



STAYMARQUIS

**PROPERTY
PREPARATION CHECKLIST**

**ARE
YOU
READY?**

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Your guests' satisfaction is of the utmost importance as it translates directly to reviews and to the subsequent bookings you receive. Making sure your home is properly prepared and maintained plays a huge part in ensuring their satisfaction. The time, money and effort that you put forth getting your property ready will have residual effects that will pay dividends down the road.

The purpose of this guide is to make sure you perform all necessary tasks before your first guest arrives so that you can deliver the highest quality experience possible.

enjoy!



SET UP SEASON SERVICES

- ☐ Pool opening (seasonal)
- ☐ Pool closing (seasonal)
- ☐ Sprinklers / Irrigation (seasonal)
- ☐ Clean gutters (seasonal)
- ☐ Cable / WiFi / Phone (monthly)
- ☐ Lawn service (weekly)
- ☐ Pool cleaning (weekly)
- ☐ Hot tub service (weekly)
- ☐ Trash pick up (weekly)
- ☐ Snow removal (as needed)
- ☐ Exterminator (as needed)
- ☐ Mosquito / Tick spray (as needed)



MAINTENANCE

- Spring cleanup
- Fall cleanup
- Open the pool
- Open the hot tub
- Clean gutters
- A/C unit services, freon checked and filters changed
- Be sure all light bulbs are working and that back ups are in the storage closet
- Replace all batteries in smoke detectors, carbon monoxide detectors, etc. and make sure they're working
- All mold should be removed from the bathrooms (recaulk if necessary)
- Clean or replace shower curtain if mildewed
- Windows are in good condition, easily openable and locks work
- Make sure all windows and doors have screens
- Doors are in good condition, easily openable and locks work
- Check to make sure there are no leaking, defective, obstructed or unsupported pipes or faucets
- Walls, floors and ceilings are clean and in good repair

- All fixtures are stable and not loose (showerhead, cabinet handles, toilet paper holders)
- Shower heads and faucets don't leak
- Strong water pressure (hot and cold water)
- Toilet and toilet seat are clean and flushes properly
- Mirrors are clean and not cracked
- Floor, decking and patio is clean and in good repair
- Appliances and sinks are working and clean with no smells or damage
- Furniture is in good condition, without stains, scuffs, breaks or tears



CLEANING

- Power wash the house, fence, deck and walkways
- Gardens and lawns are well-kept (no overgrowth or dead plants)
- Professionally clean windows inside and out
- Outside furniture should be cleaned well (cushions replaced if necessary)
- Clean the oven
- Deep clean the BBQ
- Pool / hot tubs have clean water
- Carpets and rugs aren't stained or worn
- Throw out any expired spices and get new ones
- Remove any perishables that should not be consumed by guest
- Wash all blankets, comforters, pillows, throws, etc.
- Ensure matching bedsettings (sheets and pillowcases) without stains or holes
- Extra linens for each bed are clean, without stains or holes and stored in easy to find locations
- Top covers (duvet with cover, comforter, quilt or blanket) are washable and not worn or dated
- Ensure mattresses are comfortable, flat and clean (don't sag or squeak)

- Bedframe, covered box spring or loft (unless bed is a futon) have cover over with a base wrap, bed skirt or extra fitted sheet
- All areas of dwelling and structures are clean, pest free and mold free
- All drawers, medicine cabinets, counters, shower/bath are clean and free of personal items
- A neutral or pleasant aroma in every room
- Entry is clean and illuminated



DEEP CLEAN

Deep clean entire house and outside furniture

- ☐ Under beds
- ☐ Behind furniture that can be moved
- ☐ Under couch cushions
- ☐ Inside closets
- ☐ Inside kitchen drawers
- ☐ Inside kitchen cabinets
- ☐ Inside the dresser drawers
- ☐ Inside the oven
- ☐ Pull out stove to clean behind if it's electric (cannot move gas stoves)
- ☐ Inside the fridge and freezer (take out all shelves and drawers)
- ☐ Pull out fridge to clean behind
- ☐ Counters and cabinets organized and clutter free



OPERATIONS

- Make extra keys or provide keyless entry passcode
- Be sure TV's have a remote (use label maker to mark the back of the remote which TV and room it belongs to)
- Replace batteries in all remotes
- Use a label maker to mark all light switches (outside light, driveway light, pool light, etc.)
- Use label maker to mark the shelves inside the kitchen cabinets
- Use label maker or marker to label fuse box
- Have 2 complete sets of sheets per bed (store second set in easy to find location)
- Have 2 sets of towels per guest (store second set in easy to find location)
- Interior design is thoughtfully styled and decluttered
- Everything out in the open is either aesthetic or could be used by a guest
- Be sure to provide bug spray
- Wires and cables for entertainment systems and other electronics are organized and hidden from sight
- Layout of furniture is thoughtfully arranged and not cluttered (it's easy to walk around in every room)
- Dishware sets aren't outdated and match (plates, bowls, dining ware, glasses, wine glasses etc.)

- Printed house manual that includes:
 - Host & emergency contact information
 - WiFi Password
 - Check out procedures
 - House rules
 - Instructions on how to use TV remotes and cable
- List of contacts (local hospital, poison control, convenience store / grocery store, other local contacts and nearby attractions)
- Obtain rental permits or other approvals necessary

SO...

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