

The Airbnb Host Checklist

44 practical checks across the five areas that make or break a short-term rental: turnover and cleaning, guest messaging, pricing, reviews and safety. Print it, tick the boxes, and fix the gaps.

1. Turnover & cleaning

- ☐ Use a written, room-by-room cleaning checklist your cleaner signs off on every turnover
- ☐ Strip and wash all bedding and towels every stay; keep at least two full spare sets per bed
- ☐ Check under beds, couch cushions and in drawers for left-behind items and trash
- ☐ Wipe high-touch spots: door handles, light switches, remotes, faucets, fridge handle
- ☐ Empty the fridge, microwave and coffee maker; run and empty the dishwasher
- ☐ Restock consumables: toilet paper, paper towels, soap, dish pods, trash bags, coffee
- ☐ Ask the cleaner for timestamped photos of each room when finished
- ☐ Log damage or broken items right away, with photos, before the next check-in
- ☐ Keep a locked owner's closet with backup supplies and a simple inventory sheet
- ☐ Book a deep clean (oven, baseboards, windows, vents) on a regular schedule

2. Guest messaging

- ☐ Set saved replies for booking confirmation, pre-arrival, check-in day, mid-stay and checkout
- ☐ Send check-in instructions a few days before arrival, with door code, parking and Wi-Fi
- ☐ Write a short house manual: rules, quiet hours, trash days, thermostat, appliance tips
- ☐ Answer inquiries quickly; use scheduled or automated messages so nothing waits overnight
- ☐ Send a mid-stay check-in asking if anything is needed, and fix small issues fast
- ☐ Send clear, short checkout instructions (no long chore lists)
- ☐ Keep all guest communication inside the booking platform for your protection
- ☐ Have a backup contact who can answer guests when you are unavailable

3. Pricing

- ☐ Review local comparable listings (same size, area and amenities) at least monthly
- ☐ Set different prices for weekends, weekdays, holidays and local event dates
- ☐ Use a minimum-night rule that fits your cleaning cost and season
- ☐ Try last-minute discounts for open nights and early-bird pricing for far-out dates
- ☐ Offer weekly and monthly discounts if longer stays suit your property
- ☐ Price your cleaning fee to cover real costs, and check the total guests see at checkout
- ☐ Consider a dynamic pricing tool, and still sanity-check its suggestions
- ☐ Know your local lodging and occupancy taxes and how they are collected

4. Reviews

- ☐ Make sure photos and description match the property exactly, so expectations are met

- ☐ Leave a small welcome touch and a printed note with your best local tips

- ☐ Fix anything a guest mentions during the stay before they leave

- ☐ Send a friendly thank-you message after checkout

- ☐ Review every guest promptly and honestly

- ☐ Reply politely and briefly to every public review, especially critical ones

- ☐ Track repeated complaints in a list and fix the root cause

- ☐ Refresh listing photos after any upgrade or redecorating

5. Safety

- ☐ Working smoke detectors in every bedroom and on every level; test them each turnover
- ☐ Carbon monoxide detectors near sleeping areas if there is any fuel-burning appliance or attached garage
- ☐ A fire extinguisher in the kitchen, with its location in the house manual
- ☐ A stocked first-aid kit in an easy-to-find spot
- ☐ Posted emergency info: the property's street address, local emergency number and exits
- ☐ Secure railings, steps, rugs and outdoor paths; good lighting at entrances
- ☐ Change smart lock codes for every new guest
- ☐ Disclose any security cameras as the platform requires; never place them in private spaces
- ☐ Check your insurance covers short-term rental use
- ☐ Confirm local permit, zoning and registration rules for your township

This checklist is general guidance, not legal or insurance advice. Rules vary by township; check local requirements before you host. See our [Lancaster County short-term rental rules guide](#).