

## Corporate Quarters Homeowner Checklist

### Appliances

- Ensure all clocks tell correct time.
- Make sure all light bulbs are working.
- Ensure all appliances are in working order.
- Clear refrigerator/freezer (for ice) to allow sufficient space.
- A coffee pot, corkscrew, bottle opener, etc. are needed.
- Leave any specific instructions regarding operation/care of appliances.
- Please be sure to leave the Emergency Contact, Plumber/Electrician information to fix any problems during the week.

### Electronics/TV/Sound System/Internet

- Leave any special instructions for operation of your TV/DVD/Stereo/Sound System/Speakers etc. and remotes if applicable.
- Home MUST have wireless access.
- Please display your network name and password in the home.
- Home must have cable/satellite with ESPN and Golf channel.

### Furniture

- Please put table pads on your dining room table if you have them (even if you are a sleeper home) as an extra precaution.
- Please supply coasters for the guests to use to ensure protection of your furniture.

### Bathrooms

- Many homes have multiple “waves” of guests similar to a hotel. Based on client feedback, we request that homeowners supply an ample amount of liquid shower soap in the shower as opposed to bar soap. Please supply non-gender specific brands such as Dial, Zest, or Ivory to accommodate both men and women.
- Provide an ample supply of Kleenex and Toilet Tissue.
- 2 sets of solid towels PER PERSON are required. Please include wash cloths in each set.
- Hair Dryer in each bathroom
- Store the extra towels in the linen closets (leave a note if applicable).
- A small bottle of sunblock, toothpaste, and mouthwash are appreciated.
- Please take a shower in all bathrooms to make sure they are all in working order.
- Please run all showers and tubs at the same time to check water pressure.

### Bedrooms and Closets

- Homeowners may be asked to convert their Single beds, Trundles, or pull out sofas to Queen or King sized beds. This is very important, as a majority of our clients are executives and we want to ensure their comfort. Please call us for any questions or instructions on proper conversion: (706) 860-6646
- 2 sets of neutral sheets and bedspreads per bed are required.
- Provide a small amount of closet space and extra hangers (non-wired) in each.
- Provide 2 empty drawers in each bedroom.
- Make each bedroom as de-cluttered and adult as possible. Store toys away, remove posters, stuffed animals, and personal photos.
- Bedside lamps are required.
- Alarm clocks are appreciated.

### Grills and Outdoor Areas

- Make sure your grill is thoroughly cleaned and in working condition.
- If propane, provide a full tank in the grill.
- Grilling utensils and cleaning brush are appreciated.
- Please leave instructions for proper use and maintenance of grill.
- Please provide ashtrays in outdoor sitting areas.

### Housekeeping

- Your specific housekeeping expectations will be given to you closer to Masters Week if applicable.
- Please remember to supply your housekeeper with his or her own house key for Masters Week.

### House Keys

- Please make arrangements with your renter as to how to get keys to them unless otherwise discussed during time of contract signing.

### Miscellaneous

- Please provide instructions/locations for Heat and Air Conditioning units and check them to ensure they are working properly before Masters Week.
- Make sure all light bulbs, inside and out, are in working order.
- Night lights in strategic areas are appreciated.
- Provide your trash pick-up days.
- Put automatic door openers away so that they won't be misplaced.
- Newspaper delivery is appreciated.
- Please make off-site arrangements for your pets.
- List locations for your breaker box, shutoff valves for water, electricity, and gas lines.