**Address:**

XXX

Breezeway:

**Guest Guide:**<https://docs.google.com/document/d/1uMShl3dmifOGYSd1X2eENhA2vVfB2kMsM69Vy98zZu0/edit>

**Guest Messaging Guide:**

<https://docs.google.com/document/d/16qBEfvNvXssen6w8ewwPsNpatKLuUd0dn8dHKpjoDGA/edit>

Property management / HOA (for water, roof, pool issues)

APP

Maria  [(602) 957-9191](https://www.google.com/search?q=aam+hoa+phoenix&sca_esv=590654907&sxsrf=AM9HkKnrjIPTwrGcK2CXIJxcEMlyAUzSVA%3A1702510231759&ei=lz56Zdb5LZ3CkPIP2euY4Aw&ved=0ahUKEwiWodzsyI2DAxUdIUQIHdk1BswQ4dUDCBE&uact=5&oq=aam+hoa+phoenix&gs_lp=Egxnd3Mtd2l6LXNlcnAiD2FhbSBob2EgcGhvZW5peDIOEC4YgAQYxwEYrwEYjgUyCxAAGIAEGIoFGIYDMgsQABiABBiKBRiGAzILEAAYgAQYigUYhgNIjSNQkw1Y_yFwAngBkAEBmAG1AaAB2QuqAQQxLjEyuAEDyAEA-AEBwgIKEAAYRxjWBBiwA8ICChAjGIAEGIoFGCfCAgUQABiABMICBhAAGBYYHuIDBBgAIEGIBgGQBgg&sclient=gws-wiz-serp#)

[mrodriguez@associatedassets.com](https://mailto:mrodriguez@associatedassets.com)

<https://www.homeownerresources.com/community-websites/community/?id=5172>

Pool:

* Pool keys are in the blue bowl on the counter top in the kitchen.
* Pool is located on the far West side of the complex.

The closest trash receptacle is on the North side of the parking area.

Handy man: Geoff Boe...

-

+1 480-399-3489

-

Owner - Nathan Reid

-

-

# Property Inspection Log:

**Date of Notes:** XX

**Next Inspection Scheduled:** XX

* XX
* XX

# Restock strategy:

* W&G?
* Any special items different to our standard?

# Guest Access

* **Access Code:**
  + **Schlage Smart Lock:** A unique code generated for each guest (access Smartlock in Hospitable “Devices”)
  + **Backup Key / Lock out strategy:**
    - XXX
* **Garage access:** 
  + xxx
* **Cleaning closet:**

# Wi-Fi Information

* **Network Name:** XX
* **Password:** XX
* **Notes:**
  + Internet provider
  + **Account Email:** XX
  + **Account Number:** XX

# House Notes

### Guest Guide

* XX
* **Guest Messaging Guide:** [Google Doc Link](https://docs.google.com/document/d/16qBEfvNvXssen6w8ewwPsNpatKLuUd0dn8dHKpjoDGA/edit)

### Good to know

* Ie: Where something is that is often misplaced by guests, how to work something that is often asked about

### Trash & Recycling:

* XX
* XX
* \*Auto message is scheduled in Hospitable to send to guests \_\_\_\_\_\_ night to take out the trash

### 

### AC Filter Size & change frequency:

* XX

### Breaker Box:

* Breaker box is located \_\_\_\_\_\_\_\_

### 

### Mail:

* XX
* XX

### 

### Commonly asked about amenities:

* **Firepit:** XX
* **Grill:** Propane or charcoal?
* **Backyard:** Fully fenced? What amenities?
* **Pack n play:** Location. Sheets?
* **Coffee maker**: Type? Type of coffee provided?
* **TV:** Smart TV? What apps?

### Pet Policy:

* XX

# Smart Home Devices:

### 

### Thermostat:

* + **Device:** XX
  + **Login:** XX
  + **Password:** XX

### 

### Security Camera:

* **Location**
* **Access:**
  + Access on a phone/iPad app
  + Log in info:

# Cleaning:

* **Primary Cleaner:** XX
* **Scheduling:** XX
* **Extra Jobs:** XX

# Handyman / Maintenance:

* **XX**
  + XX
* **Landscaping:**
  + XX
* **Pest Control**
  + XX
* **HVAC**
  + XX
* **Plumbing**
  + XX

# 