



Q.C.I. Vacation Rental & Short-Term Management Checklist

Property Setup & Marketing

- Professional property-specific website with photos and video
- Listings created and optimized across major platforms (Airbnb, VRBO, etc.)
- Google SEO and Yelp integration to increase visibility
- Dynamic pricing strategies to maximize revenue

Guest Bookings & Reservations

- Secure online booking system with automated confirmations
- Guest communication before, during, and after the stay
- 24/7 inquiry response to capture potential bookings
- Clear guest policies and house rules for smooth stays

Pre-Stay Preparations

- Detailed pre-rental cleaning and sanitization
- Inspection of property condition and amenities
- Inventory check for linens, toiletries, and supplies
- Welcome guest book with house rules and local info

Guest Experience Management

- Easy check-in/check-out process (keyless entry options available)
- Rapid response to guest questions or issues
- Coordination of maintenance or emergency services during stays
- Regular feedback collection for service improvement

Post-Stay Procedures

- Post-rental cleaning and linen refresh

- Inspection for damages and missing inventory
- Deposit handling and refund (if applicable)
- Guest review requests to boost listing reputation

Owner Reporting & Transparency

- Monthly performance reports (occupancy, revenue, expenses)
- Secure owner portal for real-time updates
- Automated ACH disbursements of net income
- Tracking of all digital forms (agreements, inspections, invoices)

Q.C.I. Property Management – Your Property, Our Priority