**Address:**

7720 E Heatherbrae Ave #1

Scottsdale, AZ 85251

# Property Inspection Log:

**Date of Notes:** 11/315/2024

**Next Inspection Scheduled:** XX

* Buy ice trays
* Buy and hang fire extinguisher
* Hand renewed licenses
* Wash throw pillow covers
* Upholstery cleaning on dining chairs and accent chair[[1]](#footnote-0)
* Fridge behind ice maker is cracked
* Ice maker not working
* Tighten TP holder in master, check all towel and tp holders
* Re mount electric vacuum in cleaning closet
* Fire extinguisher hung? If not, let's buy one.
* ~~Put on bed skirts for twin room~~
* ~~Clean out cleaning closet~~

Breezeway:

**Lockbox with backup key:** 7120 (hanging left of the front door)

**Parking:** Covered parking is reserved. Our designated space is “Y”. Street parking is free. DO NOT park in any other covered parking space or you risk being towed.

**Internet:**

Southwest Wanderlust

desertlove

If the guest is having trouble with the Southwest Wanderlust network, you can share the original network info:

Network: SETUP-2BAD

PW: cocoa9172filter

**Cleaning closet key:** The cleaning closet can be accessed near the outdoor patio. The key for the cleaning closet is stored in the lockbox near the front door. Code 7120

Internal access:

3299, 2190

**Lisa Paden, CAAM, Area Manager Lucy Arroyo, Admin Assistant**

**lisa.paden@associatedasset.com lucy.arroyo@associatedasset.com**

**602.362.0362 (direct line) 602.362.0354 (direct line)**

**Property notes:**

**Guest Guide:**<https://docs.google.com/document/d/1leqHeim7uCGWtn0WSqluGpK51iEnxtEEPemk8kNGby0/edit>

**Guest Messaging Guide:**

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

**Handyman first call:** John Otto : (630) 715-7235

**Parking:** Covered parking is reserved. Our designated space is “Y”. Street parking is free. DO NOT park in any other covered parking space or you risk being towed.

**Pet fee:** $120 case by case, the condo is not pet friendly, however, we may accept certain pets if it's a high paying guests with a good track record.

**Scottsdale Trolley:**

<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Trolley/maps/mlhd.pdf>

<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Trolley/maps/trolley-map.pdf>

**Closest stop:**

* MLHDGR Senior Center
* 5 minute walk
* Across from Merci French Cafe

**Scottsdale license #:** STR2023-2025228-APP

**Trash:**

Dumpsters are located in the parking lot, across the courtyard, and through the gate.

Beth Scarano

Bscarano2013@gmail.c...

+1 480-406-4456

-

John Otto - also is ...

-

+1 630-715-7235

# 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**: Keurig coffee, pour over coffee. We provide keurig pods, cream and sugar
* **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

# 

1. [↑](#footnote-ref-0)