

## **Masters Preparation Checklist**

- Thoroughly Clean (detailed checklist is provided at the bottom)
- Remove Personal Treasures/Items
- Clear out Half of Refrigerator and Freezer
- Clear out a minimum of 2 drawers and half of closet. We suggest putting a ribbon on available drawers and a sheet over your clothes that are hung up
- Leave adequate supply of soap, toilet tissue, paper towels, towels, hand towels, and washcloths
- Remove all children's items unless otherwise requested (bedding, artwork, toys, etc.). Bedrooms should be as "adult" as possible.
- Leave instructions for electronics
- Set aside a locked place in your home or elsewhere to put anything you don't want your guests to use. If they are out and available- the renters will likely assume they can be used.
- Take valuable items to a locked storage facility, a family member's home or a bank vault.
- Photograph and videotape all areas of your home before the rental takes place in case damage occurs while you are away.
- Tell your neighbors that you are renting and ask that they watch over your home.
- Have your mail forwarded or held until you return.
- Provide your contact information for your neighbors in case of an emergency.
- Be sure home has been serviced for pest control and air conditioning
- Ensure that all remotes, etc. have batteries and all light bulbs are working

- Check to make sure that all doors are easily opened with a key. We have had several issues in the past with having to “jiggle the lock”, “pull the key and turn” situations. If there are any other issues in the house that require special “methods”, please have them fixed.
- Please remember, do not enter your property during Masters week. Our clients expect to have privacy at all times during their stay in Augusta. If you must return, please contact Made Fore A Pro to schedule.
- Set up a WiFi “GUEST NETWORK” with the password “MFAP\_\_\_\_\_” your numerical address (ex. MFAP2209-no dashes or punctuation)
- Two sets of nice sheets are to be provided for each bed, along with two sets of towels for each guest.
- Be thoughtful about protecting your home. We suggest using table pads on dining tables and having coasters readily available.
- Please feel free to leave a note outlining any specific requests/rules for your guests. Please do NOT leave your personal information other than your name.
- Please remove any wine, liquor, or beer that is not intended for the guests’ consumption.

**Cleaning checklist:**

Dust crown molding and baseboards

Dust ceiling corners

Clean scuff marks

Dust/wash light fixtures and lamps

Wash doors, cabinets, and appliances (bathrooms and kitchen)

Touch up paint

Vacuum or wash window curtains

Wash window blinds

Clean windows

Polish wood furniture

Wipe down and vacuum furniture (clean the base and under cushions)

Remove stains from upholstered furniture

Vacuum and wash lampshades

Deep clean hardwood, tile, linoleum, and carpet flooring

Shampoo carpet

Remove rugs to shake out, then vacuum, then clean under them

Vacuum all flooring

Clean all air vents and fans

Dust around mirrors, picture frames, and wall hangings

Wipe down inside of refrigerator

Change air/furnace filter

Replace batteries in smoke detector/carbon monoxide detector

Yard: cut grass and mulch or pine straw beds

Clean inside of microwave, oven, dishwasher, and any outdoor grills

Make sure that all appliances, TVs, grills, heat, air, etc. are working properly and easily operable.

Sweep deck

Power wash deck

Touch up paint trim, wood, doors, and shutters

Power wash garage door

Clean outside door frames

Wipe away cobwebs

Shake out entry mat

Clean grill

Clean and repair gutters

Replace broken bricks, wood, or stone

Clean outdoor light fixtures

Wash outside windows

Clean outside patio furniture

Trim trees, bushes and shrubbery