STR Logistics Questionnaire

Are you ready for guests?

Question	Answer
Have you created your Airbnb and or VRBO hosting profile?	
Did you check the local ordinances for short-term rentals? (ie. do you need a permit, to pay local taxes, register with the city, get HOA permission, etc)	
Did you complete ALL parts of the listing? (especially the description, amenities, check in/out times, House Rules, fees, check in directions, WiFi information, rooms and spaces, cancellation policy, Guidebook, etc.)	
If your listing is in a gated community, how will guests get through the gate? If your listing is in an area with other requirements (ex. Registration of guests, amenity passes, gate cards, pool keys, etc.), how will this be managed?	
Is there a hot tub/pool? If so, how will it be maintained?	
How will trash be handled? (ie. taken to the street and back, which days, can the containers be left on the street overnight or are there strict rules?)	
How will guests access the property? (smart locks with backup lockbox and key required in case of emergency) *and key are required.*	
Where will supplies be stored? (Recommend owner's closet)	
How will lawn care and exterior be managed? (who, when, during guests?, etc.)	

How will air filters be managed? (who, when, during guests?, etc.)	
Will there be cameras on the property? If so, where?	
Will there be noise monitors on the property? If so, where?	
Will there be smoke detectors on the property? If so, where?	
Are there smoke alarms, fire escape plans, exit signs, etc (if required by local code)?	
Will you have a hard-copy guidebook in the home? If so, where?	
Are there any particular check-in directions for guests?	
Are there any particular check-out directions for guests?	
What House Rules are guests expected to follow?	
Have you completed all Airbnb profile items (ie. payout method, tax info, verified ID, etc.)?	

Owner Preferred Vendor List: (Digsify will use our preferred vendors if blank)

General Handyman	
Pool/Hot Tub Maintenance	
HVAC Vendor	
Plumber	
Electrician	
Lawn/Landscaping	
Appliance Repair	
Gas Company	
Cable Provider	
Cable Package (basic, extended, HBO, etc.)	

Pest Control (Required)	
Termite Control	
Builder Warranty (Y/N) and Builder Name	
WiFi SSID and Password	
Special Instructions for maintenance of your property	

Inventory Checklist: these items are strongly recommended

Bedrooms	**Presence**
2 sets of linens per bed	
2 comforters and/or quilts per bed	
4 pillows per double bed, 2 pillows per twin bed	
Waterproof mattress cover per bed	
Waterproof, zippered pillow cover per bed pillow	
Bedside tables on both sides of bed	
Bedside lamps on both sides of bed (recommended with USB/220V outlets)	
Hangers and/or luggage rack	
Window treatments (blackout recommended)	

Kitchen	Presence
Salt & Pepper (non-refillable grinders)	
Spray can cooking Oil (non-refillable)	
2 plates, bowls, and silverware set per guest	
1 cup, coffee mug, wine glass, and champagne flute per guest	
Knife block or organizer (drawer organizer preferred in kid-friendly listings)	
Cutting boards (glass and/or wood & plastic)	
Scissors	
Frying pans, sauce pots, baking sheets, and cookware, sufficient for number of guests	
Baking sheet	
Pizza pan	
Microwave splatter cover	
Optional: Pie pan, cupcake pan, casserole dish, etc.	
Wine opener	
Bottle opener	
Can opener	
Paper towel holder	
Optional: pizza slicer, ice cream scoop, peeler, etc.	
Grill utensils (if applicable)	
Grill cleaning brush (if applicable)	
Hand soap dispenser (recommended)	
Toaster	
Coffee maker (dual K-cup and drip combo recommended)	
Oven mitts (silicone recommended)	

Kitchen towels	
Ice maker and/or ice trays	
Optional gadgets: air fryer, rice cooker, pressure cooker, slow cooker, blender, etc.	
Trash can (with lid recommended)	
Fire extinguisher	

Bathrooms	**Presence**
Hairdryer	
Amenity organizer (if applicable)	
Towel holders (hand and large towels)	
Toilet paper holder (free-standing, NOT wall-mounted recommended)	
Toilet brush	
Toilet bowl cleaner	
Plunger	
Small trash can (with lid recommended)	
Hand soap dispenser (recommended)	
Shower dispensers: Shampoo, Conditioner, Body Wash (recommended)	
Shower curtain & liner (if applicable)	
2 towels and washcloths per guest	
Bathroom mats (bamboo or stone recommended)	
First aid kit	
Extendable shower wands recommend	

Laundry (if applicable)	**Presence**
Iron and/or clothing steamer	
Ironing board	

Living Room	**Presence**
Seating for all guests	
Blanket (plus extras for turnovers)	
Pillows	
Tv	
Window treatments	
Side tables near seating	
Coffee table	
Side and/or floor lamps	

Supply closet(s)	**Presence**
Designated space for all supplies (organization is critical)	
Extra tv remote for each type of tv (roku tvs recommended)	
Cleaning solutions, supplies, and tools - sufficient to clean the home (consider extending dusters for fans, lightbulbs, etc)	

Supplies available to guests	**Presence**
Multi-purpose cleaner	
Glass cleaner	
Broom and dustpan	
Vacuum (if applicable)	

Trash bags (large and small)	
Dishwasher detergent (pods recommended)	
Dish soap	
Hand soap	
Batteries (9V, AAA, AA, any additional required at the property)	
Lightbulbs (any sizes needed at the property)	
Laundry detergent (pods recommended)	
Dryer sheets	
Bleach tablets (liquid bleach NOT recommended)	
Makeup wipes (disposable and/or reusable)	
Sponge	
Dish/pot scrubber	