



LUXOR HOME WATCH

WE WATCH. YOU RELAX.

Prepared today for a more peaceful tomorrow.

A practical reference sheet for property owners and their trusted home watch professionals. Use it to prepare your rental property between guests, keep important information organized, and provide clear instructions for checking the home's condition, coordinating services, and reporting concerns.

FOR OWNERS: Keep your preferred contacts, property information, and turnover instructions current.

FOR HOME WATCH: Provide the information needed to check the property, coordinate services, and report concerns appropriately.

Keep this document secure. Share access codes, alarm details, keys, and other sensitive information only with trusted, authorized individuals.

Rental Turnover Checklist

These checklists are planning aids and do not replace manufacturer instructions, professional maintenance, or emergency procedures.

Property address	
Owner(s)	
Primary phone & email	
Property type	
Insurance provider / Policy #	
Alarm instructions	

Access & Security

Gate / entry instructions	
Key location / keyholder	
Garage / door access	
Restricted areas	

Special Property Notes

Emergency Contacts: List the people and organizations who should be contacted when an urgent issue affects the property.

Contact / Organization	Purpose	Phone	Notes

Additional Notes

Emergency Authorization: Include phone number*

Primary decision-maker	
Backup decision-maker	
Who may enter the property?	
Preferred communication	Call / Text / Email / Client portal

Emergency Instructions

Preferred Vendors & Service Providers: Record your preferred providers so the homeowner or home watch professional can contact the right person when needed.

Service	Company/Contact	Phone	Email

Vendor Instructions / Service Preferences

Property Systems & Maintenance Details: Use this page to record important system information, service schedules, and instructions.

Main water shutoff	
Electrical panel location	
Gas shutoff / fuel system	
HVAC make / model	
Thermostat settings	

Maintenance Schedule

Service	Provider	Next Service	Notes

Additional Notes:

Before Guest Arrival

Property Condition

- ☐ Confirm the property is clean, organized, and ready for the next guest.
- ☐ Check for visible damage, leaks, moisture, or signs of pests.
- ☐ Confirm furniture, décor, and essential items are in their designated locations.
- ☐ Document any concerns requiring attention.

Cleaning & Supplies

- ☐ Confirm cleaning has been completed.
- ☐ Check linens, towels, and other guest supplies.
- ☐ Restock approved essentials as instructed.
- ☐ Confirm trash and recycling have been handled.

Utilities & Systems

- ☐ Check lighting, electrical outlets, and essential systems.

- ☐ Confirm HVAC settings are appropriate for the property.
- ☐ Check plumbing fixtures for leaks or unusual conditions.
- ☐ Confirm appliances and other essential equipment are operating as intended.

Security & Access

- ☐ Confirm doors, windows, and other entry points are secure.
- ☐ Check locks, access codes, and key storage.
- ☐ Confirm alarm and security settings are functioning as instructed.
- ☐ Record any special instructions for the home watch professional.

Guest Readiness

- ☐ Confirm the property is ready for guest arrival.
- ☐ Check that access information is available as instructed.
- ☐ Confirm parking, pool, dock, or other property-specific instructions are current.
- ☐ Document any items that should be addressed before arrival.

Notes:

During Turnover

Inspection & Documentation

- ☐ Check for visible damage, missing items, or unusual conditions.
- ☐ Inspect high-use areas and essential systems.
- ☐ Document concerns with photos or notes, as appropriate.
- ☐ Report any issues promptly.

Cleaning & Maintenance

- ☐ Confirm scheduled cleaning and maintenance services are completed.
- ☐ Check that supplies and equipment are properly stored.
- ☐ Coordinate approved service providers when needed.
- ☐ Document any recommended maintenance.

Security & Access

- ☐ Confirm the property remains secure.
- ☐ Check for signs of attempted entry or damage.
- ☐ Verify keys, remotes, and access information are accounted for.
- ☐ Report any concerns promptly.

Utilities & Systems

- ☐ Check HVAC, plumbing, electrical, and other essential systems.
- ☐ Confirm appliances and equipment remain secure and operating as instructed.
- ☐ Follow manufacturer recommendations for equipment left in use.
- ☐ Document any unusual conditions.

Notes:

Before Guest Departure

Final Property Review

- ☐ Confirm the property is clean and ready for the next turnover.
- ☐ Check for visible damage, leaks, moisture, or signs of pests.
- ☐ Inspect furniture, décor, and essential items.
- ☐ Document any concerns or missing items.

Supplies & Equipment

- ☐ Check linens, towels, and other guest supplies.
- ☐ Confirm approved restocking has been completed.
- ☐ Check appliances and essential equipment.
- ☐ Secure or store items according to instructions.

Final Security Review

- ☐ Confirm doors, windows, and other entry points are secure.
- ☐ Check locks, access codes, and key storage.
- ☐ Confirm alarm and security settings are functioning as instructed.
- ☐ Document any concerns or recommended maintenance.

Notes:

These checklists are planning aids and do not replace manufacturer instructions, professional maintenance, or emergency procedures.