



# Gold Star Vacation Rental Program

Checklist for HSVPOA staff to complete

## Program Description

The following qualities will be evaluated at each prospective Gold Star Vacation Rental location by a staff committee of the Hot Springs Village Property Owners' Association. The location will be scored based on a percentage of how well it meets these criteria.

Date: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Address of prospective location: \_\_\_\_\_

## Living Room

Is the furniture modern and in good condition? \_\_\_\_\_

Does the living room provide a sleeper sofa? \_\_\_\_\_

Is there lighting next to the couches and chairs? \_\_\_\_\_

Does the living room have clean window coverings? \_\_\_\_\_

If the living room has a fireplace, is it clean? \_\_\_\_\_

Is the fireplace gas or wood burning? \_\_\_\_\_

Does the living room have a flat panel television? \_\_\_\_\_

Is cable and or satellite service provided? \_\_\_\_\_

## Bedroom

Is the comforter and bedding modern? \_\_\_\_\_

Are the sheets and bedding of high quality? \_\_\_\_\_

What size are the beds? \_\_\_ King \_\_\_ Queen \_\_\_ Full \_\_\_ Twin

Do the bedrooms have sufficient window coverings? \_\_\_\_\_

Is there a ceiling fan in the bedroom? \_\_\_\_\_

Does each bedroom have a working alarm clock? \_\_\_\_\_

Does each bedroom have extra blankets and extra pillows? \_\_\_\_\_

Is there sufficient lighting next to all beds? \_\_\_\_\_

Are all closets spacious and provided with extra hangers? \_\_\_\_\_

Is a complimentary air mattress provided? \_\_\_\_\_

Is there a baby crib? \_\_\_\_\_

## Kitchen

Which of the following items are provided in the kitchen? (check all that apply)

\_\_\_ Matching utensils

\_\_\_ Matching set of dishes

\_\_\_ Extra rolls of paper towels

\_\_\_ Matching pots and pans

\_\_\_ Toaster or toaster oven

\_\_\_ Microwave

\_\_\_ Salt/Pepper/Spices

\_\_\_ Coffee maker

\_\_\_ Coffee/Tea/Creamer/Sugar

\_\_\_ Empty refrigerator

\_\_\_ High quality knife and cutting board

## Bathroom

Which of the following items are provided in the bathroom? (check all that apply)

- Soft facial tissue
- Complimentary bottles of shampoo and conditioner
- New bars of soap or body wash
- Hair dryer
- Disposable razors
- Shaving cream
- Toothpaste
- Air freshener
- Extra rolls of toilet paper
- Extra towels
- Extra washcloths

Does the bathroom provide both a bath tub and a shower? \_\_\_\_\_

Does the rental come with a jacuzzi? \_\_\_\_\_

## Cleaning:

Is the rental professionally cleaned after each visit? \_\_\_\_\_

Is daily maid service provided when the rental is occupied? \_\_\_\_\_

What is the name of the company that cleans the rental? \_\_\_\_\_

Please submit a list of cleaning responsibilities of the professional cleaning service.

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Are cleaning supplies available? \_\_\_\_\_

Is a vacuum cleaner available? \_\_\_\_\_

Is an iron and ironing board available? \_\_\_\_\_

Is there access to a washer and dryer? \_\_\_\_\_

Are all the drawers and closets clean throughout the rental? \_\_\_\_\_

Is the rental pet friendly? \_\_\_\_\_

## Personal Items:

Which of the following are provided in the rental? (check all that apply)

- DVD player with movies
- Games
- Fishing poles
- Golf clubs
- Local directories
- List of emergency numbers
- Watercraft if rental on a lake

Have you removed all personal items including: (check all that apply)

- Personal hygiene items
- Clothing and shoes
- Valuables
- Jewelry
- Personal documents
- Personal photos

### Gold Star Amenities:

Which of the following are provided in the rental? (check all that apply)

- Menus and websites for local dining
- Discount tickets and coupons for local events, attractions, retailers and restaurants
- Provide bikes, umbrellas, coolers and other local conveniences
- Bottles of water and chocolates
- High speed internet
- Portable fan

### General:

Is the rental decorated with modern and stylish art? \_\_\_\_\_

Does the rental have a grill? \_\_\_\_\_

What year was the rental built? \_\_\_\_\_

### Location

Is your rental located on a: (check one)

- Golf course
- Lake
- Mountain
- Standard lot

### Minimum Standard Requirements:

- The address of the rental unit must be clearly visible
- Smoke and carbon monoxide detectors in all bedrooms and other rooms that could be sleeping areas
- All stairs, decks, guards, and handrails shall be stable and structurally sound
- The roof and grounds of the rental property shall be kept clear of accumulations of all debris
- All fixtures, appliances, furnaces, water heaters, space heaters, plumbing, wiring, electrical, propane or gas connections, doors, windows, lighting, and all parts of the structure and furnishings (interior and exterior) must be in operable working condition and repair
- Bedroom windows shall be operable and free of obstructions to allow for emergency escape and rescue
- There shall be at least one screened window per bedroom to allow for proper ventilation
- No tree limbs are allowed within 10 feet of any chimney or flue openings
- The owner, managing agency, and property manager shall be responsible for compliance with all applicable codes regarding fire, building and safety, health and safety, other relevant laws, and provisions