

## Property Vetting Guide Sheet

Check all the furnishings and make sure everything works in the lodging.  
(i.e.: sit on chairs, couch, chairs, at the dining table/desk)  
TAKE PHOTOS FOR YOUR REFERENCE

**Please use the checklist below.**

### **Bedroom(s)**

Bed \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ Add'l. Bedroom(s)

#### Mattress(es)

cleanliness and comfort (lay on bed)

#### Bed Linen

Throw Comforter and Sheets (cleanliness (stains or smell) and quality)

#### Bedroom Door(s)

open and close, check the locks (use keys), turn doorknob(s)

#### Bed Pillows

(touch them, lay on them if needed)

### **Desk & Chair**

(sit, move it up/down, check for sturdiness)

### **Common Space(s)**

Sofa Bed \_\_\_ 1 \_\_\_ 2 (open it up)

#### Couch/Sofa

(sit on it, make sure it isn't broken or weakened from wear & tear)

#### Dining Room

Table (firm legs and sturdy)

Dining Chairs (sit on them, check ALL)

#### Fan(s)

(turn on/off each a few times and check oscillate feature)

Freestanding Fan(s) (Living Room and Bedroom)

Ceiling Fan(s) (Living Rm, ALL Bedrooms, Kitchen)

#### Lighting

*Check lighting... lamps & switches* (turn on/off a few times)

Living Rm Ceiling Light

Bedroom(s) Ceiling Light

Hallway(s) Light source

Bedroom \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4

(in general, check all rooms)

## **Kitchen**

### Flooring

(review it for stains and wear and tear imperfections)

### Lights

(turn on/off a few times)

### Stovetop & Oven

(turn on flame (turn up/down- stays lit) ask how to use it, if needed)

### Cabinets

(open & close, note cleanliness and contents)

### Basic Cookware

(flatware, pot & pans, dishes, glasses, wine opener, can opener, etc.)

## **Bathroom(s)**

### Lights

(turn on)

### Toilet

(flush it, check the seat isn't loose, look underneath for leaks)

### Shower & Sink

Turn on water, does it get/stay hot (how long), good pressure, water draining in sink(s) and water draining in the shower normally (check for mold)

### Washer and/or Dryer

(turn on, make sure it works, also, ask how to work it)

### Power Generator

(if applicable, turned on, does it have/need gasoline)

### Terrace

(open & close sliding/standard doors)

Terrace Furniture (sit on them, check for wear and tear)

## **General Things**

### Check for Cleanliness (incl. smells and dust)

Rooms, kitchen, under sinks, bathrooms, hallway/building. closets, & all furniture

### Outside Sounds & Neighborhood Vibes (Safety)

Attention to sounds in the street and the apt/home, streets (incl. adjacent streets)

### Windows

Open and close, lock/unlock, note

### Walls

Check the walls for cleanliness, paint chipping and defects

### Power Outlets

Plug something into the plugs in all rooms (outlets can be dead, or reset with button)

### Light Switches

Turn on/off a few times (throughout the room/apt)

### Garbage

Disposal location & garbage can(s) functional (interior garbage not leaking or dirty)

### Environment Overview

(assess natural light and the general sounds in the building)

**Note: you are also checking these things, to avoid damage claims.**