



Call Emmy

Checking on House Checklist

Pre-visit: Most important information

- Name and number of the booker
- In case of an emergency, the name and number of two contact persons
- Dates and times of departure and arrival
- If owners/bookers have pets, the name and number of their veterinarian
- Alarm code
- Garage code
- Keylock code
- Other codes
- Other prudent information
- Where the mail key is
- Where to place the mail
- Where to place the packages
- Are there plants to water? If so, how many plants and how much water?
- Are there any pets to feed? If so, location of their food and feeding instructions.
- Does the garbage can and/or recycling bins need to be placed on the curb for pickup?

At every visit

- Do a sniff test. If you smell gas, leave the house and call 911 right away.
- Bring in the mail and all packages. Leave them at the designated spots.
- Water the plants if applicable.
- Go to every room in the house, including all common areas. Check the area and take pictures for the owners/bookers.
- Go to every bathroom, and check under every sink to ensure there is no leak.
- Flush all toilets. Do a visual check for potential leaks.
- Check all showers and tubs. Do a visual check for potential leaks.
- Check the appliances and make sure they are in OFF mode.
- Turn on and off all light switches. Make a note of any of the bulbs are burned out.
- Check all windows to make sure they are securely locked.
- Check all outside doors, including the doors to the outside deck, sunroom, patios, yard, are securely locked.
- Check the laundry room and do a visual check for potential leaks.
- If applicable, place the garbage and recycling bins at the designated spot for pick up.

- If applicable, bring in the garbage and recycling bins and place at the designated spot.
- Do a quick tidy, fluff the couch cushions, pick up anything that is out of place and give the home an orderly look and feel.
- Mark all the applicable boxes and leave this sheet on the counter at each visit
- Other _____
- Other _____
- Other _____