

Vetting the Property Reference Sheet

*Check all the furnishings and make sure everything works in the lodging
(*turn things on, sit on furnishings, etc)

TAKE PHOTOS FOR YOUR REFERENCE
Please use the checklist below.

General Items

Check for Cleanliness (incl. smells/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

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)

Doorman/Security

(scheduling, duties, etc)

Environment Overview

(natural light and the general sounds in the building)

Bedroom(s)

Mattress(es)

(cleanliness & comfort (lay on bed))

Bed Linen and Bed Pillows

Throw, Comforter & Sheets

(cleanliness- stains or smell & quality)

Bedroom Door(s)

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

Desk & Chair

(sit, move up/down, check sturdiness)

Common Space(s)

Sofa Bed

(open it up)

Couch/Sofa

(sit- comfortable & sturdy)

Dining Room

(firm legs & sturdy)

Table/Dining Chairs

Other Furnishings

Coffee tables

Clothing storage

Fan(s)/AC

(turn on/off - leave on during visit)

...cooling/oscillates

Freestanding or Wall Fan(s)

Ceiling Fan(s)

Heating

Check source, getting warm & switches

(turn on/off a few times)

Lighting

Check lighting... lamps & switches

(turn on/off a few times)

Ceiling Lights & Lamp(s)

Hallway(s), kitchen, living space(s)

Kitchen

Flooring

(check for stains & wear)

Stove-top & Oven

turn on flame (turn up/down- stays lit)

-ask how to use it, if needed

Cabinets

(open/close, cleanliness & 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 any leaks.

Shower & Sink

Turn on water, does it get/stay hot (how long)

good pressure, water draining in sink(s)

water draining in the shower completely

(check for mold)

Washer and/or Dryer

(turn on, ask how it works)

Power Generator

(turn on, quantity/need gasoline)

Terrace

(open/close sliding/standard door)

Terrace Furniture

(sit, check wear/tear)

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