

Host checklist



Utilities and Insurance

Connections are required for the following utilities before we can list your property:

- | | |
|--|--|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Mail redirect (so any mail will be redirected to your postal address) |
| <input type="checkbox"/> Gas (if applicable) | <input type="checkbox"/> Landlords Insurance (specific to holiday rentals - insurers remove the rental guarantee clause) |
| <input type="checkbox"/> Water | |
| <input type="checkbox"/> Internet with Wi-Fi modern router (unlimited plan)* | |

*Please keep in mind that internet connection can take 14-28 days. We highly recommend you begin this process as soon as you consider using our services.



Furniture

The list of furniture below is not exhaustive, however, it does highlight the fundamental must-haves. Bring the 'wow' factor to your property by adding extra items and thoughtful touches which will not only give your listing personality, but also show your guests that you care.

Bedrooms

- | | |
|---|--|
| <input type="checkbox"/> Suitably sized bed with frame or ensemble | <input type="checkbox"/> Doona (one per bed) |
| <input type="checkbox"/> Good quality mattress that doesn't squeak or sag (remember, guests value a good night's sleep) | <input type="checkbox"/> Pillow and mattress protectors |
| <input type="checkbox"/> Windows in bedrooms provide privacy and can be darkened (i.e. through curtains or blinds) | <input type="checkbox"/> Bedside tables with lamps (and extension cords for phone chargers, if needed) |
| <input type="checkbox"/> Four good quality pillows (per double / queen bed, two pillows for single beds) | <input type="checkbox"/> Coat hangers (min. eight per bedroom) |
| | <input type="checkbox"/> Chest of drawers or wardrobe shelving |
| | <input type="checkbox"/> Artwork |
| | <input type="checkbox"/> Extra decor items |

Bathroom

- ☐ Hair dryer
- ☐ Toilet brush
- ☐ Small bin

Keys

- ☐ A minimum of three full sets of keys are required

Kitchen (utensils)

- ☐ Knife set (min. three: bread, food prep and paring knife)
- ☐ Spatula
- ☐ Wooden spoon
- ☐ Tongs
- ☐ Mixing bowl
- ☐ Strainer
- ☐ Serving spoons
- ☐ Can opener
- ☐ Bottle opener
- ☐ Chopping board
- ☐ Grater
- ☐ Kitchen scissors
- ☐ Salad bowl
- ☐ Serving platters
- ☐ Wine opener

Kitchen (pots and pans)

- ☐ Frypan (min. 2, one large and one small)
- ☐ Saucepans (min. 3)
- ☐ Stock pot
- ☐ Roasting dish / baking trays (min. 2)

Kitchen (Cutler + Crockery)

- ☐ Crockery (min. two per person of side plates, dinner plates, and bowls)
- ☐ Coffee mugs
- ☐ Cutlery (min. two per person set including steak knives, butter knives, spoons and forks)

Kitchen (Glassware)

- ☐ Small tumblers (min. 2 per person)
- ☐ Large tumblers (min. 2 per person)
- ☐ Wine glasses (min. 2 per person)
- ☐ Water jug

Kitchen (appliances)

- ☐ Toaster
- ☐ Electric kettle
- ☐ Coffee machine (alternative plunger or stove top coffee maker)
- ☐ Fridge / freezer
- ☐ Microwave
- ☐ Oven / grill
- ☐ Stove

Heating & cooling

- ☐ Adequate heating & cooling devices
- ☐ Central heating or space heater
- ☐ Airconditioning or fan

Balcony / outdoor area

- ☐ Suitably sized seated / dining furniture
- ☐ Barbeque (optional)

Safety

- ☐ Smoke detector
- ☐ Carbon monoxide detector
- ☐ First aid kit
- ☐ Fire extinguisher
- ☐ Fire blanket

Lounge & dining

- | | |
|--|--|
| <input type="checkbox"/> Suitable seated meals area with enough chairs for max. guest capacity | <input type="checkbox"/> Coffee table |
| <input type="checkbox"/> Lounge and/or arm chairs large enough for max. guest capacity | <input type="checkbox"/> TV cabinet |
| <input type="checkbox"/> TV suitable for Netflix via Apple TV (or built-in capability) | <input type="checkbox"/> Artwork |
| | <input type="checkbox"/> Extra decor items |

Laundry

- | | |
|---|---|
| <input type="checkbox"/> Washing machine | <input type="checkbox"/> Iron and ironing boards |
| <input type="checkbox"/> Dryer (optional, however, most short-stay guests prefer one) | <input type="checkbox"/> Vacuum cleaner (preferably a bagless vacuum) |
| <input type="checkbox"/> Clothes horse | <input type="checkbox"/> Mop |



Emergency Contact Numbers

Please provide contact numbers for the property:

- | | |
|---|---|
| <input type="checkbox"/> Gas provider (if applicable) | <input type="checkbox"/> Electricity provider |
| <input type="checkbox"/> Building manager or body corporate contact person (for apartments) | <input type="checkbox"/> Water provider |
| | <input type="checkbox"/> Internet provider |