

Chatham Vacation Rentals

Spring Getting Ready Checklist

2018

Please use this checklist as a tool in preparing your home for tenancy.

	Scheduled	Completed
TV / Internet / Phone		
Comcast/Verizon require 3-4 weeks notice for activation	<input type="checkbox"/>	<input type="checkbox"/>
Please test connection on a mobile device	<input type="checkbox"/>	<input type="checkbox"/>
Provide Chatham Vacation Rentals with network name and password	<input type="checkbox"/>	<input type="checkbox"/>
Post network name and password for tenants	<input type="checkbox"/>	<input type="checkbox"/>
Remote controls must be programmed to power on/off the TV	<input type="checkbox"/>	<input type="checkbox"/>
Replace batteries in all devices (remotes, smoke detectors, etc.) and leave a supply	<input type="checkbox"/>	<input type="checkbox"/>
DVD players should be connected and instructions provided (input#)	<input type="checkbox"/>	<input type="checkbox"/>
Heating / Cooling Systems		
Schedule cleaning/service well in advance	<input type="checkbox"/>	<input type="checkbox"/>
Clean/change filters	<input type="checkbox"/>	<input type="checkbox"/>
Have fuel tank filled and automatic delivery scheduled	<input type="checkbox"/>	<input type="checkbox"/>
Test AC system	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing		
All water turned on including outside shower & spigots	<input type="checkbox"/>	<input type="checkbox"/>
Check for and repair any leaks/drips	<input type="checkbox"/>	<input type="checkbox"/>
Water heater in good working order	<input type="checkbox"/>	<input type="checkbox"/>
Furnace/boiler cleaned and in good working order; pilot set correctly	<input type="checkbox"/>	<input type="checkbox"/>
Check septic system and pump tanks if necessary	<input type="checkbox"/>	<input type="checkbox"/>
Toilet plunger available to tenants - required	<input type="checkbox"/>	<input type="checkbox"/>
Appliances		
Refrigerator, stove, oven, dishwasher, washer, dryer in good working order	<input type="checkbox"/>	<input type="checkbox"/>
Inspect hoses, clean drip pans, vacuum compressor	<input type="checkbox"/>	<input type="checkbox"/>
Check/replace if needed all small appliances (toaster, blender, coffee maker, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Canister vacuum with attachments and supply of bags - required	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning		
A professional spring cleaning is highly recommended	<input type="checkbox"/>	<input type="checkbox"/>
Stock cleaning supplies (oven, floor, bathroom & glass cleaners, disinfectant spray, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Provide sponges, broom, dustpan, mop, toilet brush, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Clean all windows, inside and out	<input type="checkbox"/>	<input type="checkbox"/>

