# Vacation Rental Checklists

## INVENTORY | CLEANING | MANAGING

- ✓ Main Area Inventory Checklist
- ✓ Full Cleaning Checklist
- ✓ Kitchen Inventory Checklist
- ✓ Frequently Touched Surfaces Checklist
- ✓ Bedroom Inventory Checklist
- ✓ Pre-Stay Final Walk-thru Checklist
- ✓ Bathroom Inventory Checklist
- ✓ Guest Check-Out Instructions
- ✓ Other Areas Inventory Checklist

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SHORE SUMMER RENTALS
20 YEARS

# *Kitchen*
# INVENTORY CHECKLIST

## APPLIANCES

- [ ] Full size refrigerator and freezer
- [ ] Oven with stove top burners
- [ ] Dishwasher
- [ ] Microwave
- [ ] Toaster/Toaster Oven/Air Fryer
- [ ] Crock pot
- [ ] Coffee Drip and/or Keurig
- [ ] Blender
- [ ] Tea kettle
- [ ] Wine friidge
- [ ] Ice maker/ice trays

## COOKWARE

- [ ] Pyrex dishes
- [ ] Baking dish
- [ ] Large casserole dish
- [ ] Cookie sheet
- [ ] Sauce pans with lids (different sizes)
- [ ] Skillets (different sizes)
- [ ] Lobster/crab pot with lid

## DINNERWARE

- [ ] Dinner plates
- [ ] Salad plates
- [ ] Soup/cereal bowls
- [ ] Flatware (forks, spoons, butter knives)
- [ ] Large serving platter
- [ ] Pairing knife
- [ ] Roast knives
- [ ] Steak knives
- [ ] Water glasses
- [ ] Coffee mugs
- [ ] Wine, martini, whisky glasses

## ESSENTIALS

- [ ] House, trash and check-out instructions on fridge
- [ ] Welcome Guide on counter
- [ ] Trash and recycle can
- [ ] Starter dish and hand soap
- [ ] Starter dishwasher tablets
- [ ] Starter trash bags
- [ ] Fresh sponge for every check-in
- [ ] Measuring spoons
- [ ] Nut/seafood crackers
- [ ] Rubber spatula/ladle/tongs
- [ ] Stainless steel whisk
- [ ] Serving spoons
- [ ] Pitcher
- [ ] Colander
- [ ] Vegetable peeler
- [ ] Gravy bowl
- [ ] Sugar bowl
- [ ] Can/bottle/wine opener
- [ ] Wine stoppers
- [ ] Hot pad
- [ ] Cutting boards
- [ ] Dish rack
- [ ] Koozies
- [ ] Ice cream scooper
- [ ] Starter coffee or K-cups
- [ ] Coffee filters
- [ ] Powdered non-dairy creamer
- [ ] White sugar packets (variety)
- [ ] Basic spices; garlic salt, basil, salt, pepper
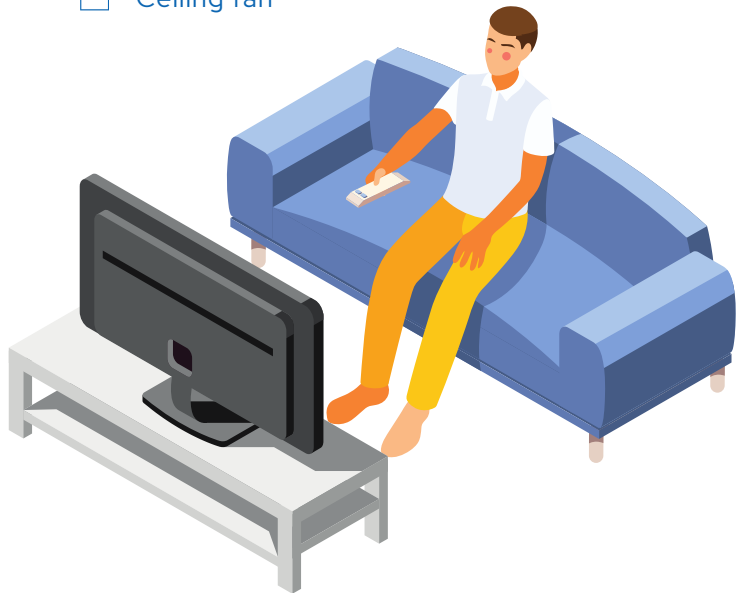- [ ] Napkin holder
- [ ] Salt and pepper shakers

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# *Main Areas*

# INVENTORY CHECKLIST

## LIVING ROOM

- [ ] Sofa and Loveseat
- [ ] Side chair(s)
- [ ] Couch pillows
- [ ] Living room rug
- [ ] Coffee table
- [ ] End tables
- [ ] Sofa blankets
- [ ] Smart TV
- [ ] TV remote
- [ ] Curtains
- [ ] Wall decor
- [ ] Coasters
- [ ] Ceiling fan

## DEN/GAME ROOM

- [ ] Sleeper sofa
- [ ] Sofa pillows
- [ ] Rug
- [ ] Coffee table
- [ ] End tables
- [ ] Sofa blankets
- [ ] Smart TV
- [ ] TV remote
- [ ] Curtains
- [ ] Wall decor
- [ ] Coasters
- [ ] Smart TV
- [ ] TV Remote
- [ ] Gaming system such as PS4
- [ ] Gaming controllers
- [ ] Board Games
- [ ] Puzzles
- [ ] Deck of cards
- [ ] Dice

## *Bedrooms*
# INVENTORY CHECKLIST

### BEDROOM

- [ ] Bed
- [ ] Mattress
- [ ] Bureau/Chest
- [ ] Nightstands
- [ ] Bed lamps
- [ ] Smart TV
- [ ] TV remote
- [ ] Alarm clock
- [ ] Charging stations
- [ ] Clothes hangers
- [ ] Full length mirror
- [ ] Rug
- [ ] Window treatments
- [ ] Wall decor
- [ ] Artifical plant
- [ ] Jewelry storage
- [ ] Hamper
- [ ] Ceiling fan

### BEDDING

- [ ] Clean, comfortable mattress
- [ ] Waterproof mattress pads
- [ ] Bed bug encasements for mattresses
- [ ] Bed bug encasements for box springs
- [ ] Clean pillows
- [ ] Clean pillow covers
- [ ] Comforter/quilt
- [ ] Blankets
- [ ] Decorative pillows

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# *Bathrooms*
# INVENTORY CHECKLIST

## VANITY & SHOWER

- [ ] Tooth brush holder
- [ ] Soap holder
- [ ] Hand soap
- [ ] Bath towel rack
- [ ] Hand towel rack
- [ ] Robe hooks
- [ ] Make-up mirror
- [ ] Shampoo caddy
- [ ] Shower chair/stool
- [ ] Hair dryer
- [ ] Decorative tissue box
- [ ] Trash can
- [ ] Plunger
- [ ] Toilet brush
- [ ] Wall decor

## MISCELLANEOUS

- [ ] Shower curtain
- [ ] All purpose spray cleaner
- [ ] Disinfectant wipes
- [ ] Toilet bowl disinfectant
- [ ] Mop
- [ ] Bathroom scrubber
- [ ] Two rolls of toilet paper per bathroom
- [ ] Bath rugs
- [ ] Window treatments if applicable

## IF LINENS INCLUDED

- [ ] Beach towels
- [ ] Bath towels
- [ ] Hand towels
- [ ] Wash rags
- [ ] Make-up towels
- [ ] Bath mat
- [ ] Dish towels
- [ ] Dish cloths

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# *Other Areas*
# INVENTORY CHECKLIST

## LAUNDRY AREA

- ☐ Washing machine
- ☐ Dryer
- ☐ Laundry detergent starter
- ☐ Fabric softener sheets starter

## CLEANING SUPPLIES

- ☐ Vacuum cleaner
- ☐ Dust pan and broom
- ☐ Swiffer Wet Jet or mop/bucket
- ☐ Rug and upholstery cleaner
- ☐ All purpose cleaners
- ☐ Windex
- ☐ Floor cleaner
- ☐ Bathroom cleaner

## MISCELLANEOUS

- ☐ Coat rack
- ☐ Shoe holder
- ☐ Umbrella holder
- ☐ Iron and ironing board
- ☐ Extra batteries
- ☐ Extra bulbs
- ☐ Rental license

## GARAGE/STORAGE

- ☐ Beach chairs
- ☐ Beach umbrella(s)
- ☐ Beach caddy
- ☐ Beach cooler(s)
- ☐ Beach games
- ☐ Hose
- ☐ Trash bins
- ☐ Outdoor dustpan and broom
- ☐ Bicycles

## SECURITY

- ☐ Garage door keypad
- ☐ Garage door remote
- ☐ Exterior door smart locks
- ☐ Fence locks
- ☐ Outdoor cameras installed at all entrances
- ☐ Smoke/carbon monoxide detectors in all rooms
- ☐ Fire extinguisher in kitchen (certified yearly)

## OUTDOOR SPACES

- ☐ Table and chairs
- ☐ Chaise loungers
- ☐ Adirondack chairs
- ☐ Fire pit
- ☐ Hot tub
- ☐ Pool
- ☐ Doormats
- ☐ Shower