

A LUXE OWNER CHECKLIST

Ready for Five-Star Stays

A practical vacation-rental launch checklist

SAFE

COMFORTABLE

OPERABLE

A beautiful property earns the click. A prepared property earns the review.

Updated August 2026

Permission and safety come first

Complete this section before decor, photos, or a launch date. This checklist is not a code inspection or legal review.

Permission + property documents

- ☐ Confirm short-term rental use in writing with the city/county and HOA or governing documents.
- ☐ Confirm occupancy, parking, minimum-stay, pet, age, camera, trash, and amenity rules.
- ☐ Obtain appropriate property, rental, liability, flood, wind, and contents coverage as applicable.
- ☐ Document business-license, tax-registration, and renewal responsibilities.
- ☐ Create one secure digital folder for permits, policies, warranties, manuals, vendors, and association contacts.
- ☐ Confirm lender and insurance requirements before accepting reservations.

Life safety + access

- ☐ Install, place, and test smoke and carbon monoxide alarms as required; document test dates.
- ☐ Provide at least one accessible fire extinguisher and confirm inspection/replacement schedule.
- ☐ Check railings, windows, balconies, stairs, decks, pool gates, and residential elevators for hazards.
- ☐ Post the property address, emergency contact process, evacuation information, and local emergency guidance.
- ☐ Set up a reliable smart lock or access system with unique guest codes and an owner/manager backup.
- ☐ Disclose exterior cameras and noise-monitoring devices accurately; never place cameras in private interior areas.
- ☐ Secure owner storage, chemicals, tools, medications, valuables, remotes, keys, and private documents.

Luxe launch gate

No property should go live until access works, safety equipment is verified, insurance is active, and the rules support the intended rental plan.

Sleep and bathing are the product

Guests forgive fewer throw pillows than they forgive a bad mattress, weak shower, stained linen, or missing towel.

Bedrooms

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| ☐ Use a comfortable, undamaged mattress sized appropriately for the room. | ☐ Install fully enclosed mattress and pillow encasements on every bed. |
| ☐ Maintain at least two complete linen sets per bed, plus backup pieces for damage or same-day turns. | ☐ Provide one usable pillow per sleeping position, with protected backup pillows. |
| ☐ Use washable, durable bedding layers that the cleaning team can reset consistently. | ☐ Add bedside lighting, reachable outlets or charging access, and a surface for personal items. |
| ☐ Confirm blinds and curtains provide reasonable privacy; note rooms that do not fully darken. | ☐ Remove owner clothing and personal items from guest closets and drawers. |
| ☐ Photograph the correct bed setup so the listing matches the arrival experience. | |

Bathrooms

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| ☐ Confirm toilets, drains, faucets, showers, tubs, fans, and hot water work reliably. | ☐ Repair cracked caulk, loose fixtures, corrosion, leaks, stains, and slow drains. |
| ☐ Provide a clean bath towel and washcloth plan for the full guest capacity. | ☐ Provide hand towels, bath mats, toilet paper, hand soap, and clearly labeled toiletries. |
| ☐ Use washable shower liners and maintain a replacement schedule. | ☐ Provide hooks or bars for wet towels and a practical place for toiletries. |
| ☐ Confirm mirrors, lighting, outlets, and GFCI protection with qualified professionals. | ☐ Note whether each bathroom has a tub, walk-in shower, step, or narrow entry. |

Build a property guests can actually use

The goal is not to own every gadget. It is to remove predictable friction.

Kitchen + dining

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| <ul style="list-style-type: none"> [] Provide seating, plates, bowls, cups, flatware, and basic cookware for the listed guest capacity. [] Test every appliance and label anything that is not intuitive. [] Provide dish soap, a sponge or brush, dishwasher supplies, trash bags, and a starter paper-towel supply. [] Leave reasonable empty cabinet and refrigerator space for guests. | <ul style="list-style-type: none"> [] Add a working coffee setup, toaster, microwave, can opener, cutting board, knives, and food-storage basics. [] Use durable matching dishware; remove heavily chipped, cracked, or cloudy pieces. [] Create a visible inventory standard so missing pieces can be identified and replaced. [] Post trash, recycling, and checkout instructions where guests will actually see them. |
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Living space + technology

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| <ul style="list-style-type: none"> [] Use appropriately scaled, washable, stable furniture with enough seating for the core guest count. [] Install reliable high-speed Wi-Fi and test it throughout the property. [] Confirm each television, remote, input, and streaming approach works without owner credentials. [] Add luggage space, hooks, entry storage, and a place for shoes or beach items. | <ul style="list-style-type: none"> [] Remove broken decor, loose rugs, wobbly furniture, sharp hazards, and clutter. [] Label the network and password; create a manager-accessible troubleshooting plan. [] Provide practical lighting for reading, cooking, and evening use. [] Use neutral or low-fragrance products; strong scents can create comfort and allergy concerns. |
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Make the operation turnable

If a cleaner, inspector, guest, or vendor cannot use the property efficiently, the setup is not finished.

Cleaning + linen system

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| ☐ Approve a property-specific turnover checklist and photo standard. | ☐ Store each bed's backup linens together and label sizes clearly. |
| ☐ Keep owner linens separate from guest-ready inventory. | ☐ Create a stain, damage, discard, and replacement reporting process. |
| ☐ Schedule deep cleans and high-detail tasks outside routine turnover work. | ☐ Provide safe, organized access to approved cleaning supplies and equipment. |
| ☐ Confirm laundry capacity supports the property size and turnover window. | ☐ Plan for same-day turns, delayed laundry, and damaged-linen backups. |

Property operations

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| ☐ Document parking passes, gate access, elevator procedures, wristbands, pool keys, and replacement costs. | ☐ Create primary and backup contacts for HVAC, plumbing, electrical, locksmith, pest, appliance, and handyman needs. |
| ☐ Set an owner-approved repair authorization threshold and urgent life-safety process. | ☐ Create par levels for paper goods, soaps, trash bags, dishwasher supplies, and other starter items. |
| ☐ Label the owner closet and ensure it can be accessed without entering guest-only storage. | ☐ Create a seasonal maintenance calendar for HVAC, pest, filters, batteries, drains, balconies, and exterior items. |
| ☐ Confirm trash day, dumpster access, compactor rules, and overflow plan. | ☐ Test the arrival path at night, including address visibility and exterior lighting. |

Launch only after a test stay

The fastest way to find a property's awkward little secrets is to live in it like a guest for one night.

Listing + guest communication

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| ☐ Photograph the current property professionally after the final setup and deep clean. | ☐ Describe the view, beach access, stairs, elevator, parking, noise, and amenity limitations honestly. |
| ☐ List the exact bed configuration and maximum occupancy allowed by the property and governing rules. | ☐ Verify every amenity before publishing it; remove anything guests cannot reliably use. |
| ☐ Create pre-arrival, check-in, first-night, checkout, and review-request messages. | ☐ Create a digital guide with Wi-Fi, parking, appliances, trash, emergency contacts, and property rules. |
| ☐ Add Comfort & Accessibility Notes based on observed features, not unsupported certifications. | ☐ Set minimum stays, lead time, preparation time, pricing, deposits, and cancellation terms deliberately. |

The test-stay audit

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| ☐ Enter using only the guest instructions. | ☐ Park the largest normal vehicle allowed by the property. |
| ☐ Connect to Wi-Fi and use each television. | ☐ Cook one basic meal and run the dishwasher. |
| ☐ Take a shower, use every toilet, and check hot water recovery. | ☐ Sleep in each bed type or personally test firmness, stability, and noise. |
| ☐ Run laundry and confirm lint, drainage, and cycle instructions. | ☐ Walk the path to the beach, pool, trash, and parking. |
| ☐ Read the guide on a phone and correct anything unclear. | ☐ Complete one mock turnover before the first paying guest. |

Safety + hosting references

[U.S. CPSC vacation-rental safety guidance](#)

[Airbnb guidance on preparing a space](#)

[Airbnb host amenities guests expect](#)

Final requirements vary by property, jurisdiction, association, insurer, and booking channel. Use qualified legal, insurance, tax, safety, and trade professionals where appropriate.