

PROCESS OF

Bringing on a NEW PROPERTY

Welcome aboard!

KEYLESS LOCKS

Purchase these for any entry door & owner's closet.

KITCHEN & LINENS

Purchase kitchen and linen items. We have an inventory list which we can provide, or make these purchases on your behalf through our wholesale supplier. We request all homes to have luxury linens and towels.

INTERNET & TV

Set up wireless internet and TV. If you have Comcast, ensure that we are set up as an authorized user.

PROPERTY NAME

Decide on a property name with the manager. This is how your home will be marketed & referred to.

N° 01

N° 02

N° 03

N° 04

N° 05

N° 06

N° 07

N° 08

BUSINESS LICENSE

For homes under 4-bedrooms, you need a Certificate of Occupancy from the city. If over 4-bedrooms, you need to apply for a Business License. Both require a visit from the Fire Marshall.

DESIGN IDEAS

Work with property manager on this. We have our own in-house interior design and can provide you with estimates on furnishing a home in a manner best suited for rental occupancy.

UTILITY BILLS

Decide whether you prefer Luxury Simplified Retreats to pay for utility bills on your behalf. If so, we will need all account information to set up & manage.

TRASH & RECYCLING

Ensure there are street trash and recycling cans at the property. Inform us of the pick-up days and we will coordinate with our cleaning crews and guests.