



VACATION RENTAL MANAGEMENT CHECKLIST

A Practical Checkup for your Vacation Home

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A vacation home is more than just a booking calendar.

For each area, ask yourself:

01

Is this being handled?

02

Is it being handled consistently?

03

Do I know what's happening?

Your property has a lot happening behind the scenes. Revenue Decisions. Maintenance. Housekeeping. Guest Communication. Inspections. Repairs. Supplies. Property Presentations. *The list goes on.*

When you're not at the property yourself, it's easy to lose sight of everything happening between stays.

This checklist gives you a simple way to step back and look at the big picture. You can use it whether you manage your home yourself or work with a professional management company.



01

REVENUE

Let's make sure you're in the loop on your home's revenue.

☐ Is your nightly pricing adjusted based on season, demand, and local events?

☐ Is availability being managed strategically rather than simply opened year-round?

☐ Are you reviewing occupancy and revenue regularly?

☐ Do you know which periods of the year perform best for your home?

☐ Are you receiving clear information about how your property is performing?

A good question to ask yourself:

☐ *Do I understand why my home earned what it earned?*



02

PROPERTY CARE

Would you know if something was wrong?

- Is your property being inspected regularly, including between guest stays?
- Are small maintenance issues identified before they become larger problems?
- Is preventative maintenance being addressed?
- Are repairs and repair costs being documented and communicated?
- Is your home being thoughtfully cared for even when there isn't a guest arriving?

A good question to ask yourself:

- *If something happened at my home today, who would know?*





03

GUEST EXPERIENCE

What happens after a guest books their stay?

- ☐ Do guests receive clear information before arrival?
- ☐ Is someone available when guests have questions?
- ☐ Are issues addressed promptly during a stay?
- ☐ Is the home consistently presented to a high standard?
- ☐ Are guest comments and reviews being used to identify opportunities for improvement?

A good question to ask yourself:

- ☐ *Would I rate my stay a five-star experience if I booked at my home?*

04

OWNER COMMUNICATION

It's important to have a steady stream of information.

- ☐ Do you receive regular communication about your property?
- ☐ Do you know when maintenance or repairs are needed?
- ☐ Can you easily reach someone when you have a question?
- ☐ Do you receive useful information about bookings and your home's performance?
- ☐ Do you feel informed without having to constantly ask for updates?

A good question to ask yourself:

- ☐ *Am I getting the information I need without having to chase it down?*



05

DAY-TO-DAY MANAGEMENT

Owning a vacation home requires lots of upkeep.

■ Is housekeeping coordinated and quality-checked?

■ Are linens, supplies, and basic necessities actively being monitored?

■ Are vendor relationships being properly managed?

■ Are guest issues handled locally when they arise?

■ Are local licensing, permits, and tax compliance kept up to date seamlessly?

A good question to ask yourself:

■ *How much of my own time and effort is still required to keep things running smoothly?*



So, how does your home look?

Remember, there isn't a perfect score. Vacation rental management isn't one-size-fits-all, but this checklist serves as a quiet snapshot of how your property is being cared for today.

True management happens in the details that aren't visible on a booking calendar. If your answers reflected strong, comprehensive care, that's a great sign. If looking over the checklist revealed a few gaps, it may highlight where your investment could get a little extra attention.

**Your vacation home deserves thoughtful care,
whether you're there or not.**



Have a question about your own vacation home?
We're happy to talk.

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