CHBO COMPLETE

Furnished Rental Inventory Checklist

This checklist will help you prepare your unit to be **CHBO Complete**. It is recommended for all properties and **REQUIRED for properties in the CHBO Rental Program**.

TO QUALIFY AS CHBO COMPLETE
The property must include all utilities, cable/streaming setup including local channels, and strong Wi-Fi internet.

HOW TO READ THIS CHECKLIST
☐ **Standard item**: expected in every CHBO Complete unit
☐ *Item* OPTIONAL: suggested, not required

BEDROOM

Closets and drawers empty; white linens are the industry standard.

FURNITURE

- ☐ Bed
- ☐ Headboard
- ☐ Dresser
- ☐ Nightstand with lamp (1 per occupant)

LINENS

- ☐ Bedspread
- ☐ Blanket
- ☐ *Mattress pad/protector* OPTIONAL
- ☐ Sheets (2 sets per bed)
- ☐ Pillows
- ☐ Pillowcases (2 sets per pillow)

GENERAL

- ☐ Hangers
- ☐ Laundry basket

BATHROOM

Towels 2x occupants, matching white sets.

TOWELS

- ☐ Bath
- ☐ Hand
- ☐ Face
- ☐ Bathmat

GENERAL

- ☐ Soap dish or dispenser
- ☐ Trash can
- ☐ Plunger
- ☐ Toilet brush
- ☐ Shower curtain

LIVING ROOM/AREA

FURNITURE

- ☐ Sofa
- ☐ Coffee table
- ☐ End table
- ☐ Chair

GENERAL

- ☐ Wall art
- ☐ Smart TV sized for the room
- ☐ Lamps
- ☐ Lights/lamp
- ☐ Wall art

DINING ROOM

Minimum 4 chairs, or one per occupant.

FURNITURE

- ☐ Table and chairs

KITCHEN

A fully stocked kitchen is required.

SMALL APPLIANCES

- ☐ Keurig and/or coffee maker (starter filters)
- ☐ Coffee grinder
- ☐ Toaster/toaster oven
- ☐ Microwave
- ☐ Mixer
- ☐ Blender
- ☐ *Air fryer* OPTIONAL

MAJOR APPLIANCES

- ☐ Refrigerator with ice maker
- ☐ Range/oven/cooktop
- ☐ Dishwasher

KITCHEN ESSENTIALS

- ☐ Measuring spoon/cup set
- ☐ Mixing bowls
- ☐ Can opener
- ☐ Pizza cutter
- ☐ Salt and pepper shakers
- ☐ Spatulas
- ☐ Spoon, cooking and slotted
- ☐ Tupperware
- ☐ Corkscrew
- ☐ Colander
- ☐ Cutting boards
- ☐ Kitchen knife set (chef's, paring, bread)
- ☐ Fork/tongs
- ☐ Spoon rest
- ☐ Grater
- ☐ Vegetable peeler
- ☐ Ice cream scoop
- ☐ Water pitcher
- ☐ Ladle
- ☐ Scissors
- ☐ Trash can

KITCHEN LINENS

- ☐ Dish cloths
- ☐ Dish towels
- ☐ Potholders
- ☐ Placemats

COOKWARE

- ☐ Baking dishes (2)
- ☐ Covered non-stick skillets (large/small)
- ☐ Covered non-stick saucepans (large/small)
- ☐ Covered pasta/stock pot (large)
- ☐ Muffin pan
- ☐ Roasting pan
- ☐ Cookie sheets (2)
- ☐ Pizza pan
- ☐ Broiler pan

TABLEWARE/FLATWARE

2x maximum capacity.

- ☐ Spoons (set of 8)
- ☐ Butter knives (set of 8)
- ☐ Forks (set of 8)
- ☐ Steak knives
- ☐ Water glasses
- ☐ Wine glasses (stemless)
- ☐ Large and small plates
- ☐ Bowls
- ☐ Coffee cups
- ☐ Plastic cups
- ☐ Plastic plates
- ☐ Large serving bowls/plates
- ☐ Serving platters (at least 2)

CLEANING & SAFETY

- ☐ Mop
- ☐ Broom and dustpan
- ☐ Fire extinguishers
- ☐ Smoke detectors
- ☐ Carbon monoxide detectors

LAUNDRY/OTHER

LAUNDRY

- ☐ Iron and ironing board
- ☐ Vacuum
- ☐ Washer/dryer

OTHER

- ☐ *Extra light bulbs* OPTIONAL
- ☐ *Snow shovel (if applicable)* OPTIONAL
- ☐ *Fan* OPTIONAL
- ☐ *Humidifier (for dry climates)* OPTIONAL
- ☐ *Area rugs* OPTIONAL

UTILITIES

All included.

- ☐ All utilities
- ☐ Cable/streaming, local channels
- ☐ Strong Wi-Fi
- ☐ Lawn care
- ☐ Snow removal over 4 inches, if applicable

Disclosure: CHBO understands that properties come in many sizes, so not every item or quantity will apply to every home. Please use this checklist as a guide and adjust it to suit your property.
Design Disclosure: Your property's design matters. Please choose coordinated, quality furnishings and keep everything clean and in good condition, so your unit looks as good as it functions.

NOTES