Matt’s Property Maintenance LLC

REAL WALKTHROUGH SAMPLE / VACATION RENTAL

Property Walkthrough Report

Post-checkout room-by-room inspection

Prepared by Matthew Long **Time on site** 5 hr 15 min

Real post-checkout walkthrough. Client and property identifiers have been removed.

Visit summary

Completed an interior and exterior walkthrough, restored guest remotes, cleared outside waste, and drained, cleaned and refilled the hot tub. Hot tub use remained on hold pending a water recheck. Cigarette odor in two areas was flagged for follow-up.

Main house

The house was clean after turnover. Windows and sills were clean, and the plumbing and electrical fixtures checked were working. Heat was turned down to 55°F. The noise monitor appeared depleted and was charged, followed by the doorbell camera.

Living room and sitting room

Floors appeared freshly mopped. Couches and carpets were clean, including under couch cushions. Dog supplies were present and clean throws were in place.

The TV worked. Purchased and installed AAA batteries in the Fire TV remote. The fan remote was missing, and one lampshade was missing its retaining nut.

Kitchen

Floors, counters and coffee bar were clean, and the coffee bar was stocked. Appliances tested in working order. Reset the oven clock. Dishes, cookware and cutlery were clean, with no obvious shortages.

Replaced the fly trap and left spare AAA batteries with the property supplies. Outdoor camera chargers were missing. The soap dispenser was broken, and a stain was noted on a kitchen chair.

First-floor bathroom

Checked the vanity, mirror, floors, toilet and shower. Clean towels were folded, and toilet paper, soaps and shampoos were stocked.

Single bedroom

Bedding, pillows and floors were clean. The bed was made and pillows were arranged neatly.

Double bedroom

Bedding and floors were clean. Tested the TV and remote. Cigarette odor lingered. Opened windows for ventilation and closed them when rain started.

Walkthrough Continued

Upper level, grounds and hot tub

Loft

The daybed was made and the room was clean apart from embedded carpet stains in front of the daybed. Installed new AAA batteries and verified the TV remote worked.

Upstairs bathroom

Vanity, toilet, floor and mirror were clean. Soap was full and the trash was empty. A toilet paper holder was needed. Found broken side fillers on the upstairs window air conditioner. Removed the unit and returned it to storage.

Deck and porch

Unplugged string lights that had been left on, closed the large umbrella and rearranged the chairs. The grill was clean, with more than half a tank connected and a full spare beside it.

Backyard and fire pit

Picked up and disposed of outdoor garbage. Games were intact, and the ping-pong net was found on the ground and reinstalled. The fire pit area was clean and free of debris.

Garage and waste storage

Removed garbage and noted strong cigarette odor. The water main filter needed replacement. No liner was installed while replacement bags were pending.

Hot tub

Condition found. The cover was off, the water was very cloudy and oily, and chemistry was out of balance. Sponge-like pieces caught in the drain and slowed draining.

Work completed. Drained the spa, scrubbed the shell, soaked and rinsed the filters, and refilled with fresh water. Tested and balanced the water, adjusted alkalinity and added sanitizer and shock. Installed an oil absorber. The spa was heating and all jets were working.

Status at departure. Hot tub remained closed to guests after the treatment, pending a recheck.

Inventory & Recommendations

Stock on hand, purchase list and owner follow-up

Inventory and purchasing

Bought and installed. AAA batteries for the Fire TV and loft remotes. Left the remaining batteries with the property supplies.

Already stocked. Bathroom toiletries, toilet paper, clean towels and coffee bar supplies. The grill had a full spare propane tank.

Guest and housekeeping supplies. Bulk AAA batteries, fly-trap sticky-pad refills, trash liners and a replacement kitchen soap dispenser.

Equipment and hardware. Compatible chargers for the outdoor cameras and monitor, a lampshade retaining nut, a toilet paper holder and a water-main filter cartridge. Match the fan remote to the fan if it needs replacement.

Hot tub supplies. Replacement spa filters and a metal-control product. Confirm the filter model and product match before purchasing.

Recommendations

Before guest use. Recheck the hot tub water and confirm it is ready before reopening. Revisit the double bedroom and garage to check whether smoke odor persists and determine whether further cleaning is needed.

Restock and repair. Confirm the trash liner order, replenish the listed supplies, and source compatible chargers, hardware and filters. Schedule carpet cleaning for the loft and address the stained kitchen chair and damaged air-conditioner fillers.

Owner approval. Confirm whether to use the proposed between-stay hot tub temperature setting. Review fire-pit signage and approve purchases or repairs outside the regular service scope.