**Address:**

127 27th St

Newport Beach, CA 92663

# Property Inspection Log:

**Date of Notes:** XX

**Next Inspection Scheduled:** XX

* Install cabinets in the garage
* Stock cabinets with all restock
* Swap out Kwikset locks for Schlage

From Breezeway:

Doorlocks are Kwikset Smart Locks. These are finicky and require frequent new batteries. To check the lock in the app:

<https://www.kwikset.com/support/answers/where-can-i-download-the-kwikset-app>

Kwikset log in details:

Brindy@bybrindy.com

Benedito86!@

Padlock on garage: 5482 (R), 4482 (L)

Lockbox on stairs (3bd back up key plus adjoining door): 1410

Lockbox #2 (Located right next to the door for Unit 2 with 2bd backup key): 2721

Lockbox #3 for STUDIO: (studio plus studio adjoining door backup key): 3721

\*\*\*3rd backup key for studio is in crate in cabinet. (Not for guest use)

\*\*\*Adjoining door between 3 bedroom and Studio needs to be unlocked from both sides to open. This should only happen if the same renter is using both sides and then we need to ensure it is kept locked.

The cleaning code is 2158. This works for all 3 units.

**Guest Guide:**<https://docs.google.com/document/d/1iNWUPNlzUCucnsrUTFVdzJdHx7xvSThpfg8qZocWYVU/edit?usp=sharing>

**Guest Messaging Guide:**

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

The cleaning code is 2158. This works for all 3 units.

STUDIO: Unit #3. The door to enter is on the side opposite of the beach, in between the outdoor table and outdoor shower.

2 BEDROOM: Unit #2. The door to enter is at the top of the stairs, on the same side of the house as the beach.

3 BEDROOM: Unit #1. There are 2 doors to enter. The double doors off of the street. Or, the door at the top of the stairs, on the same side of the house as the beach.

# **OTHER HELPFUL INFO:**

**LAUNDRY ROOM:** Code is 3299. Located on the beach facing side of the building with a sign that says “Laundry”. There should be bags of clean sheets/towels for each unit here. There are also bins under the table with more restock.

$2.25 per load. Laundry room is marked at bottom of stairs on beach facing side of building.

If we ever have trouble with the machines, text or call Jeff (number below). He owns the machines and is responsible for emptying quarters when full. If full, then it won't take quarters.

**MISC:**

CODES ON CHAIRS: There are Locks on chairs on front porch to keep them from being stolen. These codes are: 2020, 0510

FRIDGE FILTER for 3 BEDROOM: Whirlpool Fridge, Water Filter 1 Everydrop, Mod. WRF560SEYM05, FreshFlow air filter

RESTOCK: There is a grey cabinet inside with restock (soap, garbage bags, sponges, etc.) This is also where guests can place deliveries.

**PARKING & GARAGE:**

3 bedroom: Left side of garage, pad lock code is 4482.

2 bedroom: Right side of garage, pad lock code is 5482.

No garage parking for Studio unless 2 or 3 bedroom guests are not using garage. Never promise that we will have parking avaialble for the studio. However, there is free street parking and while it can get busy on the weekends, its almost always possible to find something nearby. Worst case, have to park further away.

Handyman: Ray - 714 794 7659

Cleaner:  Blanca - 951 526 6859 -Cleanings are scheduled and paid for via Turno

Laundry guy: Jeff - (He services the coin operated machines) -(714) 612-6355

**Email:**

127stayNewport@gmail.com

NEwport127

Trash:

* Mondays/Saturdays
* Separate by food/recycle/landfill
* For extra trash, need to meet garbage man when he comes and he will take extra.

# 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:

* Dogs only allowed
* 2 dog max
* $150 fee per dog

# 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

# 