



# Inspection Checklist

## STR INSPECTIONS

|           |       |                 |       |
|-----------|-------|-----------------|-------|
| Property: | _____ | Date:           | _____ |
| Address:  | _____ | Inspector:      | _____ |
| Owner:    | _____ | Guest Capacity: | _____ |

Check **Done** when an item passes, or **N/A** if it doesn't apply to this property (e.g., no pool).

### 1. Appliances & Mechanical

| Done                     | N/A                      |                                                                                                                      |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Refrigerator coils and condenser drain (dust buildup, mold)                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC filter checked / replaced<br>Record filter size printed on the frame (e.g., 16x25x1) for future replacements    |
| <input type="checkbox"/> | <input type="checkbox"/> | Dishwasher seals, gasket, and spray arms (limescale, food debris, mold)                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Oven interior cleaned (splatter and grease)                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Microwave interior and vents cleaned                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Washing machine rubber gasket (mold/mildew) - run a cleaning tab cycle                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Dryer vent ducting cleared of lint (fire hazard check)                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Coffee maker / kettle descaled if provided                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Ceiling fans run smoothly without wobble or noise at every speed                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Window AC units - filter and coils cleaned<br>Record filter size/model if unit is a standalone window or portable AC |
| <input type="checkbox"/> | <input type="checkbox"/> | Sink drain rate checked<br>Fill sink with water, then release the stopper to check drain rate                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage disposal air-switch / reset button functional                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Ice maker producing ice and not leaking                                                                              |

## 2. Hidden Gunk & Odor Sources

| Done                     | N/A                      |                                                                                                      |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Behind / under appliances (crumbs, hair, spills)                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Inside trash and recycling bins (sticky residue, leaked food)                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage disposal blades and trap (food debris, odor)                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Shower drain (hair clogs, slow drainage, smell)                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Shower head buildup checked (spray pattern, mineral deposits)                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Toilet tank interior (mineral deposits, sediment)                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Light fixture globes (dead bugs, dust)                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Baseboards and corners (dust, cobwebs, tracked-in dirt)                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Closet shelves and rods (dust, forgotten guest items)                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Vent covers and ceiling / floor fan blades (dust buildup)                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Top of refrigerator (dust and grease buildup)                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | AC return air grille (dust buildup restricting airflow)                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Upholstery and carpet condition noted (stains, wear, odor)                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Blacklight test on mattresses, upholstery, and carpet (hidden stains not visible under normal light) |

## 3. Safety & Compliance

| Done                     | N/A                      |                                                                                                                                     |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Smoke detectors present, tested, and battery dated                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | CO detectors present, tested, and battery dated                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguisher accessible, charged, and in date                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | First aid kit stocked                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Outlet safety covers functional, especially near water                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Mattress protectors and pillow covers checked / replaced                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Furniture stability checked (wobbly chairs, tables, loose legs tightened)                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Door locks and sliding door tracks - functional and aligned                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior door deadbolts and window locks functional                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Pool/spa gate self-closes and self-latches (if equipped)                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | GFCI outlets test and reset correctly (kitchen, bath, exterior)                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Bedroom windows open freely from the inside<br>Not painted or nailed shut - matters for both emergency egress and ventilation       |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency contact info and property address posted<br>Guests calling 911 in an unfamiliar city often don't know the address to give |

## 4. Preventative Maintenance

| Done                     | N/A                      |                                                                                                                                               |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Caulk integrity - kitchen backsplash, tub edges (peeling / gaps)                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Paint touch-ups needed (marks, scuffs)                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Nail holes / wall damage patched                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Doorframe and trim integrity (water damage, swelling, peeling paint)                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Window seals and frames (condensation, mold, loose weatherstripping)                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing under sinks (slow leaks, rust, corrosion)                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Grout condition - cracks expanding, risk of water intrusion                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Power outlet grip strength checked<br>Loose outlets that won't reliably hold a phone or laptop charger plug should be flagged for replacement |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior caulk and weatherstripping at doors/windows (energy loss, pest entry)                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Garage door opener and safety reverse sensor functional                                                                                       |

## 5. Supply Management

| Done                     | N/A                      |                                                                 |
|--------------------------|--------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Cleaning supplies restocked, expired products removed           |
| <input type="checkbox"/> | <input type="checkbox"/> | Toiletries (shampoo, soap, lotion) cleaned / refilled           |
| <input type="checkbox"/> | <input type="checkbox"/> | Pantry staples (salt, sugar, oil) present and not expired       |
| <input type="checkbox"/> | <input type="checkbox"/> | Spices checked - replaced if stale                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Expired medications in medicine cabinet removed                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Guest book / manual current and accurate (contact info correct) |
| <input type="checkbox"/> | <input type="checkbox"/> | Extra HVAC filters left on-site for guest changeouts            |
| <input type="checkbox"/> | <input type="checkbox"/> | Laundry detergent and dryer sheets stocked                      |

## 6. Customer Experience Audit - Capacity Match

| Done                     | N/A                      |                                                                |
|--------------------------|--------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Dishes / glassware / utensils match advertised guest count     |
| <input type="checkbox"/> | <input type="checkbox"/> | Utensils and knives checked for rust and sharpness             |
| <input type="checkbox"/> | <input type="checkbox"/> | Seating available for all advertised guests                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Towels and linens sufficient for advertised occupancy + buffer |
| <input type="checkbox"/> | <input type="checkbox"/> | Hangers present in every closet                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking spaces confirmed for stated capacity                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fridge / freezer space adequate for advertised guest count     |
| <input type="checkbox"/> | <input type="checkbox"/> | High chair or pack-n-play present if advertised                |
| <input type="checkbox"/> | <input type="checkbox"/> | EV charger present and functional if advertised                |

## 7. Customer Experience Audit - Comfort vs. Listing Claims

| Done                     | N/A                      |                                                                                              |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | "Luxury linens" claim verified<br>Check quality, not just presence                           |
| <input type="checkbox"/> | <input type="checkbox"/> | "Fully stocked kitchen" claim verified<br>Actual cooking staples present, not empty cabinets |
| <input type="checkbox"/> | <input type="checkbox"/> | Each bathroom stocked<br>Soap, shampoo, toilet brush, trash can present                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Streaming services claim verified<br>Logged in and working, not just advertised              |
| <input type="checkbox"/> | <input type="checkbox"/> | A/C actually cools the space<br>Test during inspection, not just "present"                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Advertised amenities present and functional<br>Cross-reference every listing claim           |
| <input type="checkbox"/> | <input type="checkbox"/> | Blackout curtains/blinds close fully<br>No broken slats or gaps letting in light             |

## 8. Customer Experience Audit - Guest Flow

| Done                     | N/A                      |                                                                                    |
|--------------------------|--------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Check-in instructions visible and accessible (not just in app)                     |
| <input type="checkbox"/> | <input type="checkbox"/> | WiFi network name and password visible to guests                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Thermostat labeled / instructions intuitive for guests                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Light switches clearly labeled (e.g., which one is the bath fan)                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Appliance quirks documented (e.g., dryer needs 2 cycles, tight shower knob)        |
| <input type="checkbox"/> | <input type="checkbox"/> | Garage code or gate code included in check-in instructions                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash pickup day and instructions included in guest manual (for multi-night stays) |

## 9. Technology Audit - Internet & Connectivity

| Done                     | N/A                      |                                                                                                                                    |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Speed tested at the cable modem (wired, direct connection)<br>Record Mbps down / up - this is the true ceiling speed from the ISP  |
| <input type="checkbox"/> | <input type="checkbox"/> | Speed tested at the router (wired, from a LAN port)<br>Record Mbps down / up - flags a router bottleneck if lower than modem speed |
| <input type="checkbox"/> | <input type="checkbox"/> | Speed tested over WiFi in every room / zone<br>Record Mbps down / up per location - flags weak signal or dead zones                |
| <input type="checkbox"/> | <input type="checkbox"/> | Coverage dead zones identified and documented                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Guest network separate from owner's personal network                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Router accessible and rebooted if needed                                                                                           |

## 10. Technology Audit - Smart Devices

| Done                     | N/A                      |                                                                           |
|--------------------------|--------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Smart TV firmware / software up to date                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Streaming apps installed and logged into correct account                  |
| <input type="checkbox"/> | <input type="checkbox"/> | TV remote batteries fresh and responsive                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Smart thermostat firmware current, guest-accessible settings correct      |
| <input type="checkbox"/> | <input type="checkbox"/> | Smart lock battery level checked, app connection verified                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Doorbell / camera not pointed at neighbors; guests aware of recording     |
| <input type="checkbox"/> | <input type="checkbox"/> | Smart speakers (Alexa, Google Home) working, privacy settings appropriate |
| <input type="checkbox"/> | <input type="checkbox"/> | Video doorbell battery/charge level and app connectivity verified         |

## 11. Listing Accuracy Review

| Done                     | N/A                      |                                                                                                                            |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Current property photos compared against live listing photos<br>Flag any room, furniture, or decor that no longer matches  |
| <input type="checkbox"/> | <input type="checkbox"/> | Amenity list on the listing still matches what's on-site                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Guest capacity / bed count on the listing still matches actual setup                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Listing description reviewed for outdated or inaccurate claims<br>e.g., amenities that were removed, features that changed |
| <input type="checkbox"/> | <input type="checkbox"/> | Any renovations or changes noted that aren't reflected in the listing                                                      |

## 12. Pool & Spa (if equipped)

| Done                     | N/A                      |                                                                                                                                                                                                                                     |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Pool/spa area free of visible hazards and debris                                                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Pool/spa furniture and toys in usable condition                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Skimmer baskets and drain covers visibly clear of debris                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Visible signs of equipment trouble noted (leaks, unusual noise, error codes)<br>We are not pool equipment technicians -- equipment operation itself is not verified; flagged issues are documented for a licensed pool professional |

## 13. Exterior & Curb Appeal

| Done                     | N/A                      |                                                                                                               |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping appearance maintained (not overgrown, no dead plants visible)                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting and address numbers visible for guest arrival                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Walkways and steps free of trip hazards                                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Trash and recycling bins stored out of sight                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveway free of stains and debris                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | BBQ grill checked, if equipped<br>Grease trap/tray level, igniter function                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Propane tank level checked, if equipped<br>Weighed with a scale for an exact reading, not just a visual guess |

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**Remediation Notes / Follow-up Quote:**

