

Certified Vacation Rental Inspector (CVRI)
Application
Page One

Company Name _____ VRHP member? _____

Name of person attesting to training (please print) _____

Phone _____ Fax _____ Email _____

Attesting Supervisor must sign by each standard to assure VRHP that the appropriate training indicated was provided and documented where necessary.

_____ 1. Owner protection procedures:

- Not allow any guest or unauthorized people into the unit until work is completed
- Assure that on departure from the unit all doors and windows are closed, locked, and totally secure.
- Report all damage to the unit immediately upon observation of the damage, and before leaving the unit.
- Properly report all carpet care, inventory shortages, and maintenance needs prior to leaving the unit.

_____ 2. Employee safety:

- Proper and safe operation of a vacuum cleaner
- Proper and safe lifting techniques
- Proper and safe use of all chemicals according to OSHA standards.
- Instruction in procedures relating to OSHA bloodborne pathogens.

_____ 3. Guest Satisfaction procedures:

- Properly identify and return to the office all items left by guests in the units.
- Never any smoking in any unit ever.

_____ 4. That employee has been taught proper inspection procedures, stressing a routine that is to be followed the same way in each unit, and that said employee has demonstrated proficiency in this routine.

_____ 5. That employee has been taught how a unit is to look upon arrival by a guest- the company Standard Unit Appearance.

_____ 6. That the employee has been taught a basic spot removal procedure for removing

carpet stains.

_____ 7. That the employee has been taught the company philosophy on when to help by cleaning needed corrections themselves, and when and how to properly “call back” the cleaners.

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The VRHP member _____ assures VRHP that the following have met the standard and can be tested for CVRI.

We understand that:

- The test is to be administered by the Executive Housekeeper of the above named company
- A passing score is 11 or higher.
- Mail tests to VRHP. You will be notified by email of the test results. Those passing the test will be sent their certificate and CVRI lapel pin. Those who do not pass will be sent another test to take and if they do not pass, retraining and reapplication must occur before testing again.
- Those certified will remain so as long as they are an employee of the certifying company.
- **Be sure to print the name of each applicant as they wish it to appear on their certificate.**
- Send a check and both pages of this application to VRHP based on the following schedule:
 - 1-4 \$20 each (non- member \$30 each)
 - 5-10 \$15 each (non-member \$25 each)
 - 11 or more \$10 each (non-member \$15 each)

CVRI Candidates (attach additional pages if necessary)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

7. _____
8. _____
9. _____
10. _____

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