

Preparing Your Property Checklist

Use this checklist before welcoming your first guests, then revisit it at least twice a year to catch maintenance issues, replace worn items, and keep your rental looking its best.

Exterior

Roof, Gutters & Drainage

- ☐ Check the roof for missing or damaged shingles
- ☐ Look for leaks or signs of water damage
- ☐ Clean gutters and downspouts
- ☐ Make sure water drains away from the foundation

Siding & Exterior

- ☐ Check siding for cracks, damage, or peeling paint
- ☐ Touch up paint or make repairs as needed
- ☐ Inspect exterior trim, seals, and caulking
- ☐ Check for signs of pests or other damage

Windows & Doors

- ☐ Make sure windows open, close, and lock properly
- ☐ Check weather stripping and seals
- ☐ Make sure exterior doors close securely and lock properly
- ☐ Check screens for holes or damage

Walkways, Driveway & Parking

- ☐ Repair cracked or uneven walkways
- ☐ Remove trip hazards
- ☐ Check the driveway and parking areas for needed repairs
- ☐ Make guest parking easy to identify
- ☐ Make sure steps and handrails are secure

Landscaping

- ☐ Mow the lawn and trim shrubs
- ☐ Remove dead or hazardous trees and branches
- ☐ Remove poison ivy and other hazardous plants
- ☐ Keep walkways, steps, and entrances clear
- ☐ Trim landscaping that blocks lighting, signs, or walkways

Exterior Lighting

- ☐ Test porch and entry lights
- ☐ Test pathway and parking-area lighting
- ☐ Replace burned-out bulbs
- ☐ Make sure motion-sensor lights work properly
- ☐ Check that entrances and steps are well lit after dark

Outdoor Living Areas

- ☐ Inspect decks, porches, steps, and railings
- ☐ Clean and inspect outdoor furniture
- ☐ Check cushions and umbrellas for wear or mildew
- ☐ Test the grill and check the propane supply, if provided
- ☐ Inspect the fire pit or outdoor fireplace
- ☐ Make sure outdoor amenities are clean, safe, and ready to use

Interior

Plumbing

- ☐ Test every sink and faucet
- ☐ Check toilets for leaks or running water
- ☐ Check showers and tubs for good water pressure and drainage
- ☐ Make sure hot water is working properly
- ☐ Look under sinks for leaks or water damage
- ☐ Check drains for slow drainage or odors

Electrical

- ☐ Test outlets and light switches
- ☐ Replace burned-out bulbs
- ☐ Test GFCI outlets
- ☐ Check lamps and other guest-use lighting
- ☐ Secure loose cords and eliminate electrical hazards

Heating & Cooling

- ☐ Test the heating and cooling system
- ☐ Replace or clean air filters
- ☐ Clean vents and returns
- ☐ Make sure the thermostat is easy to use and working properly
- ☐ Test ceiling and portable fans, if provided

Appliances

- ☐ Test the refrigerator and freezer
- ☐ Test the stove and oven
- ☐ Test the microwave
- ☐ Test the dishwasher
- ☐ Test the washer and dryer, if provided
- ☐ Test small appliances such as the coffee maker and toaster
- ☐ Clean appliance interiors
- ☐ Make sure appliance instructions are available when needed

Walls, Floors & Windows

- ☐ Touch up scuffed or chipped paint
- ☐ Repair wall or trim damage
- ☐ Deep clean carpets and rugs
- ☐ Clean hard-surface floors
- ☐ Clean windows and window tracks
- ☐ Make sure blinds and shades work properly
- ☐ Provide room-darkening or blackout curtains in at least one bedroom

Furniture & Guest Comfort

Bedrooms

- ☐ Make sure mattresses are clean, comfortable, and in good condition
- ☐ Use clean mattress and pillow protectors
- ☐ Provide quality pillows and fresh linens
- ☐ Place a nightstand and reading lamp near the bed
- ☐ Provide convenient access to outlets or USB charging
- ☐ Provide closet space or a clothing rack with hangers
- ☐ Provide a luggage rack or bench
- ☐ Provide an iron and ironing board or clothes steamer
- ☐ Check that bedroom doors and privacy locks work properly

Living Areas

- ☐ Provide comfortable seating for your maximum occupancy
- ☐ Make sure furniture is sturdy and in good condition
- ☐ Remove unnecessary clutter
- ☐ Secure artwork and decorative items
- ☐ Check upholstery for stains, tears, or excessive wear
- ☐ Use durable, easy-to-clean fabrics, especially in pet-friendly rentals

Dining Area

- ☐ Provide enough seating for your maximum guest capacity
- ☐ Make sure the table and chairs are sturdy
- ☐ Check that the area has adequate lighting
- ☐ Make sure the space is clean, comfortable, and easy to use

Technology

- ☐ Test Wi-Fi throughout the property
- ☐ Make the Wi-Fi name and password easy for guests to find
- ☐ Test TVs and streaming devices
- ☐ Make sure remote controls work and have fresh batteries
- ☐ Label remotes when guests may not know which device they control
- ☐ Provide simple instructions for TVs, thermostats, locks, and other technology
- ☐ Test smart-home devices guests will use

Safety & Security

- ☐ Test smoke detectors
- ☐ Test carbon monoxide detectors
- ☐ Check fire extinguishers and make sure they are easy to find
- ☐ Keep a fire blanket in or near the kitchen
- ☐ Make sure exits are accessible and easy to identify
- ☐ Make sure the property address is clearly visible from the road
- ☐ Stock and check the first-aid kit
- ☐ Provide working flashlights
- ☐ Test smart locks or keyless entry
- ☐ Have a reliable backup entry method
- ☐ Check stairs, railings, decks, and balconies for safety
- ☐ Make sure pools, hot tubs, fireplaces, grills, and other amenities meet applicable safety requirements
- ☐ Post emergency information where guests can easily find it

Deep Cleaning

Before your first guests arrive—and periodically throughout the year—go beyond a standard turnover cleaning.

- ☐ Dust baseboards, trim, vents, and ceiling fans
- ☐ Clean windows, tracks, and sills

- ☐ Wipe out cabinets and drawers
- ☐ Deep clean the refrigerator and freezer
- ☐ Clean the oven and other cooking appliances
- ☐ Sanitize bathrooms thoroughly
- ☐ Vacuum under beds and furniture
- ☐ Vacuum and mop all floors
- ☐ Dust furniture, lamps, artwork, and décor
- ☐ Check upholstery and rugs for stains
- ☐ Check for pet hair or lingering odors
- ☐ Wash or clean washable curtains, throws, and decorative pillows as needed
- ☐ Look for cobwebs, dust, and overlooked areas

Stock the Essentials

- ☐ Check bed linens and towels for stains or excessive wear
- ☐ Stock toilet paper, paper towels, and tissues
- ☐ Provide hand soap and basic cleaning supplies
- ☐ Stock dish soap, dishwasher detergent, and trash bags
- ☐ Check cookware, dishes, glasses, and utensils
- ☐ Replace chipped, cracked, stained, or worn items
- ☐ Check coffee supplies and other items you promise in your listing
- ☐ Make sure there are enough everyday essentials for your maximum occupancy

Final Walk-Through

Before you consider the property guest-ready, walk through it as though you are arriving for the very first time.

- ☐ Does the property look and smell clean?
- ☐ Does everything guests are expected to use actually work?
- ☐ Is anything broken, stained, damaged, or noticeably worn?
- ☐ Is the lighting comfortable and adequate?
- ☐ Are check-in and property instructions easy to find and understand?
- ☐ Does the property match the photos and description in your listing?
- ☐ Are supplies stocked and easy to find?
- ☐ Is there anything a guest might find confusing, inconvenient, or unsafe?
- ☐ Does the property feel welcoming and ready for guests?
- ☐ Would **you** be happy staying here?