# Property Inspection Log:

**Date of Notes:** XX

**Next Inspection Scheduled:** XX

* XX
* XX

Property Mgmt Maintenance:

* Plants need watered every 2 weeks

**Staging photos:**

[**https://drive.google.com/drive/folders/1rlGT-VAYJPM15dHeTjUR8Dz5ztRtO00I?usp=sharing**](https://drive.google.com/drive/folders/1rlGT-VAYJPM15dHeTjUR8Dz5ztRtO00I?usp=sharing)

**Cleaner name:**

**Tenley & Elijah**

**928 637 5295**

**Well & Good**

**Owner:**

* Patricia Jaliu
* [jaliupf@gmail.com](mailto:jaliupf@gmail.com)

**Airbnb listings:**

Patricia’s Airbnb profile with all listings:

<https://www.airbnb.com/users/show/2544591>

Individual listings:

140:

[airbnb.com/h/desertnectarflatatnavajoflats](http://airbnb.com/h/desertnectarflatatnavajoflats)

[airbnb.com/h/theredpebbleflatatnavajoflats](http://airbnb.com/h/theredpebbleflatatnavajoflats)

[airbnb.com/h/soleriflatatnavajoflats](http://airbnb.com/h/soleriflatatnavajoflats)

142:

<http://airbnb.com/h/desertsunsetflatatnavajoflats>

[airbnb.com/h/juniperflatatnavajoflatssedona](http://airbnb.com/h/juniperflatatnavajoflatssedona)

[airbnb.com/h/thepinksunriseflatatnavajoflats](http://airbnb.com/h/thepinksunriseflatatnavajoflats)

144:

<http://airbnb.com/h/desertdecoflatatnavajoflats>

[airbnb.com/h/sedonasafariflatatnavajoflats](http://airbnb.com/h/sedonasafariflatatnavajoflats)

**Addresses, Entry codes:**

140 Navajo Dr., Sedona, AZ 86336

* Red Pebble 8361
* Soleri 4328
* Desert Nectar 4838
* Utilities Closet/Supplies Closets 8118

142 Navajo Dr., Sedona, AZ 86336

* Juniper 9730
* Pink Sunrise 8286
* Desert Sunset 4715
* Utilities Closet/Supplies Closets 1881

144 Navajo Dr., Sedona, AZ 86336

* Sedona Safari 7560
* Desert Deco 7313
* Office 4345
* Supplies Closets 8181

\*Navajo Flats are NOT equipped with Smart locks. There is a single access code for each unit. These locks are extremely reliable. If a guest is having trouble, chances are they are not turning the deadlock after entering the code. Here are instructions that we share with check in instructions:

*To let yourself in, use the code XXXX and turn the deadbolt. When you leave the unit, pull the door handle closed tight with one hand, push the Schlage button and turn the deadbolt to lock with the other hand. You must keep the door shut tight by pulling the door handle so the deadbolt will smoothly lock.*

**Sleeper sofas:**

**Soleri:**

[**https://www.westelm.com/products/clara-sleeper-sofa-h3051/?catalogId=71&sku=9720995&cm\_ven=PLA&cm\_cat=Google&cm\_pla=Furniture%20%3E%20Sofas%20%26%20Loveseats&cm\_ite=9720995\_14464751978\_pla-962004386860&gad\_source=1&gbraid=0AAAAABjYLmnhUjdQVa5\_iTW8wDcnkvTsV&gclid=EAIaIQobChMIyITqo6K8jAMVOitECB1CWi2aEAQYAiABEgK9y\_D\_BwE**](https://www.westelm.com/products/clara-sleeper-sofa-h3051/?catalogId=71&sku=9720995&cm_ven=PLA&cm_cat=Google&cm_pla=Furniture%20%3E%20Sofas%20%26%20Loveseats&cm_ite=9720995_14464751978_pla-962004386860&gad_source=1&gbraid=0AAAAABjYLmnhUjdQVa5_iTW8wDcnkvTsV&gclid=EAIaIQobChMIyITqo6K8jAMVOitECB1CWi2aEAQYAiABEgK9y_D_BwE)

**Laundry detergent, shampoo, conditioners:**

Laundry detergent is unscented Arm & Hammer powdered detergent.

The brand of shampoo, conditioner, and body wash is Sojo.

Paraben free, dye free and cruelty free with a natural white tea pine scent

Thank you

<https://www.getsojo.com/catalog/bathroom>

From Sojo website:

Our formulation eliminates many toxic ingredients found in conventional brands

* Cruelty-free
* Paraben-free
* BPA-free

**(**Provided by Well & Good.)

**Sound machines are available in all downstairs units.**

**Important note about HVAC, AC SYSTEM:**

From Patricia:

Regarding the HVAC system and it will be useful for the whole team to know about this procedure for the future. It involves resetting the HVAC. The thermostat in Soleri showed 73 but was set for 67 cool!!! Maybe they left the fan on high in bedroom to cool?? When guests leave the door or windows opened when thermostat is on, it messes up the system and locks it. It needs to be totally reset by shutting off the breaker switches in the closet and waiting 10 minutes then switching back on and waiting for system to kick back on which takes 5-10 minutes. I took pictures of what needs to be done, it’s not complicated, but I’ll send the pics and process in what’s app and then we can send to Tenley separately tomorrow so they’re not overwhelmed. Also, I know it’s challenging for cleaning team to shut door every time they go in/out of unit but that is also another source of system locking up. I tried with Mayra for years to get her to understand… maybe we need some labels by the thermostats for guests to understand so they cooperate!

**Building Configuration:**

| 140 Navajo Dr | |  | 142 Navajo Dr | |  | 144 Navajo Dr | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Desert Nectar**  **3 bedroom / 2 bathroom** | | PARKING | **Desert Sunset**  **3 bedroom / 2 bathroom** | | DUMPSTER + PARKING | **Desert Deco**  **3 bedroom / 2 bathroom** | |
| **Red Pebble**  **1 bd** | **Soleri**  **1 bd**  **1 bd (no bedroom door)** | **Juniper**  **1 bd** | **Pink Sunrise**  **1 bd (no bedroom door)** | Office | **Sedona Safari**  **1 bd (w/closing bedroom doors)** |

* All bottom units are 1 bedroom / 1 bath
* All upstairs units are 3 bedrooms / 2 bathrooms
* Each unit has its own unique furniture and design.
* The bedroom layout is the same for all 3 bedroom units: Desert Nectar, Desert Sunset, and Desert Deco
* Red Pebble & Juniper have the same layout with a separate bedroom and living area.
* Soleri, Pink Sunrise, and Sedona Safari have the same layout. However, Sedona Safari has doors that close for the bedroom. The other 2 units do not have bedroom doors but do have a room divider.
* Sedona Safari is extra special because it has a totally private small patio :)
* There are small placards on each door with the name of the unit.
* All 1 bedrooms have a sleeper sofa and enough bedding for one person to sleep on the couch.

# **Wi-Fi Information**

* 140 network
  + 06f1ba
  + modern.621.genre
* 142 network
  + suddenlink.net-FCAB
  + NAVAJOFLATS2
* 144 network
  + 02ad62
  + mineral.419.source

**About parking:**

* It is imperative that guests DO NOT park in front of the dumpsters, or along the driveway, because this is a FIRELANE. It is marked with signage. Should be very clear to guests.
* Each unit has its own designated parking space. Parking is limited so it’s important that guests only park in their designated space.
* If extra parking is needed, there are a usually open parking spaces at Shadowbrook apartments.

**Mail and package delivery:**

USPS doesn’t deliver to this address since it’s a short-term rental, but for Amazon orders, we recommend selecting “pick up” at the UPS store or Whole Foods—both are just 5 minutes away. Since there are multiple units in the building, this helps ensure your package is secure. I know it’s not the most convenient option, but I hope this helps! Let me know if I can do anything else.

**Re Early check in, late check out, dropping off luggage, or requesting early parking:**

* Due to limited parking and logistics for coordinating amongst multiple flats, Navajo Flats has a strict no early check in, no late check out, and no luggage drop off allowed.
* All of this said: If for some reason a guest asks and we know for sure the flat is ready and it’s easy to offer, then we can. It’s just not something we are going out of our way for. And we are communicating up front that this is not available to limit requests.
* Here is what we say in our Booking Confirmation message:
  + *🚗 Note about Check-in & Parking: Due to the unique layout of Navajo Flats and our limited parking, we aren’t able to accommodate early check-ins, luggage drop-offs, or parking before 4:00 PM. We truly appreciate your understanding as our team ensures everything is ready for your arrival.*

**Check in information:**

* We send this 1 day prior to check in (for our other homes, we send it 2 days prior)

**EV Charger:**

* The nearest EV charging station is at the Police Department just one minute away from the property.
* We do not have any outlets that can be used for EV vehicles
* NO EV charging at all. Sorry. It trips the breaker.

# **Damaged items:**

* Patricia is strict about damaged items.
* In the past, she has charged for things like broken glasses, stained rugs, etc.
* I think we can apply the same strategy as our other units, but lean toward requesting reimbursement if guests let us know that something is broken, or if the cleaning team informs us.
* Can feel free to ask Patricia to confirm how much to charge to reimburse

# **Restock strategy:**

* Coffee
  + We are responsible for ordering new Freeform Coffee: <https://freeformcoffee.com/pages/airbnb>
    - Log into Patricia’s Freeform account and use the card already on file (if we don’t have it, send her a Whatsapp message)
    - Order the whole bean coffee. Flats are already equipped with a coffee grinder.
    - Coffee can be picked up from Freeform coffee shop (super cute coffee shop!)
* W&G is responsible for restocking all essentials
* Other speciality items (ie: tea, kleenex, coffee filters, Welly first aid, etc., Patricia will provide this restock but we will need to tell her if we’re running low

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# **Guest Guide:**

* This is the Canva file for all Navajo Flats Guest Guides:
  + <https://www.canva.com/design/DAFNpopfe2Q/qGV7nyk-gE8sVBq1s3MyFw/edit?utm_content=DAFNpopfe2Q&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton>
  + Guests have access to a laminated copy of the guest guide inside the flat. Thus, you can just direct guests to the guide and shouldn’t need to access this much.
  + However, still helpful to know it exists and can refer to it to help guests in the 1 bedroom, use the convection stove and oven.

### **Trash & Recycling:**

* There is a large dumpster between buildings 142 and 144
* It is imperative that the lids of the trash dumpster close completely. Otherwise, trash will not pick up.
* We do not have recycling, if a guest wants to recycle, you can direct them to the Recycling Center on Shelby Dr: 2280 Shelby Dr, Sedona, AZ 86336

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### **Pet Policy:**

* Strict no pet policy
* The only time Patricia has made exceptions in the past is if it’s a small dog AND a guest with several 5\* reviews AND a high value booking

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## **Housekeeping & Staging Details**

* **Shower Curtain Liners**:
  + Showers = **long liners**
  + Bathtubs = **shorter standard size**
  + Currently a mix—**needs to be standardized**.
* **On-Site Property Walkthroughs**:
  + Check **exterior upkeep**.
  + Ensure **plants are watered**.
  + Verify **correct number of mugs, glasses, plates**.
* **Small Presentation Details for W&G**:
  + **Shower curtains** should be **closed** (except for upstairs bathroom w/ a view).
  + Ensure **sheets are consistent**.
  + **Throw blankets**: Avoid tucking them too much into beds.
  + **Pillows**: Zippers should be **on the bottom**.
* **Eventually: Let’s stock Drawers with Essentials**:
  + **AA batteries**
  + **AAA batteries**
  + **Mini 12V batteries (for remotes)**
  + **Pin key for doors**

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### AC Filter Size & change frequency:

* **Wash mini-split filters**: Every **3 months**.
* **Replace normal AC filters**: Every **3 months**.
* **Last AC filter change**: **January 2025**.
* Use **baby wipes** to wipe off dust.

### Breaker Box:

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

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### 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?

# Smart Home Devices:

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### Thermostat:

* Important: Avoid turning on “EM Heat”. This is emergency heat. Instead, use the normal “Heat” mode
* Thermostats do not have remote access.
* This is the thermostat in case you do need to troubleshoot: <https://www.honeywellhome.com/us/en/products/air/thermostats/programmable-thermostats/white-t5-touchscreen-thermostat-rth8560d1002-e/>
* In the winter, keep heat at 68 degrees

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### Security Camera:

* **Location**
  + We have security cameras at the exterior edge of each building.
  + We do not have access but can ask Patricia if we ever need this.

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# Handyman / Maintenance:

| **Navajo Flats Vendors** |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Service** | **Business Name** | **Name** | **Phone Number** | **Payment Type** | **Notes** |
| Handyman | Loper’s Repair | Matt Loper & Joe Loper (son) | 928-963-6529 | Zelle 4317 | All Handywork/Repairs; Water Softener System Salt Replacement; RO Water Filters |
| Handyman | JD Roofing | Diego Mendoza | 928-821-6635 | Cash, Check 4317 |  |
| Landscaping | Dave’s Landscaping | David Saimo | 928-593-8255 | Venmo 4317 | Weekly Service: Blow Patios, Rake Gravel on Driveway Monthly Service: Herbicide, Trim Plants Seasonal: Check Irrigation, Replace Planter Plants, Trim Waxed Privets (along Driveway/Patios) - only height/around NO PARKING signs |
|  | Dave’s Landscaping | Abri | 928-451-6878 |  | Abri schedules service |
| HVAC | Connolly Electric & Mechanical |  | 928-639-4251 | Credit Card 8951 | Installed all HVAC units; Call for Repair  Address: 142 Navajo Dr |
|  | Nichol’s Mechanical |  |  | Credit Card 8951 | Installed Mini Split AC units Red Pebble/Juniper/Housekeeping Office |
| Window Washing/Power Washing | Javier Salgado | Javier Salgado | 928-340-7914 | Zelle 4317 | Window washing exterior & interior windows ($13/window). |
| Pest Control | Arizona Bug Company | Mark Lalonde | 928-451-2667 | Credit Card 8951 | Quarterly Service: Make sure all/most flats are unoccupied and schedule a day when someone can open all doors for interior treatment. |
| Appliance Repair | Grant’s Appliance Repair | Steve Grant | 480-488-9381 mobile 928-554-0900 business | Credit Card 8951 | Washing Machine, Dryer, Dishwasher Repair |
| Window & Screen Repair | The Glass Company |  | 928-639-0110 | Credit Card 8951 | Replace windows; repair/replace screens |
| Coffee | Free Form Coffee | Danny Garland | 928-300-2238 | Credit Card 8951 | Wholesale Quick Buy: Canyon Blend 6 oz Hospitality Packs Whole Bean, order 2-3 6packs based on need. jaliupf@gmail.com Portals8\* ; Select “PICK UP” at Shop.  Order is typically ready by Thursday after the Monday it is ordered. |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| **Utilities** |  |
| --- | --- |
| Electricity | APS |
| Internet | Optimum |
| Water | Arizona Water Company |
| Wastewater | City of Sedona |
| Trash | Waste Management |
|  |  |
|  |  |

WiFi

WiFi speed for all units is 100-101 bts. We have very stable internet (for the most part) and several guests have stayed and worked in the past with no issue. (Video conferencing, etc..)

* **Handyman**
* **Pest Control**:
  + Arizona Bug Pest Control (Monthly service).
  + They email to schedule service (Text Brindy to confirm).
* **HVAC Systems (Connelly Electric)**:
  + If doors are left open, HVAC will **shut down & lock out**.
  + Patricia has **guest instructions** to **flip breaker & reboot**.
* **Landscaping (Dave’s Landscaping)**:
  + **Trim only from the top** (Not the width, so bushes fill in).
  + Ensure **No Parking signs** are visible.
  + Service is **once per month**.

**From Guest Guides:**

* Stove in 1 bedroom units:
  + The stove is an induction stove and will only work with stainless steel pans. Please only use pans provided in the cabinet below the stove. To turn on the stove, place the pan on the burner, press "Power", then "Menu-On". A pan must be on the burner for the stove to heat. The stove heats up quickly, adjust accordingly.
* Microwave & Oven in 1 bedroom units:
  + In order to use the microwave as a convection oven, select "Keep Warm" or "Bake/Roast". Otherwise, it will default to a microwave. Metal racks and metal cookware can ONLY be used if using as an oven. Microwave-Safe plastic, paper products, plastic wrap, etc., are NOT compatible when operating as an oven. The glass turn table can be used in any cooking scenario.
* Television
  + Press "Power" from Art Mode to access TV menu. If TV is not in Art Mode, press "Power" twice to access TV menu. Use remote to select between streaming apps like Netflix, Hulu, etc. If you log into your own Netflix, Hulu, etc. account, make sure to log out from your account.
* Filtered water
  + The water from the drinking spout is purified with reverse osmosis.
  + Every unit is equipped with RO water filters at the sink.
* Complimentary Coffee & Tea
* Enjoy Locally Roasted Free Form Coffee. A variety of black, green & herbal Kusmi Teas are also provided.
* Outdoor comfort
  + Help yourself to the Mexican Falsa Blankets while enjoying the patio.
* Bluetooth Speaker
  + Select bluetooth function on speaker and pair phone or device to "Tivoli Bluetooth".

### Guest Recommendations:

### Vortex Hikes:

* - Boynton Canyon: 6 mile out and back. A lot of sun at first but gets nice and cool further back in the canyon. Mostly flat. Peaceful.
* - Cathedral Rock: 3-4 miles. The main trailhead for Cathedral rock is crowded and in VOC (30 min away). However, there is a shortcut without crowds: Park at Secret Slickrock Trailhead (10 min from house). Cross Oak Creek by foot at Buddha Beach. Take Templeton Trail up to Cathedral rock.
* - Bell Rock: Lots of different circular trails. Fun places to climb around on grippy red rocks.
* - Airport Loop: 4-5 miles. The main trailhead is almost always full. However there’s another place you can park for an even prettier (and slightly longer) hike. Park on Brewer Rd. Take Brewer trail to Airport Loop trail.
* Long/Hard Hikes:
* - Hangover, Cow Pies, Munds Wagon, Casner Canyon, and Huckaby Loop: Best place to park is Huckaby Trail head. Varies between 10-14 miles depending on route. I recommend using a map or AllTrails to navigate.
* - Wilson Mountain: Tallest peak in Sedona. 11.5 out on back. (I haven’t done it myself)
* - AB Young: 4-5 mile challenging out and back. Straight climbing! Great views of Oak Creek Canyon!
* Nearby:
* - Our backyard trail! Follow the trail that borders our fence line across the street. This will take you to the top of the knoll across from our house and is an ideal sunset spot, about a 10 minute walk with trail options for a longer out and back.
* - Scorpion to Pyramid Loop: 2.2 miles. Very scenic! Hidden gem. You can also park at the Schurman Mountain Trailhead (closer to the house) for a longer loop.
* - Lower Loop trail to Chimney Rock: Short 2-3 mile loop in West Sedona with some climbing and classic Sedona Red Rock views. There are several other trail options here too to make the loop longer.

Since you're coming for spiritual rejuvenation, you might enjoy time at Amitabha Peace Park.

I also recommend checking out Sedona's Ecstatic Dances! There's one held on Tuesday nights at 5:30 at Yavapai Point Trailhead. There are a couple Facebook groups you can check out for more events: "Ecstatic Dance Sedona" and "Free Ecstatic Dance on The Rocks".

Also— check out the schedule at www.sunmoonstudiosedona.com

I’ve participated in a couple sound baths and ceremonies there and it’s a special spot :)

Sound healing:

Sedona Mystical Life

Victoria Lopez

(928) 254-9592

Okay great! Here are a few recommendations for you:

For energy healing:

- Soña (619) 549-6073

- Katie (814) 504-3627

For body work/energy healing, I’ve seen Mallory a few times and she’s great. This is her website:

- https://www.reflexologysedona.com/

I’ve also gone to this studio for sound healing, and kundalini yoga. Will just need to check their schedule for your dates:

- https://www.sunmoonstudiosedona.com/

Clint might be able to help with a sweat lodge (it’s not listed on his website but can give him a call and ask):

- Clint (928) 254-9607

- https://sedonasacredearth.com/founder

I also recommend spending an hour or so at Amitabha Stupa and Peace Park. Beautiful, outdoor, meditative spot. Great for kids too.

Here are a couple nearby hikes, the shorter ones may be okay for your 2 1/2 year old:

- Our backyard trail! Follow the trail that borders our fence line across the street. This will take you to the top of the knoll across from our house and is an ideal sunset spot, about a 10 minute walk with trail options for a longer out and back.

- Scorpion to Pyramid Loop: 2.2 miles. Very scenic! Hidden gem.

- Lower Loop trail to Chimney Rock: Short 2-3 mile loop in West Sedona with classic Sedona Red Rock views.

Lastly, for food:

- The Vault: Great restaurant with outdoor dining for classic Sedona Red Rock views (good red meat options!)

- The Hudson: Another favorite for fish, meat, salads

- Dellepiane: Favorite fancy burger in town!

Hope that helps and let us know if you have any other questions!