Chatham Vacation Rentals



Spring Getting Ready Checklist

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

	Scheduled	Completed
Exterior		
Ensure grill and cooking grates are clean and rust-free		
Provide BBQ tools and cleaning brush		
Two FULL propane tanks are required at the start of the season		
All outside furniture and umbrella in good working order		
Test and clean outside shower		
Schedule Services		
Schedule trash & recycling pick-up; two times per week is required		
A minimum of two LARGE trash cans in an animal proof cedar bin or trash company roll cart		
Notify your trash company of start & end dates		
Pest control regimen - required		
Schedule regular lawn care		
Miscellaneous		
Change the batteries in and CLEAN smoke & CO detectors; check expiration dates		
Electric panel must be accessible to tenant		
Check/replace burned out lightbulbs AND leave supply of all sizes		
Stock some paper towels, TP, dish/laundry detergent and trash bags		
Have adequate supply of dishware, glassware and cutlery (minimum 2 X occupancy)		
Check & replace broken/cracked dishware & glasses		
Supply varied sizes of pots & pans WITH lids		
Supply pot holders, dish towels, cutting board, dish drainer		
Supply can/bottle/wine openers, colanders and other kitchen tools		
Minimum of 10 hangers in all closets		
Mattress pads/protectors & pillow covers required on all beds		
Extra pillows and a blanket for each bed in addition to bedspread/quilt		
Supply bath mats in each bathroom (towel type, no rubber backing)		
Lawn mowed, yard cleaned, gardens edged		
Repair or replace any broken/cracked windows		
Ensure all windows have screens that are free of holes & tears		
Ensure all window blinds/shades are clean and in good working order		
Provide one extra shower curtain liner per bathtub		
Doorknobs/locks in good working order		
Door mats at all entrances		
Leave a 'welcome book' with vital information about your home like any special 'operating'		
instructions, directions to the beach, location of beach chairs or other supplies they are welcome to use, location of electric panel and any other helpful notes		