

short-term rental

CHECKLIST

Short-Term Rental Property Setup Checklist

This checklist helps property owners prepare their short-term rental for hosting guests by ensuring it meets essential hospitality standards. Use this list to check off items as you set up your property.

1 Bedroom Essentials

- Bed with a sturdy headboard
- High-quality mattress (at least 8" thick) with a mattress protector
- Bed linens (at least two sets per bed)
- Pillows (at least two per guest)
- Nightstand with lamp
- Alarm clock
- Full-length mirror
- Dresser or closet with hangers
- Safe for passports and valuables (Optional)
- Waste bin

2 Bathroom Essentials

- Bath towels (at least 2 per guest)
- Hand towels and washcloths
- Pool towels (if applicable)
- Hair dryer
- Magnified makeup mirror (optional)
- Display for toiletries and amenities
- Body lotion and shower cap
- Towel hooks
- Air freshener

3 Kitchen Essentials

- Plates, bowls, and cutlery (at least one set per 2 guests)
- Cups, glasses, and wine glasses
- Pots, pans, and cooking utensils
- Can opener, bottle opener, corkscrew
- Salt, pepper, sugar, sweetener
- Coffee Maker (Drip), Tea Kettle
- Tupperware
- Trash bin
- Broom and dustpan
- Extra lightbulbs

4 Living Room Essentials

- Comfortable seating (sofa or couch)
- Coffee table
- Television with streaming capabilities
- WiFi with clear instructions for guests
- Floor or table lamps for lighting
- Books and magazines
- Desk or workspace with chair
- Waste bin

5 Safety & Security

- Functioning smoke and carbon monoxide detectors
- Fire extinguisher
- First aid kit
- Emergency contact list (local hospital, police, property manager)
- Lockbox or smart lock for key access
(YALE KEYPAD PREFERRED)
- Secure windows and doors

6 Extra Comfort & Convenience

- Universal phone chargers
- Extra blankets and pillows
- Laundry basket
- Clothing iron and ironing board
- Slippers or indoor footwear
- Outdoor furniture (if applicable)
- Airbnb guidebook with house rules, local recommendations, and emergency info