

PRE-STAY CHECKLIST



Before your guests move in, take a final walkthrough of the rental building and ensure everything is perfect for their arrival. Check each box under the correct date to indicate the task is complete.

Date: / / / / / / / /

TIDINESS

Has the building been cleaned thoroughly? Pay special attention to frequently touched surfaces.								
Change bed sheets and linens.								
Make sure all items are in their designated spots, including dishes and supplies.								
Dispose of trash and replace trash bag.								

FUNCTIONALLY

Are essential appliances and electronics working properly?								
Is the plumbing functional, including hot water?								
Test smoke alarms and carbon monoxide detectors.								

COMFORT

Display welcome book and guides.							
Set the thermostat to a comfortable temperature.							
Make sure amenities are ready to use.							

SECURITY

Are valuables removed from the property?							
Place keys in designated place and set up keyless entry (if applicable).							