: 80% Owner-Managed or 60% KC-Managed, sent by Wise (net of its fee).

> Questions? **info@kareenascloset.com**

> **Shipping is not reimbursed**
> Checkout shipping is the only shipping amount you receive. Enter accurate weight and package dimensions; KC does not cover label costs above what the Borrower or Buyer paid.