VACATION RENTAL PROPERTY MGMT CHECKLIST

smartsheet

✓	ITEM TO REVIEW / CONFIRM	COMMENTS
☐	INSPECT ROOF	
☐	INSPECT EXTERIOR FOR DAMAGE / NEEDED REPAIRS	
☐	INSPECT INTERIOR + EXTERIOR STRUCTURE + GROUNDS FOR PESTS	
☐	TAKE NECESSARY PEST CONTROL MEASURES	
☐	GROUNDS MAINTENANCE	
☐	REVIEW EXTERIOR AMENITIES - WATER, SHOWER, GRILL, ETC.	
☐	INSPECT EXTERIOR FURNITURE	
☐	ENSURE GRILL IS OPERATIONAL, CLEANED, AND PROPANE REFILLED	
☐	INSPECT INTERIOR FOR DAMAGE / NEEDED REPAIRS	
☐	ENSURE ALL APPLIANCES OPERATIONAL	
☐	ENSURE ALL ELECTRONICS OPERATIONAL AND PROGRAMMED	
☐	CHANGE BATTERIES IN ALL REMOTES, ALARMS, KEYLESS ENTRY PADS, ETC.	
☐	TEST ALL ALARMS	
☐	CHECK ALL LIGHTS / REPLACE BULBS	
☐	CHECK FIREPLACE AND FLUE	
☐	CHECK AND CLEAN CEILING FANS	
☐	INTERIOR DEEP CLEAN	
☐	TURN ON WATER SUPPLY	
☐	CHECK WATER PRESSURE	
☐	CHECK ALL FAUCETS AND CONNECTIONS FOR LEAKS	
☐	CHECK AND SERVICE HVAC SYSTEMS	
☐	REPLACE HVAC FILTERS	
☐	INSPECT INTERIOR FURNITURE	
☐	INTERIOR DEEP CLEAN	
☐	RESTOCK GUEST AMENITIES	
☐	CHECK ALL SVCS - ELECTRIC, GAS, CABLE, INTERNET, PHONE, ETC.	
☐	REVIEW / UPDATE MARKETING	
☐	REVIEW SOCIAL MEDIA PROFILES AND / OR WEBSITE	
☐	UPDATE GUEST GUIDE / LITERATURE	
☐	CHECK ANY INSTRUCTIONAL SIGNAGE	
☐	PROVIDE REPORT TO OWNER	
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