**Address:**

7435 E Granada Rd

Scottsdale, AZ 85257

**Owner:**

Devon Cramer

devonadele@gmail.com

**Airbnb Log in:**

devonadele@gmail.com

Gattara12515!

# Property Inspection Log:

**Date of Notes:** XX

**Next Inspection Scheduled:** XX

* VIP guests for first 3 check ins (currently have Hospitable reminder, can turn off after 3 guests)
* Launch VRBO listing
* Connect Smart lock in Hospitable, change code to %smartlockcode% in check in message
* Are we being CC’d on w&g invoices? Need system to check invoices and f/u for any over charges
* Spruce up listing!! Re arrange photos, listing description, etc
* Add to listing: Walk to Trevors Liquor!
* System to charge Ring doorbell
* Get YoutubeTV log in info for TV
* F/U: Devon add Brindy to insurance agreement?
* Charging strategy for Ring doorbell
* Update House Guide
* Bring postcards, pens
* Change AC filters: Mar 3, 2025

# Restock strategy:

* Well & Good for essentials
* We need to provide coffee
* Any other items to mention that we will need to keep restocked? Q tips, etc?
* Umbrellas regularly need replaced as well as covers:
  + 7.5ft:
  + <https://www.amazon.com/dp/B07L1PP8DL?ref=ppx_yo2ov_dt_b_fed_asin_title&th=1>
  + 9 ft: <https://www.amazon.com/dp/B07B62ZT3N?ref=ppx_yo2ov_dt_b_fed_asin_title>
  + Outdoor Firepit Sofa Cushion Covers:
  + <https://www.amazon.com/dp/B0C2D375BX?ref=ppx_yo2ov_dt_b_fed_asin_title&th=1>

# Guest Access

* **Access Code:**
  + **Schlage Smart Lock:** A unique code generated for each guest (access Smartlock in Hospitable “Devices”)
  + **Backup Key / Lock out strategy:**
    - 7197
* **Cleaning closet: 3956 (in hallway)**

# Wi-Fi Information

* **Network Name:** Granada Guesthouse
* **Password:** sunshine7435
* **Notes:**
  + Internet provider
  + **Account Email:** XX
  + **Account Number:** XX
  + Router : Arris (Model: TG1682G)
  + The router is in a wooden box in the corner of the dining room.

# House Notes

### Guest Guide

* **Guest Messaging Guide:** [Google Doc Link](https://docs.google.com/document/d/16qBEfvNvXssen6w8ewwPsNpatKLuUd0dn8dHKpjoDGA/edit)
* **Devon’s Airbnb Guidebook:** <https://www.airbnb.com/s/guidebooks?refinement_paths%5B%5D=%2Fguidebooks%2F2125001&s=67&unique_share_id=83d9a463-588f-40f2-bd12-f56de4f5d2d7>

### Good to know

* Hair dryers are in the hall closet
* Extra pillows are in the hall closet
* Portable fan in the guest room closet
* Extra batteries are in the cleaning closet
* There are skewers (bottom left in kitchen)
* First aid kit is in back hall closet
* Board games in kitchen pantry
* Fire extinguisher/ blanket are in the kitchen pantry closet.

### Trash & Recycling:

* Trash is located under the island in the kitchen
* Trash pick up day is Monday morning (black bin)
* Recycling pick up day is Friday morning (pink bin)
* \*Auto message is scheduled in Hospitable to send to guests \_\_\_\_\_\_ night to take out the trash

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### Air filters:

### Hallway next to owners closet (ground level) 24x24x1

### Ceiling just outside kitchen 20x20x1

### Both last changed 01/03/25

### Breaker Box:

* Backyard, near turf patch in the center of the house (can’t miss it)

### 

### Mail:

* XX
* XX

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### Commonly asked about amenities:

* **Pool:**
  + Pool heater: Pool heating is FREE! It is turned on from the months of October-April. It is heated by an electric pool pump which relies on ambient air to operate. Please be advised that when temps drop below 50 degrees the heater cannot heat to a comfortable temperature. It is imperative that the solar pool cover remains in the pool while not in use in order to retain the heat.
  + Pool vacuum MUST stay in pool
  + Be mindful of small pool toys. These can get stuck in the pool vacuum and filters and really mess things up.
* **Wifi:** 
  + Wifi - 100 Mbps Cox High-Speed Internet (we have had as many as 6 adults working remotely with no issues)
* **Firepit:**
  + Propane tank
  + Need to check periodically to ensure it is full
* **Grill:** 
  + Propane
* **Backyard:** Fully fenced. Pool, cornhole, firepit, grill, pool floaties are on side of the house
* **Pack n play:** Located in the first right hard guest bedroom closet, sheets provided.
* **Coffee maker**: Keurig and drip, variety of K-pods provided; Folgers & Caffee D’vita ground coffee (in pantry closet)
* **TV:** Smart TV? What apps?

### Pet Policy:

* Pet policy: Dogs only (sorry no cats due to allergies)
* Must be approved prior to booking and a $50 per dog per stay non-refundable fee will apply.
* It is very important pets are kept off furniture in order to avoid an additional cleaning fee since removing dog fur greatly extends the cleaning time.
* Dog-Friendly Amenities
  + • Dog bowls
  + • Dog treats
  + • Dog crate

# Smart Home Devices:

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### Thermostat:

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

### Breaker Box:

Located on the side of the house in the backyard, a big grey box

Any Issues with the AC, most likely a breaker flipped and needs to be flipped back.

### Security Camera:

* **Location:**
  + **Front door Ring Camera**
* **Access:**
  + Access on a phone/iPad app
  + Log in info:

# Cleaning:

* **Primary Cleaner:** Well & Good
* **Scheduling:** Breezeway
* **Extra Jobs:** Well & Good, Jake

# Handyman / Maintenance:

* **Handyman**
  + Jake House
* **Landscaping:**
  + Mario: 480-265-1551
* **Pool**
  + Ryan Maya
  + 480-208-3600
  + Currently scheduled for Wednesdays but sometimes pushed back a day or 2 depending on weather
* **Pest Control**
  + XX
* **HVAC**
  + DeGeorge
* **Plumbing**
  + DeGeorge

**Notes from walk through with onboarding walk through with Devon (1/3/2025):**

\*Neighbor notes: neighbor across the street is autistic. Be cautious for noise.

\*doesn’t want rates below $200. Has built relationships with neighbors. This is priority.

\*strict on 6 people sleeping. Okay with 2 extra kids

\*strict on no parties

\*pets are okay! $50 current fee. 2 dog max. Ideal is to charge per pet. No cats.

\*loves landscaper Mario!

\*umbrellas break all the time. Get back up link to repair. 9ft for table and chairs. 7.5ft for pool

\*has fire pit that we’ll need to replace propane tanks

\*ice maker not working but should soon as soon as water softener

\*W&G knows to leave non perishables in pantry

\*windows and floors have been issue for w&g

\*Devon is signed up for Host Share. Allows last minute stays from other hosts

\*Walking distance to Trevors liquor!

Refer to rates received for bookings prior to us taking over management: <https://docs.google.com/spreadsheets/d/1--a7cN82hUB8w-DdyA2ppZrSm2eJWSko7WZMvKASgVk/edit?gid=428605881#gid=428605881>

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