**Address:**

XXX

# Property Inspection Log:

**Date of Notes:** XX

**Next Inspection Scheduled:** XX

* Need new:
  + Knife block
  + Better pans
  + Baking sheet
  + Coffee restock
* Sugar holder
* Fix blinds.
* Place pool remote inside
* Do walk through + feedback to W&G
* Bulbs outside lights don’t work
* Create touchstay guide
* RE light switches: They are all dimmable switches . Hold down to turn on/control

**Breezeway:**

**Lockbox (located to left of outdoor TV in yard on pipe): 0723**

**Garage code: 7117 Enter (press keys slowly)**

**Side gate code - C-4163**

**Alternate WIFI - password: Paradise2#, network: AlkarP2**

**Network:**

**Southwest Wanderlust**

**PW: desertlove**

**Touchpad: 3989**

**Lockbox (located to left of outdoor TV in yard on pipe): 0723**

**Garage code: 7117 Enter (press keys slowly)**

**Guest Guide:** [**https://docs.google.com/document/d/16MWHXQOlbR7XX\_MIZyP6COhffr6tdsZmUrv6uDf8uA4/edit**](https://docs.google.com/document/d/16MWHXQOlbR7XX_MIZyP6COhffr6tdsZmUrv6uDf8uA4/edit)

**Guest Messaging Guide:**

[**https://docs.google.com/document/d/16qBEfvNvXssen6w8ewwPsNpatKLuUd0dn8dHKpjoDGA/edit**](https://docs.google.com/document/d/16qBEfvNvXssen6w8ewwPsNpatKLuUd0dn8dHKpjoDGA/edit)

**Bbq grill: Make sure the gas is on then press the button while turning the stove on. There are lighters to the right of the grill if needed.**

**Firepit: The tool needed to turn the firepit on/off is on the right side on the grill.**

**Pool: To open the pool gate, pull up on the round lever (see diagram below). The key that is already in the gate is what will unlock/ lock the outside. Please make sure the key stays in the gate. Pool towels are in the hallway closet nearest to the guest bathroom.**

**Pool maintenance: We use a pool service who comes on Tuesday mornings to service the pool. The pool company lets themselves in through the side gate.**

**Parking: Guests are welcome to park in the garage, however we do not provide a garage opener. Guests can also park in the driveway or on the street.**

**Pet fee: $175.00**

**Owners:**

**Alastair:** [**alastairmalcolm@hotmail.com**](https://mailto:alastairmalcolm@hotmail.com)

**Karen: Kkmalcolm@msn.com**

**Handyman: Jake (206) 475-8020**

**Hot tub tech: Brian**

**Air filter 14" x 30", 14" x 25"**

**The trash can is next to the laundry room next to the kitchen. The trash and recycling bins are on the West side of the backyard. Trash and recycling pick up is early morning on Wednesday. If you’re staying with us Tuesday night, it helps us out a bunch if you can take the trash to the street.**

# 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

# 