
Appendix A: Property Inventory List

Print out this consolidated inventory list to use as an actual checklist as you furnish your property.

The following list is based on CHBO's understanding and experience with corporate housing travelers and their expectations of a fully furnished corporate housing rental. To list your property as **CHBO Complete™**, your property **MUST** have, as a minimum, the following items:

Kitchen

Place settings refer to the quantity of dishes, glasses and silverware that must be provided.

- **Studios:** Set of six matching items (for example, six plates, six forks, six glasses).
- **One & Two Bedrooms:** Set of eight matching items.
- **Three Bedrooms and Larger:** Set of 10 matching items.

- General:** Blender Broom/Dust Pan Coffee Maker Dishwasher*
Fire Extinguisher Garbage Disposal* Icemaker* Microwave Mixer Mop
Oven Refrigerator Scissors Stove Tea Pot* Toaster / Toaster Oven
Trash Can
Baking Dish Broiler Pan Can Opener Colander Cookie Sheet
Corkscrew Cutting Board Fork/Tongs Grater Ice Cream Scoop
Knife Set Ladle Measuring Spoon Set Measuring Cup Set Mixing Bowls
Pizza Cutter Salt & Pepper Spatula-flipper Spatula-scraper Spoon-slotted
Spoon-cooking Tupperware Utensil Holder Vegetable Peeler
Water Pitcher or Water Filter System
- Drinking:** Coffee Mugs Drinking Glass Juice Glass Wine Glass
- Plates:** Large Plates Small Plates Bowls Serving Bowl
- Pots & Pans:** Large Frying Pan Small Frying Pan Large Sauce Pot Small Sauce Pot
Large Pasta Pot
- Cutlery:** Cutlery Tray Forks Spoons Knives Steak Knives
- Linens:** Dish Towel Dish Cloth Potholder Placemats Napkins
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* Some items are recommended for a CHBO Complete™ property but are optional.

Bedroom

Closets and drawers need to be empty and clean for the tenant to use.

- Furniture:** Bed Headboard Dresser Night Stands
Linens: Bedsread Blanket Mattress Pad Sheets Pillows
General: Clock Radio Hangers Laundry Basket Lights
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Bathroom

Set refers to the quantity of towels and must be **twice** the potential number of occupants. Sets **must** match. A full bath must include a shower, toilet and sink.

- Towels:** Bath Hand Face Bath Mat
General: Plunger Shower Curtain Soap Dish Toilet Brush Waste Basket
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Living room/Living Area

- Furniture:** Sofa Coffee Table End Table
General: Art TV (min 32 in) DVD Stereo Lights
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Dining Room

Set refers to the quantity of chairs and must be a minimum of 4 and reflect the potential number of occupants.

- Furniture:** Table Chairs
General: Art Lights
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Other

Set refers to the quantity of towels and must be **twice** the potential number of occupants. Sets **must** match. A full bath must include a shower, toilet and sink.

- General:** Phone* Iron Ironing Board Vacuum Washer/Dryer Snow Shovel* Garage
 Broom* Fan*
Light Bulbs: Keep a supply of light bulbs under the kitchen sink to avoid a tenant calling and asking you to replace one.
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