



PREMIUM

MANAGEMENT PROGRAM

ONBOARDING CHECKLIST

KITCHEN

Many guests choose a vacation rental over a hotel for the express purpose of preparing meals, so providing a well-stocked kitchen is key to guest satisfaction.

Small Appliances:

- Coffee Maker (Keurig)
- Small Hand Mixer
- Blender
- Toaster (4-Slice)
- Microwave

High Quality Pots & Pans:

- 6-Quart Covered Stockpot
- 3-Quart Covered Saucepan
- 4-Quart Covered Sauté Pan
- 2-Quart Covered Saucepan
- 10-Inch Non-Stick Frying Pan
- 6-Inch Non-Stick Frying Pan
- 19" Aluminum Roasting Pan
- Cookie Sheets (2)

High Quality Knife Block:

- 8-Inch Chef's Knife
- 8-Inch Slicing Knife
- 8-Inch Serrated Bread Knife
- 5.5-Inch Utility Knife
- 3.5-Inch Peeling Knife

Food Preparation:

- Measuring Cups
- Measuring Spoons
- Cheese Grater
- Potato Masher
- Cutting Boards (3)
- Strainer/Colander
- Large Mixing Bowls (2)

Utensils:

- Spatula
- Pancake Spatula
- Large Stirring Spoons (3)
- Ladle
- Potato Peeler
- Kitchen Shears
- Whisk
- Barbecue Tool Set

Other:

- Tea Kettle
- Oven-Safe Casserole Bowls with Glass Lids (4)
- Butter Dish
- Placemats
- Standup Paper Towel Holder
- Serving Bowls (2)
- Serving Pitchers (2)
- Serving Platters (2)

- Salad Serving Fork and Spoon
- Hot Pads (2)
- Oven Mitts (2)
- Wine/Bottle Opener
- Hand Can Opener
- Knife Sharpener
- Tupperware Type Containers with Lids (6)
- Manual Citrus Juicer
- Barbecue Tool Set
- Bar Jigger
- Bar Shaker
- Washable Drawer Organizers for Utensils
- Dish Drainer
- Trash Can (13-Gallon)

Supplies:

- Dish Soap (Per a Reservation)
- Sponge, Wrapped (Per a Reservation)
- Dish Washer Pods (Per a Reservation)
- Paper Towels
- Trash Bags, 13-Gallon (Per a Reservation)

Place Settings:

Must be white. Home should have five extra place settings beyond the total number that the home sleeps. (Ex: Home sleeps 14, it should have 19).

- White Dinner Plates (10.5-Inch Diameter)
- White Salad Plates (7.5-Inch Diameter)
- White Bowls (7-Inch Diameter)
- White Coffee Mugs (12 Ounces)
- Tall Water Glasses (15 Ounces)
- Wine Glasses (16 Ounces)
- Plastic Pool Glasses (18 Ounces)
- 8 Champagne Glasses (8 Ounces)
- 8 Short Rocks Glasses (11 Ounces)
- Dinner Forks
- Salad Forks
- Dinner Spoons
- Tea Spoons
- Table Knives
- Steak Knives

Casita Kitchenette:

- White Coffee Mugs (12 Ounces)
- Tall Water Glasses (15 Ounces)
- Wine Glasses (16 Ounces)
- Plastic Pool Glasses (18 Ounces)

EACH BEDROOM

The bedroom should exude comfort and a welcoming energy.

- Bed
- Nightstands
- Table Lamps
- Wall Mounted HDTV (Minimum 32-Inch)
- Small Dresser
- Wooden/Felt Hangers (18 - Master, 8 - Others)
- Luggage Stand (Metal)
- Trash Can (5-Gallon)
- Trash Bags, 5-Gallon (Per a Reservation)

EACH BED

Must be white. We've found that the best way to dress a bed for vacation rentals is by using the triple sheet method. The Triple sheet method starts with a mattress protector, fitted sheet, flat sheet, duvet (no duvet cover), flat sheet, throw or blanket at the foot of the bed and standard sized pillows.

Regular Beds:

- White Mattress Protector/Pad (1)
- White Fitted Sheet (1)
- White Flat Sheet (2)
- Down Alternative Duvet (1)
- Throw or Blanket to Fit Bed Size (1)
- White Standard Sized Pillows & Pillowcases
 - Cal-King, King, Queen, Full (4)
 - Twin (2)
- Washable Blanket (1)
- Bed Skirt (If Necessary)

Extra Beds (Rollaways, Sofa Sleepers, Etc.):

- White Mattress Protector/Pad (1)
- White Fitted Sheet (1)
- White Flat Sheet (1)
- White Standard Sized Pillows & Pillowcases (2)
- Washable Blanket (1)

Extra Linen:

Each bed size should have two sets of backup sheets.

TOWELS

Must be white. Each home must have a complete bathroom towel set (bath towel, hand towel, washcloth) and pool towel set. Each set should have five plus the total number the home sleeps. (Ex: Home sleeps 10 it should have 15 of each set.)

- White Bath Towels (Sleeps + 5)
- White Hand Towels (Sleeps + 5)
- White Washcloths (Sleeps + 5)
- White Washable Bath Mats (Each Bathroom)
- Striped Beach/Pool Towels (Sleeps + 5)
- Neutral Color Kitchen Towels (8)

EACH BATHROOM

- Shampoo (Per a Reservation)
- Conditioner (Per a Reservation)
- Body Wash (Per a Reservation)
- Bar Soap (Per a Reservation)
- Toilet Paper (Per a Reservation)
- Trash Bags, 5-Gallon (Per a Reservation)
- Toilet Plunger
- Toilet Brush
- Trash Can (5-Gallon)
- Hair Dryer (Master and Casita Bathrooms)

GREAT ROOM AND/OR BONUS ROOM

- Wall Mounted HDTV (Minimum 50-Inch)
- Streaming Device (Roku, Amazon Fire, etc.)
- Couch(es), Love Seat(s), Chair(s)
- Sofa Sleeper (Recommended)
- Coffee Table
- End Table(s)
- Lamps

DINNING ROOM

- Dining Table (As Close to Sleep Count)
- Decor Items

LAUNDRY ROOM

- Washer
- Dryer
- Iron
- Ironing Board
- Laundry Baskets (2)
- Trash Can (13-Gallon)
- Trash Bags, 13-Gallon (Per a Reservation)

CLEANING SUPPLIES

- Glass Cleaner (As Needed)
- General Purpose Cleaner (As Needed)
- Cleaning Rags (As Needed)
- Standard Floor Vacuum (Laundry Room)
- Mop (Laundry Room)
- Broom and Dust Pan (Laundry Room)

OUTDOORS

- Patio Table with Chairs (8+)
- Lounge Chairs (4+)
- Other Appropriate Seating
- Bar Stools (If Outdoor Island)
- Outdoor Ashtray
- Hoses and Hose-End Sprayers (2)
- BBQ & Floor Mat
- Propane Tank (One/Appliance and One Backup)
- Appropriate Furniture for Front Courtyard
- Pool Skimmer with Handle
- Pool Remote Control App (Recommended)
- * We do not recommend pool floats

WHOLE HOUSE

- PointCentral Key-Less Lock for Entry Door
- PointCentral Key-Less Lock for Casita Door
- Key-Less Lock for Side Yard Gate
- Key-Less Lock for Housekeeping Supply Closet
- Key-Less Lock for Owner's Closet
- Garage Door Remote Controls
- Window Coverings in All Sleeping and Private Areas
- Cordless Phones for Kitchen & Master Suite
- Fire Extinguishers for Kitchen, Laundry Room and Garage
- Step Stool or Ladder
- Small Tool Set
- Flashlights for Kitchen & Master Suite
- Door Mats for Each Outdoor Entry
- A Floor Fan or Table Fan (Master Closet)
- * We do not recommend candles

