

Short Term Rental Checklist



Address :	Suburb :	Postcode :	My Virtual Cohost	
Property type : House / Apartment / Unit / Townhouse				
Bedroom #:	Study room #:	Bathroom #:		Name :
Max Guests :				Date :

Living room	Quantity	Notes	Bedroom 1	Quantity	Notes	Bedroom 2	Quantity	Notes	Bedroom 3	Quantity	Notes	Bedroom 4	Quantity	Notes
Sofa*			Beds*			Beds*			Beds*			Beds*		
Sofa bed		For 1 or 2 people?	- King Size 183 x 203 cm			- King Size 183 x 203 cm			- King Size 183 x 203 cm			- King Size 183 x 203 cm		
TV*		Size: Smart TV?	- Queen Size 153 x 203 cm			- Queen Size 153 x 203 cm			- Queen Size 153 x 203 cm			- Queen Size 153 x 203 cm		
TV cabinet*			- Double Size 138 x 188 cm			- Double Size 138 x 188 cm			- Double Size 138 x 188 cm			- Double Size 138 x 188 cm		
Coffee table*			- King Single 107 x 203 cm			- King Single 107 x 203 cm			- King Single 107 x 203 cm			- King Single 107 x 203 cm		
Air Con*		Centralised?	- Single 92 x 188 cm			- Single 92 x 188 cm			- Single 92 x 188 cm			- Single 92 x 188 cm		
Heater		Centralised or portable?	- Bunk Bed			- Bunk Bed			- Bunk Bed			- Bunk Bed		
WiFi Modem*			Air Con*		Centralised?	Air Con*		Centralised?	Air Con*		Centralised?	Air Con*		Centralised?
Fire extinguisher			Heater		Centralised or portable?	Heater		Centralised or portable?	Heater		Centralised or portable?	Heater		Centralised or portable?
Smoke alarm*			Ceiling fan			Ceiling fan			Ceiling fan			Ceiling fan		
Others			Bedside table*			Bedside Table*			Bedside Table*			Bedside Table*		
Dining room	Quantity	Notes	Bedside lamp*			Bedside Lamp*			Bedside Lamp*			Bedside Lamp*		
Dinning table*			Dressing table			Dressing table			Dressing table			Dressing table		
Dinning chairs*			Shelf			Shelf			Shelf			Shelf		
Others			Full-Length mirror			Full-Length mirror			Full-Length mirror			Full-Length mirror		
Laundry area	Quantity	Notes	Safe for Passports and Valuables			Garbage bin			Garbage bin			Garbage bin		
Washing machine*			Garbage bin			Smoke alarm*			Smoke alarm*			Smoke alarm*		
Dryer			Smoke alarm*			Quilt/Balanket*			Quilt/Balanket*			Quilt/Balanket*		
Clothing iron*			Quilt/Balanket*			Pillow*			Pillow*			Pillow*		

Ironing board*			Pillow*			High quality waterproof mattress protector*			High quality waterproof mattress protector*			High quality waterproof mattress protector*		
Hangers*			High quality waterproof mattress protector*			With ensuite?			With ensuite?			With ensuite?		
Drying rack for clothing*			With ensuite?			Extra pillows*			Extra pillows*			Extra pillows*		
Vacuum cleaner- Wired			Extra pillows*			Extra blankets*			Extra blankets*			Extra blankets*		
Broom*			Extra blankets*			Decoration			Decoration			Decoration		
Dustpan*			Decoration			Others			Others			Others		
Mop*			Others											
Kitchen	Quantity	Notes	Bathroom 1	Quantity	Notes	Bathroom 2	Quantity	Notes	Bathroom 3	Quantity	Notes	Balcony/ Backyard	Quantity	Notes
Refrigerator*			Hair dryer*			Hair dryer*			Hair dryer*			CCTV		Where are they?
Stove*			Walk in wardrobe /Clothing storage			Walk in wardrobe /Clothing storage			Walk in wardrobe /Clothing storage			Pool	Private or shared?	open hours:
Oven*			Mirror*			Mirror*			Mirror*			BBQ stove	Private or shared?	
Microwave*			Bathtub			Bathtub			Bathtub			BBQ stove and related supplies		
Toaster*			Shower*			Shower			Shower			Outdoor shower		
Coffee maker			Bidet			Bidet			Bidet			Outdoor playground		
Kettle*			Toilet*			Toilet*			Toilet*			Outdoor dining area		
Pots and Pans*			Garbage Bin*			Garbage Bin*			Garbage Bin*			Outdoor furniture		
Dishes and cutlery*			Exhause Fan*			Exhause Fan*			Exhause Fan*			Gym	Private or shared?	
- Bowls*			Toilet Brush*			Toilet Brush*			Toilet Brush*			Car Park	Quantity	Notes
- Plates*			Others			Others			Others			- Garage		How many parking space?
- Spoon*												- Street parking		Free or paid?
- Folks*			Dedicated Workspace	Quantity	Notes							- Free building car park		
- Knives*			Desk									- Free vistor car park		
- Mugs*			Chair									Others	Quantity	Notes

- Drinking glasses*			Others									Cot		
- Wine glasses*			Where are they?									Mosquito net		
Rubbish bin*												Entertainment		
High chair												For Baby		
Smoke alarm*												Portable fans		
Kitchen knives*												First aid kit		
Chopping board*														
Dish washer														
Rice maker														
Instant coffee, tea bag														