



# TOURNAMENT

Housing & Events, LLC

## 2023 Master's rental house prep checklist

### Bedrooms and Bathrooms

- Two full sets of quality neutral linens per bed
- Four adequate pillows per bed
- Each bed must have a mattress pad
- Leave 2-3 feet of hanging space in the closet with quality hangers
- Leave 2-3 drawers available for folded clothes
- Luggage racks and hanging racks if available
- Remove personal photos from horizontal surfaces
- Rooms must be complete with headboard, nightstands and dresser
- Nightstands must have lamps, check lightbulbs
- Access to electrical outlet
- Free room of clutter, toys, personal items, etc.
- Alarm clocks if you have them.
- If you have two twins/daybed that are converted to a king, provide appropriate mattress pad
- Two full sets of quality towels per bed: washcloth, hand towel, body towel
- A couple extra bath towels per bedroom
- Hair dryer in each bathroom
- Kleenex and plenty of toilet paper
- Gender neutral toiletries: liquid soap, shampoo, conditioner, toothpaste, mouthwash, sunscreen, etc.
- Check each shower/bath's water pressure and hot water functionality
- Remove all personal items from the bathrooms and make space for the tenants items

### Kitchen

- Coffee pot provided along with coffee essentials
- Update your listing with type of coffee maker: Keurig or traditional pot
- Clear the refrigerator of perishables, leave condiments
- Wipe out (deep clean) all appliances
- Make sure all appliances are functioning, leave instructions
- Provide freezer space for guests
- Provide 2-3 shelves in pantry
- Provide everyday drinking glasses, plates, wine glasses, coffee mugs, flatware, wine opener, etc.
- Pots and pans
- Remove special china or family heirlooms
- Put table pads or tablecloths on dining tables
- Supply coasters for tables

### Grills and Outdoor Living Space

- If you listed an outdoor fireplace or firepit, leave supplies for tenants use
- Leave supplies (charcoal, pellets, gas), utensils and instructions for your cleaned grill
- Provide outside ashtrays
- Have your housekeeper keep an eye on the outdoor living space and tidy up
- If you are an entertaining home, have someone check on blowing off the pollen every few days

### Appliances

- Make sure all lightbulbs throughout the house work
- Check clocks for correct time
- Leave detailed instructions for all tvs and appliances
- Replace batteries in smoke/carbon monoxide detectors
- Provide Tournament Housing with plumber, electrician and HVAC contacts
- Have HVAC serviced 45 days prior to Masters week
- Home must have wireless internet. Leave framed network and passwords throughout the house
- TVs must have access to ESPN, Golf Channel and CBS, leave operating instructions
- Leave passwords for streaming, should the power go out and reset the boxes.
- Instructions for HVAC, do not set a schedule

### General

- Replace lightbulbs throughout inside and outside
- Provide nightlights in dark hallways or stairways
- Leave location for plungers, breaker box, shutoff valves for water, gas and electricity, etc.
- Have your mail stopped or pickup
- All pets must be boarded and removed
- Update your listing with Tournament Housing with your trash pickup days. Housekeeper will need to roll the can to and from the street.
- Do not set any alarms
- Turn off all interior or exterior cameras, this is a major violation of privacy.
- Do not leave car garage door openers
- Strongly suggest getting a digital keypad, instead of keys, for entrance to your home
- Housekeeping must be complete by 1:00 pm daily
- Housekeeper needs to take the trashcan to the street the day before pickup and roll back up afterwards.

