



White Glove Property Stewards

10-Point Property Audit Checklist

“See what your guests see — before they do.”

Santa Rosa Beach • Miramar Beach • 30A

Introduction

Every guest forms an impression within seconds.

This 10-Point Property Audit Checklist helps luxury homeowners and investors identify subtle details that impact guest experience, property performance, and long-term value. Whether you manage your own rental or work with a large management company, this tool helps you discover opportunities for improvement and elevate your home’s hospitality standard to true White Glove status.

1. Arrival Experience

- ☐ Driveway and entry path are clean, clear, and well-lit
- ☐ Exterior lighting works properly and bulbs match in color temperature
- ☐ Welcome mat is clean and positioned properly
- ☐ Front door paint, handles, and lock show no wear or corrosion
- ☐ Property scent and ambiance upon entry feel fresh and inviting

2. Cleanliness & Presentation

- ☐ All surfaces spotless — no streaks, smudges, or dust
- ☐ Floors vacuumed and mopped (check corners and under furniture)
- ☐ Windows and mirrors polished; curtains open for natural light
- ☐ Bedding crisp, fresh, and attractively layered
- ☐ Décor consistent with a cohesive, elevated theme



3. Linen & Laundry Quality

- ☐ Sheets, towels, and pillowcases are bright white or luxuriously neutral
- ☐ No stains, frays, or discoloration
- ☐ Spare linens neatly folded and available
- ☐ Laundry room organized and functional for cleaning teams

4. Maintenance & Functionality

- ☐ Appliances clean and operational
- ☐ HVAC filters replaced regularly
- ☐ Faucets, drains, and toilets run quietly and without leaks
- ☐ Remote controls and light switches labeled and working
- ☐ Check for squeaky doors, loose handles, or minor repairs

5. Outdoor Spaces

- ☐ Furniture clean, cushions fresh and coordinated
- ☐ Lighting and fans functional
- ☐ Grill, pool, or fire pit in good condition and spotless
- ☐ Landscaping trimmed, free of debris
- ☐ Outdoor rugs and mats fresh, not faded or worn

6. Kitchen Essentials

- ☐ Utensils, dishes, and cookware organized and spotless
- ☐ Coffee maker and toaster clean and functional
- ☐ Condiments and consumables fresh and restocked
- ☐ Luxury touches: wine glasses, cutting board, or welcome snacks



7. Technology & Connectivity

- ☐ Wi-Fi network easy to find and fast
- ☐ Smart TVs and streaming services work correctly
- ☐ Speakers, thermostats, and security systems properly configured
- ☐ Printed 'Quick Tech Guide' available for guests

8. Guest Communication & Guidance

- ☐ Welcome guidebook updated and visible
- ☐ Check-in/check-out instructions clear and concise
- ☐ Emergency contacts and local recommendations included
- ☐ Guest messaging templates friendly, timely, and personal

9. Post-Stay Inspections

- ☐ Cleaning verified by photo or checklist
- ☐ Damage or missing items documented
- ☐ Supplies replenished
- ☐ Property secured and HVAC reset after checkout

10. Overall Guest Experience

- ☐ Does the home feel luxurious, peaceful, and cared for?
- ☐ Would you personally be proud to stay here?
- ☐ Are reviews trending upward?
- ☐ What one detail could elevate the next guest's stay from great to unforgettable?



Your Score

Rate each category from 1–10 (10 = Excellent, 1 = Needs Improvement).

Total score: _____ / 100

White Glove Standard = 90+

Next Step

If you'd like a complimentary in-person property audit in Santa Rosa Beach or Miramar Beach, schedule here → <https://calendly.com/david-newgenesisreh/rental-audit>

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