

Pre-Arrival Checklist

Pre-Arrival Preparation

Cleaning and Maintenance

- Thoroughly clean all rooms (vacuum, mop, dust).
- Sanitize high-touch areas (doorknobs, remotes, light switches).
- Wash all linens and towels.
- Check for and remove personal items or clutter.
- Ensure all windows and doors lock securely.
- Inspect appliances and electronics for functionality.

Stocking Essentials

- Fresh linens and towels (1-2 sets per guest).
- Toiletries (shampoo, conditioner, soap, toilet paper).
- Basic kitchen supplies (salt, pepper, oil, coffee/tea, paper towels).
- Trash bags, dish soap, and sponges.
- First-aid kit and emergency numbers.

Amenities and Extras

- Wi-Fi instructions and login details.
- Entertainment setup (TV remotes, streaming services, board games).
- Outdoor equipment (grill, patio furniture, pool toys, etc.)

Safety Checks

- Test smoke and carbon monoxide detectors.
- Confirm fire extinguisher is accessible and functional.
- Check that exits and pathways are clear.

Final Touches

- Set thermostat to a comfortable temperature.
- Add welcoming details (snack basket, welcome note, fresh flowers).
- Ensure all lights are functional and add ambiance to the space.

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Welcome Kit Checklist



Essential Information

- Welcome note with a personal touch.
- House manual (Wi-Fi password, appliance instructions, house rules).
- Emergency contact numbers (your number, maintenance, local hospital, etc.).
- Local map or guide to nearby attractions, restaurants, and activities.

Welcome Amenities

- Snacks or refreshments (water bottles, coffee pods, or tea bags).
- Small gift (local souvenir, postcards, or candles).
- Toiletries (travel-sized shampoo, toothpaste, soap).

Practical Items

- Extra trash bags and paper towels.
- Spare batteries for remotes.
- Phone charging station or adapters.

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Guest Departure Checklist



For Guests

- Strip used linens and place in designated area.
- Wash dishes or load the dishwasher and start the cycle.
- Empty trash cans and recycling bins.
- Set thermostat to a specified temperature.
- Turn off all lights and lock all doors.

For Hosts

- Inspect for damages or missing items.
- Clean and sanitize all surfaces and linens.
- Replenish consumables (toiletries, snacks, coffee, etc.).
- Restage furniture and decor.

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Seasonal Maintenance Checklist



Spring

- Deep clean windows and outdoor furniture.
- Service HVAC system and change filters.
- Restock outdoor amenities (grill supplies, patio furniture).

Summer

- Check and repair outdoor equipment (pool, sprinklers, lawn care tools).
- Inspect roof and gutters for damage.
- Prepare a summer-specific welcome kit (sunscreen, bug spray).

Fall

- Clean gutters and check for water damage.
- Stock blankets and cozy throws for cooler weather.
- Add autumnal decor or touches (pumpkin-scented candles, warm tones).

Winter

- Inspect and service heating systems.
- Ensure paths and driveways are clear of snow or ice.
- Provide winter-specific amenities (space heaters, snow removal tools).

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Emergency Checklist



Power Outage

- Provide flashlights and extra batteries.
- Leave instructions for accessing backup power (if available).

Appliance Malfunction

- List appliance manuals or troubleshooting tips.
- Include emergency contact for a repair technician.

Medical Emergency

- Stock first-aid kit with necessary items.
- Post emergency numbers and the nearest hospital address.

Natural Disasters

- Share evacuation plans and routes.
- Stock emergency supplies (water, canned food, blankets, etc.).

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Monthly Checklist for Vacation Rentals



Maintain your property consistently

- Review and update your listing photos and description.
- Test all appliances and replace any faulty ones.
- Replenish inventory of consumables (toiletries, kitchen supplies).
- Inspect the property for wear and tear (paint, flooring, furniture).
- Update local tips and recommendations in the house manual.