**Address:**

4925 S Kenwood Lane

Tempe, AZ 85282

# Property Inspection Log:

**Date of Notes:** XX

**Next Inspection Scheduled:** XX

* Strategy to keep Ring doorbell charged
* The closet door lock is detached, and there are very visible stains on the carpet. A lamp needs a light bulb replacement. Unfortunately, there are no spare parts available for these items. We recommend having maintenance check it out. Thank you!

**Breezeway:**

Lockbox cleaning code : 0578

Smart lock cleaning Code (don’t share with guests): 3029

Programming code: 381439

User codes (don’t share with guests): 4387, 1698

**Internet**

SETUP-E6D6

Eager9293flight  
  
**Guest Guide:**<https://docs.google.com/document/d/1leqHeim7uCGWtn0WSqluGpK51iEnxtEEPemk8kNGby0/edit>

**Guest Messaging Guide:**

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

**Pool Maintenance:** The pool cleaners come every Thursday, usually in the morning and let themselves in through the side gate.

**Parking:** There is a two car garage; double click the garage opener to open, click once to close.

**Handyman:** Jake House

**Cleaner:** Ana

\*in hallway bathroom, turn handle to the right for hot water

**Raj’s Airbnb:**

rpersad@gmail.com

AirbnbVesta#1

**Trash:** Trash bin is in the alley behind the house.

**Recycling:** The Recycling bin is in the garage. Recycling pick up is on Thursday. If you’re staying with us on a Wednesday night, it helps us out if you can take the recycling bin to the curb.

Raj - Owner

-

+1 408-821-6172

# 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

# 