



Quarterly Walkthroughs *for Marquis Collection Properties*

Quarterly Walkthroughs are mandatory for all homes in the Marquis Collection to maintain high standards of quality, safety, and guest satisfaction. These reviews help identify and address issues early, preserving your property's value and ensuring it remains guest-ready year-round.

EACH QUARTERLY WALKTHROUGH TAKES 2-3 HOURS &
INCLUDES THE FOLLOWING COMPREHENSIVE MAINTENANCE TASKS

- **Air Filter Replacement:** Change easy-to-reach air filters to maintain air quality and HVAC efficiency.
- **Battery Replacement:** Change batteries in remotes and keyless entry systems.
- **Household Supplies Restocking:** Restock essential household supplies.
- **Kitchen Equipment Check:** Ensure all kitchen equipment and utensils are in good condition and fully functional.
- **Lightbulb Replacement:** Change easy-to-reach lightbulbs and notify the owner if specialty items are needed.
- **BBQ Inspection/Cleaning:** Scrub the grill, replace trays if needed, and check propane levels.
- **Dryer Maintenance:** Inspect and clean the lint trap; advise if vent cleaning is required.
- **Pool/Hot Tub Inspection:** Check for cleanliness, proper functioning, and report if servicing or refilling is needed.
- **Home Organization:** Re-set furniture, declutter spaces, and ensure the home is guest-ready.
- **Safety Device Testing:** Test smoke and CO2 detectors; replace batteries as needed.
- **Cleaning Assessment:** Report if a deep or regular cleaning is necessary.
- **Linen Inventory:** Report if additional linens are required.
- **Appliance & Amenity Inspection:** Check major appliances and amenities, including fridge, freezer, oven, dishwasher, washer/dryer, movie theatre, gym, billiard table, etc.
- **Maintenance Reporting:** Identify and report any issues that require third-party service providers (e.g., landscaping, pool/hot tub services, HVAC, trash removal).



Quarterly Walkthroughs *for Marquis Collection Properties*

BILLING

While the Quarterly Walkthrough itself is included for properties in the Marquis Collection, any maintenance or repairs identified during the review that require attention will be billed separately on a time and materials basis. This ensures that issues are addressed promptly and professionally, minimizing the risk of more extensive damage or inconvenience.

SCHEDULE

Quarterly Walkthroughs are conducted throughout the year. We will coordinate with you to ensure property access and minimize any disruption to your rental schedule.

For any questions about this checklist or specific supply requests, *please contact your Account Manager or Rental Manager.*