



Airbnb Guest Welcome & Check-In Checklist 2026

Pre-Arrival Property Audit

A final walkthrough of the unit to ensure cleanliness, functionality, and readiness before the guest arrives.

Unit Cleanliness Status

- ☐ Deep Cleaned & Sanitized
- ☐ Standard Clean Completed
- ☐ Requires Re-cleaning

Functionality Check - Essential Appliances

- ☐ Refrigerator/Freezer Temperature
- ☐ Microwave/Oven Operation
- ☐ Coffee Maker Ready
- ☐ Air Conditioning/Heating Functional
- ☐ Smart TV/Remote Control Working

Property Walkthrough Photo Proof

 [Upload File](#)

Identified Maintenance Issues

Write something...

Audit Completion Date

Enter date...

Inspector Signature

Essential Amenities & Supplies Check

Verification of stocked essentials including toiletries, linens, kitchen supplies, and seasonal items.

Toiletries & Consumables Verification

- ☐ Hand Soap & Body Wash
- ☐ Shampoo & Conditioner
- ☐ Toilet Paper & Paper Towels
- ☐ Fresh Towels & Bath Mats

Kitchen Essentials Check

- ☐ Coffee, Tea, & Sugar Supplies
- ☐ Dish Soap & Sponge
- ☐ Basic Cooking Oil & Spices
- ☐ Single-Use Napkins

Inventory Count: Fresh Linens & Pillowcases

Enter a number...

Missing Items Notes

Write something...

Photo Evidence of Restocked Supplies

 Upload File

Digital & Physical Access Setup

Ensuring smart locks, keypad codes, or physical keys are functional and instructions are clearly communicated.

Access Method Type

- ☐ Smart Lock / Keypad
- ☐ Smart Lockbox
- ☐ Physical Key / Lock & Key
- ☐ Key Card / RFID

Digital Access Code / PIN

Write something...

Key Location Description

Write something...

Access Activation Date

Enter date...

Access Window Start Time

Enter time...

Photo of Lock/Key Placement

 Upload File

Manager Verification

Safety & Emergency Readiness

Testing of smoke detectors, fire extinguishers, first aid kits, and verifying emergency contact information availability.

Safety Equipment Verification

- ☐ Smoke Detectors Tested
- ☐ Carbon Monoxide Detectors Tested
- ☐ Fire Extinguisher Present & Charged
- ☐ First Aid Kit Fully Stocked
- ☐ Emergency Exit Routes Marked
- ☐ Flashlights & Batteries Available

Last Safety Inspection Date

Enter date...

Emergency Contact Phone Number

Write something...

Notes on Identified Safety Hazards

Write something...

Safety Certificate/Permit Documentation



Upload File

Property Manager/Cleaner Verification

Welcome Kit & House Manual Preparation

Reviewing the physical or digital guidebook, including Wi-Fi passwords, local recommendations, and house rules.

Wi-Fi Network Name & Password Verification

☐ Verified and clearly displayed in manual

Emergency Contact Number

Write something...

House Rules Summary

Write something...

Included Manual Components

- ☐ Check-in/Check-out Instructions
- ☐ Appliance Operating Guides
- ☐ Local Dining & Attractions List
- ☐ Trash & Recycling Schedule
- ☐ Parking & Transportation Info

Digital House Manual PDF/Link

 Upload File

Manager Final Review Confirmation

Smart Home & Tech Connectivity Test

Confirming high-speed Wi-Fi stability, smart TV functionality, thermostat accessibility, and Bluetooth speaker pairing.

Wi-Fi Network Connectivity Status

- ☐ Connected & Signal Strong
- ☐ Connected but Weak Signal
- ☐ Disconnected/No Internet

Smart Devices Functional Check

- ☐ Smart Lock/Keypad
- ☐ Smart Thermostat
- ☐ Smart TV / Streaming Devices
- ☐ Smart Lighting
- ☐ Security Cameras/Doorbell

Wi-Fi Password Verification

Write something...

Connectivity Issues or Troubleshooting Notes

Write something...

Screenshot of Speed Test Result

 Upload File

Technician/Cleaner Verification

Guest Communication & Notification

Sending automated check-in messages, arrival instructions, and confirming the guest's estimated arrival time.

Scheduled Check-In Date

Enter date...

Guest Arrival Time

Enter time...

Guest Name

Write something...

Check-in Instructions Sent

Write something...

Communication Channels Used

- ☐ Airbnb Messaging
- ☐ WhatsApp
- ☐ SMS
- ☐ Email
- ☐ Phone Call

Custom Welcome Message Log

Write something...

Check-in Instructions Status

- ☐ Drafted
- ☐ Sent
- ☐ Confirmed by Guest

Post-Check-In Verification

A follow-up touchpoint to ensure the guest has successfully entered and is satisfied with the property condition.

Guest Arrival Status

- ☐ Successfully Checked In
- ☐ Delayed Arrival
- ☐ Issue Encountered

Initial Property Feedback

- ☐ Cleanliness Satisfactory
- ☐ Amenities Working
- ☐ Access/Keys Functional
- ☐ Temperature/Climate OK

Guest Reported Issues or Concerns

Write something...

Property Condition Photo Documentation

 Upload File

Property Manager Verification

< Previous

> Next

✓ Finish

 Generate Sample Report