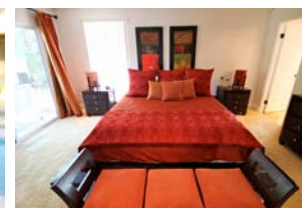
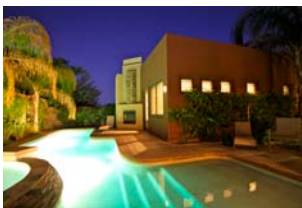




Vacation Rental Setup

Below is a comprehensive checklist of items to consider for the set-up of your vacation rental property. We have spent years compiling this list and feel that it represents everything you will need to successfully begin renting your home. We encourage you to see other Desert Luxury Vacations properties, if possible, to get an idea of the level of décor, amenities and cleanliness that is expected.

In our experience, we have observed that most owners greatly underestimate the amount of time and energy it takes to completely set up a property so that it is 100% ready for guests. Please plan your set up accordingly and keep in mind that we work with businesses who offer setup services, should you need help.



Room by Room Furnishing List (1)

Every home is different, and there will no doubt be other items and furnishings that will make your house special. This list is designed to cover all the basics. Some items may not be applicable to your property.

Whole House - General

- Remote garage door openers with main entry gate programmed in
- Keys: house, side yard gate, pedestrian gate
- Supply closet keys
- Lock installed on interior "Supply Closet"
- Lock installed on "Owner's Closet", if separate closet needed for 2nd home
- Window coverings in all sleeping and private areas
- Cordless phone set...a phone for each bedroom, plus 1 in the kitchen area
- (10) Stand up award frames, 8 ½ x 11 size (not 8x10)
- Quality mattress & pad/protector for each bed
- **Two** sets of hotel-quality white (not off-white) bed linens for each bed (including all air-beds, sofa-beds, roll-away beds, etc);
 - Set = fitted bottom sheet, flat top sheet, 2 pillowcases
 - Suggested brands – the best you can buy at Costco, Bed, Bath & Beyond, or Linens N Things.
 - Mark size on tag with Sharpie
- Pillows, comforter & pillow protectors for each bed & pillow
 - (including all air-beds, sofa-beds, roll-away beds, etc)
 - The number of pillows should match the maximum sleep number of your property.
- 1-2 spare Queen size blankets in each bedroom closet (Costco has these)
- Towel Sets - hotel-quality white (the best available at Costco)
 - Bath – 2 sets per highest sleep # capacity, (this includes a complete back-up set for linen exchange) (a set = bath towel, hand towel, wash cloth) example: if the property sleeps 10-14 people, the highest sleeping capacity is 14; you would need a total of 28 sets of towels for this property.
 - Kitchen – 8-10 kitchen towels
 - Pool – (equal to the highest sleeping capacity x 2) pool towels, not white (at Costco during season, or BB&B, or LNT)
- Each bathroom: commercial toilet plunger, 100% cotton white bath mat (no rubber backing), hair dryer
- Washable table cloths for each inside table with a back-up set
- Each bedroom: clock radio, auto-time re-set is best (at BB&B)



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Room by Room Furnishing List (2)

Whole House - General

- Wooden hangers: 8 per bedroom closet, 18 in Master
- Luggage Stand: 1 per bedroom (at BB&B)
- Master Lockbox for Entry Door – Model 5400D
- Garbage cans for all bedrooms – 8 gallon size
- Garbage cans for baths – up to 8 gallon size
- Garbage can for kitchen to fit under sink, 13 gallon size preferred if it fits
- Garbage can for laundry - 13 gallon size
- Fire extinguishers (3) for kitchen, laundry room and garage
- Door mats, as needed, for each outdoor entry (also at Lowes and Home Depot)
- A floor fan and/or a table fan – put in master closet

MBR #1

- Bed: (Always a Cal-King if it fits)
- (Plus a Twin/ full size sofa bed or XL Twin, if room, to add sleeping capacity)
- Nightstands – with fewer shelves
- Table lamps
- Entertainment unit – if needed for TV
- HDTV – 32” minimum/wall mount is best
- DVD w/Surround sound system optional

MBR #2

- Bed: (Always a Cal-King if it fits)
- (Twin/ full size sofa bed or XL Twin, if room)
- Nightstands
- Table lamps
- Entertainment unit
- TV - 27” minimum

BR #3

- Bed: (Review 2-XL Twin beds arrangement, plus King converter band, plus extra set of King sheets)
- Nightstands
- Table lamps
- TV stand
- TV - 27” minimum



Room by Room Furnishing List (3)

BR #5

- Bed: (Always a Cal-King if it fits)
- Nightstands
- Table lamps
- TV stand
- TV - 27" minimum

Family Room

- Media Niche unit/built-in/TV stand
- Big Screen HD TV – 42" screen minimum, 50" is better
- DVD/with Surround sound system
- Couch/queen sofa sleeper if possible
- Loveseat
- Chair
- Coffee table
- End table(s)
- Lamps
- Clock

Living Room (optional pool table/game room set-up)

- Couch/(queen sofa sleeper if possible)
- Loveseat
- Chair
- Coffee table
- End table(s)
- Lamps

Dining Room (optional pool table/game room set-up)

- Dining table & (minimum) 6 chairs (8 if possible) – leave out the extra leaves, get a no-leaf table...get the optimal size table for the room, but plan to put a glass top on it.
- Staging set-up for table: Nice matching napkins, (set of 12, with a back-up set) set of chargers, cool wine glasses, centerpiece, etc.



Room by Room Furnishing List (4)

Wet Bar or Portable Bar Set-up

- Wine & bottle opener
- Basic bar set: glasses, shaker, jigger, etc.

Nook

- Nook style table & 4-6 chairs (fit the max)
- Hutch/desk if room, and if needed

Laundry

- Washer & Dryer
- Ironing board & iron
- Touch-up paint & brushes
- Laundry baskets, 2 minimum

Front Courtyard & Entry

- Bench or Loveseat / or 2 chairs & bistro table
- Outdoor décor
- Outdoor ashtray

Rear Yard & Patio: The best prices are found when these items are in season at Costco, Sam's Club, etc. Home Depot and Lowes also have some items, as well as WalMart. WalMart and Costco online have some items also, but it's hard to see the quality.

- Patio table with 4-6 chairs ("sling" sunbrella-fabric chairs without cushions are best)
- 6 chaise lounge chairs minimum for larger homes
- 2 additional matching side chairs, minimum
- Smaller Bistro / Pub table & 2 chairs
- Washable plastic place mats for outside tables
- Outdoor ashtray
- Barbecue & cover (Stainless. Connect BBQ to gas line. If not feasible, get 2-3 tanks)
- Barbecue tool set
- Hoses and hose-end sprayers for rear & side yard hose bibs



Room by Room Furnishing List (5)

Entertainment/Game Room/Music room – DISCUSS PLAN

- Large game (pool table)
- Medium games (air hockey, foosball, pinball, arcade, poker table)
- Small games (chess table)
- Video-gaming system: X-box, Nintendo Wii, etc & games
- Selection of table/board games: (examples)
 - Apples to Apples
 - Battle of the Sexes
 - Cranium
 - Poker Chip set
- Selection of yard games: croquet, bocce ball, etc.
- Selection of books if there is a bookcase
- Selection of DVD's & VHS

Misc.

- Crib/playpen sleeper/highchair, monitor
- Additional Blow up deluxe air bed (Aero, etc.) Queen and/or Twin/rollaway beds as advised. Big Lots have the rollaways for about \$100; Costco the Aero air-beds for about \$130.
- Step stool or ladder to change light bulbs, etc.
- Homeowner type small tool set
- (2) Flashlights for key basket & master bedroom

Cleaning supplies

- Standard floor vacuum
- Smaller hand vac
- Mop & bucket
- Broom & dustpan
- Feather duster
- Set of cleaning rags
- Pool skimmer with handle
- Cobweb catcher with handle
- Spot carpet cleaner



Room by Room Furnishing List (6)

Kitchen

Small Appliances

- Crockpot
- Tea kettle
- Coffee pot --- 12-cup for larger homes, basket type
- Coffee bean grinder
- Small hand mixer
- Blender
- Toaster – prefer 4 slice, not 2
- Electric can opener

Cookware

- Cookware set (nice set of pots & pans)
- Corning Ware set
- Mixing bowl set
- Aluminum roasting pans
- Cookie sheet, muffin pan
- Measuring cups & spoons
- Colander
- Griddle

Utensils

- Flatware for ___ settings (discuss #...12 minimum for most)
- Cutlery (Knife) set
- Steak knives for ___ settings (discuss #...12 minimum for most)
- Cutting boards
- Salt & pepper sets
- Citrus juicer (glass, not electric)
- Misc.
- Hand can opener
- Potato peeler



Room by Room Furnishing List (7)

Kitchen

Utensils Continued

- Kitchen scissors
- Spatula
- Baster brush
- Flipper
- Ladle
- Wisk
- Large stirring spoons & fork
- Nice, washable drawer organizers
- Hot pads & mitts
- Dish drainer

Spices

- Salt, pepper, spice rack

Storage supplies

- Tupperware type containers
- Sugar canister

Dishes

- Complete Setting for ___ (discuss #...12 minimum for most)
- Coffee mugs for ___ (discuss #...12 minimum for most)
- Serving bowls & platters
- Salad bowl & servers
- Butter dish, sugar bowl & creamer

Glasses & pitchers

- Basic tall/short set (discuss #...12 minimum for most)
- Plastic pool glasses
- Wine glasses (dishwasher friendly, not too tall!) ____ (discuss #...12 minimum for most)
- Several serving pitchers

Other cooking supplies – make your kitchen unique!



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Room by Room Furnishing List (8)

Kitchen

Kitchen Desk area

- Pens/pads/small office supplies
- Phone book
- Various Owners Manuals for the home

Casita (if separate, with kitchenette)

- Coffee pot --- 4-6 cup, basket type
- Coffee bean grinder
- Blender
- Coffee mugs, 4
- Pool glasses, 4
- Wine glasses (dishwasher friendly), 4
- Drinking glasses, 4

Furniture

- Bar stools for island



Room by Room Furnishing List (9)

Furniture

Costco
Matthis Brothers
Legacy

Linens, decor and accessories

Costco
Bed, Bath & Beyond
Linens N Thins
Tuesday Morning.
Blue Pig
The Estate Sale in Palm Springs
Kirkland's Home,
Home Goods
...and other designer décor stores.

Silk plants

Costco
Navarro's
The Office Furniture Place
Home Goods
Blue Pig

Electronics, TV's

Costco
Wal Mart
Sam's Club
Best Buy
Circuit City
Fry's
Target

Barbecues, outdoor furniture, various supplies

Lowes – Justin Pitts - Outdoor sales specialist. 760-771-5566. They carry Jenn-Aire, CharBroil, CharmGlo, etc. They will deliver & install for \$60.



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Other Items (10)

- Talk with your Insurance Agent about the proper coverage for your property as a vacation rental.
- Talk with your CPA about the various tax consequences of renting out your property.
- Reinforce all doorstops (hinge stops where needed) to avoid wall & other damage
- Put glass tops on all nice wood furniture (about \$800 per house, turnkey) to prevent damage
- Move irrigation controller to exterior wall to allow workers to make changes without bothering guests.
- Replace all furnace filters & service HVAC as needed
- Replace all smoke alarm and remote control batteries
- Label all the light & fan switches and remotes
- Write out clear instructions for operation of HVAC; TV's; DVD's, pool & spa, etc.
- Utilities
- Phone service with unlimited local calling and unlimited long distance calling & blocking of ALL additional charges
- High-speed Wireless Internet
- Cable TV with blocking of ALL additional charges (premium movies, etc.) – HD for main TV
- Burrtec Waste: 760-340-2113 --- Call & ask for “Yard pull-out service” billed in advance, if applicable
- Request “Additional Charges Blocking” on phone. Blocks all calls that result in extra phone charges (900# calls, Directory Assistance, International long distance, etc.)
- Request “Additional Charges Blocking” on cable. Block pay-per-view/ adult/etc.
- If the window glass appears dirty, a “window washing” will also be required before first booking.
- Each property should have an attractive Guest Book. Guest entries are valuable for marketing. Desert Luxury Vacations can provide these for about \$30.



Other Items (11)

Suggestions for “2nd Home” vacation rental properties

- “De-personalize” your home as much as possible. Guests prefer to stay in a large “upscale hotel” rather than some stranger’s house, and prefer to not see a lot of reminders someone else lives there.
- Remove all personal food items from refrigerator and freezer. No food or drinks left behind.
- Remove anything of sentimental value or anything that is irreplaceable. Remember Murphy’s Law.
- Put other personal items in a locked Owner’s Closet, or in a storage container in garage.

Desert Luxury Vacations specializes in the turn-key set-up, leasing and management of upscale homes and condominiums for the booming desert vacation rental market. Our focus is quality: from the homes we present to Guests, to our responsive service to Owner Clients.

- *Desert Luxury Vacations makes it easy for Owners. We provide a turn-key, hassle-free solution for your property. We prepare and market the home, book guests, collect rent, handle the paperwork and clean-up after check-out.*
- *Each month Desert Luxury Vacations sends you a net rent proceeds check along with a complete accounting. Desert Luxury Vacations can even prepare the Transient Occupancy Tax check and filing report for the city.*
- *You will instantly gain rentals from our previous guests returning to rent another Desert Luxury Vacations home.*
- *Talk with other Desert Luxury Vacations clients about their experiences. Do a walk-through of the homes we represent. You will see they are in prime model home condition, ready for short-notice bookings, Owner’s use or Open House showings when listed.*
- *Satisfied and happy Guests mean a large number of return bookings. Repeat customers mean your second year will likely be even better than your first. The number of people looking to stay in an upscale home rather than a hotel when they visit our beautiful desert is growing rapidly.*

Desert Luxury Vacations is the desert’s premier provider of 5-Star luxury vacation rentals.



Desert Luxury Vacations