



LUXOR HOME WATCH

WE WATCH. YOU RELAX.

Prepared today for a more peaceful tomorrow.

A practical reference sheet for Southwest Florida homeowners and their trusted home watch professionals. Use it to keep rental property information organized, maintain important instructions, and help ensure your home is prepared for guests, maintained between stays, and ready when you return.

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

FOR HOME WATCH: Provide the information needed to monitor the property, coordinate approved 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 Property Owner 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 Departure

Property Information

- ☐ Confirm the rental property address and owner contact information.
- ☐ Keep insurance, registration, and other important property records accessible.
- ☐ Record preferred vendors and service providers.
- ☐ Document any known maintenance concerns.

Rental Instructions

- ☐ Confirm guest arrival and departure instructions are current.
- ☐ Keep approved property rules and special instructions accessible.
- ☐ Record parking, pool, dock, and other property-specific information.
- ☐ Confirm emergency contact information is available.

Home Systems & Maintenance

- ☐ Check HVAC, plumbing, electrical, and other essential systems.

- ☐ Confirm appliances and equipment are operating as intended.
- ☐ Address overdue maintenance or known mechanical issues.
- ☐ Document any systems that should remain on or be turned off.

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.

Cleaning & Supplies

- ☐ Confirm the property is clean and organized.
- ☐ Check linens, towels, and approved guest supplies.
- ☐ Confirm trash and recycling have been handled.
- ☐ Restock approved essentials as instructed.

Notes:

During Rental Periods

Property Condition

- ☐ Check for visible damage, leaks, moisture, or signs of pests.
- ☐ Inspect high-use areas and essential systems.
- ☐ Document concerns with photos or notes, as appropriate.
- ☐ Report any issues promptly.

Maintenance & Services

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

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.