

Required Inventory



The following list is the required minimum inventory guide.

- ❖ All furnishings should be new, or in like-new condition. Upholstered furniture should be cleaned on a regular basis, lamp shades should be cleaned or replaced if necessary. Draperies and blinds should be in proper working condition and cleaned on a regular basis.
- ❖ Cablevision, local telephone service (if a landline is present), and high speed internet service (wireless preferred) are required in all residences. The guest will be responsible for any toll calls.
- ❖ Electricity, gas, propane, water, sewer, trash pick-up, condominium assessments, pest control (interior and exterior), all interior maintenance, repairs and replacements (including items like light bulbs), as well as working appliances, heating and cooling systems (including A/C filters), and other components of the residence.
- ❖ The residence must be professionally cleaned. Deep cleaning must be done at least once per year. Cabinets and drawers should have new shelf paper or lining from time to time, kitchen appliances should be clean, windows and patio doors should be washed, and tracks cleaned. Repainting should be done every few years.
- ❖ All personal belongings, photographs and prized possessions should be removed or stored in one owner's locked closet.
- ❖ We will personally inspect your residence prior to any seasonal guest's arrival and will arrange for necessary cleaning. First impressions are very important.

Screened porch / lanai / patio furniture

4 chairs

1 dining table

2 small tables

1-2 chaise lounges

Lighting, preferably a lamp if there is an outlet.

Unfinished patio floors should be tiled or carpeted.

Dining room furniture

1 dining room table

4 chairs (extra chairs if possible)

Living room furniture

There should be seating for at least five people in the living room and at least 2 reading lamps. Minimum sofa and loveseat preferred.

Required Inventory

Bedroom furniture

The preference in the master bedroom is a king-size bed. The second choice is a queen-size bed, plus standard bedroom furniture.

The preference in a guestroom is twin beds.

Linens and bedspreads should be of good quality cheerful and light colors.

Reading lamps on nightstands and ample drawer space are very important.

One chair in each bedroom and a full-length mirror is appreciated.

Linens for bedrooms

2 sets of pillows and pillowcases

Mattress pad and pillow protectors (replaced yearly)

1 bedspread or comforter per bed

1 blanket per bed (extra blankets are recommended)

2 pillows per bed size - 1 pillow for each twin bed (should be unstained and in new condition)

Extra pillow cases

Note: If there is a sleeper sofa, extra pillows, sheets, pad and blankets are necessary.

Bathrooms

China soap-dishes, toothbrush holders and tumblers. (If not China, good quality material.)

Night lights

Wastebaskets

Bathroom cleaning supplies: soap, toilet tissue, robe hooks on doors, toilet bowl brush - *"Use what you need but replace it for the next person."*

Plunger

Linens for bathrooms

6 matching sets per bathroom - bath, hand, wash cloths

4 beach towels - designate which towels you want taken to the pool or beach

Shower curtains with a shower curtain liner

Toilet seat covers are optional

2 scatter rugs (recommended to protect your flooring but are optional)

2 bath mats (washable)

Kitchen furniture

Tables, chairs or bar stools, if there is room

Required Inventory

Kitchen linens

6 dish drying towels 6 dish cloths

2 pot holders

1 oven mitt

8 place mats

8 napkins & tablecloth (non iron)

Miscellaneous

Flashlight with batteries

First-aid kit

4 dozen clothes hangers

Extra A/C filters

Vacuum with attachments and bags (if necessary)

Extra light bulbs

Garbage bags

Iron

Ironing board with cover

Laundry basket

Small tool kit

Alarm clock radios in all bedrooms

Stereo or portable boom box

TV and DVD/VCR combo

Required Inventory

Kitchen accessories

A microwave is a necessity - a portable microwave is acceptable.

Dishes and glassware

8 dinner plates

8 cups and saucers

8 salad plates or bowls

8 soup bowls

8 dessert dishes

Serving bowls and platters

Cream and sugar containers

8 iced tea glasses

8 juice glasses

8 plastic/pool glasses

8 on-the-rocks glasses

8 wine glasses

8 shot glasses

8 hi-ball (10oz.) glasses

Stainless flatware, service for 8

8 forks

8 knives

8 salad forks

8 tea spoons

8 soup or cereal spoons

Serving pieces

Kitchen pots, pans and bakeware

1 large frying pan with cover

1 small frying pan

2 sauce pans with covers (one and two quart size)

2 large pots with lids (for spaghetti, soups, etc.)

1 muffin pan

1 loaf pan

1 pie pan

2 round cake pans

1 square cake pan

1 qt. Pyrex baking dish (two qt. casserole optional)

1 lasagna size pan

1 broiler pan set, usually in range

1 roasting pan

1 iced tea pitcher

1 water pitcher

1 tea kettle

1 tea pot

Plastic serving trays

1 cookie sheet

Additional kitchen items

1 plastic garbage can

1 can opener

1 ten-cup coffee maker

1 automatic or manual juicer

1 cutting board

1 utensil rack with spatulas

1 open spoon

1 closed spoon

2 paring knives

1 potato peeler

1 serving fork

1 toaster or broiler oven

1 wooden spoon

1 ice bucket with lid

1 serving tray

1 butter dish

Required Inventory

1 set salt and pepper shakers	1 wet mop
1 grapefruit knife (optional)	1 broom and dust pan
1 bread basket	1 dust cloth
1 grater	1 scrubbing brush sponges
1 silverware holder in drawer	
4 square refrigerator plastic containers with lids	
1 rubber spatula	
1 salad bowl	
1 salad server mixing bowls	
2 qt. juice pitcher with cover	
1 blender	
1 drain board and rubber mat	
1 electric hand mixer	
1 potato masher	
1 tongs	
1 wire whisk	
1 cake server	
1 corkscrew and bottle opener	
1 carving knife and fork	
1 set of steak knives	
1 soup ladle	
1 serrated knife	
1 utility shears	
1 water pitcher	
1 vegetable brush	
1 large measuring cup	
1 napkin holder	
1 funnel	
1 set nested measuring spoons and cups	
1 colander	
1 hot pad	