

# Short-Term Rental Management Checklist

 Show only Checklist

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Default 

## Property Setup & Onboarding

Initial tasks to set up the rental and prepare for guests.

### Property Address (Street Number)

Enter a number...

### Property Address (Street Name)

Write something...



**City**

Write something...

**State/Province**

Write something...

**Zip/Postal Code**

Write something...

**Number of Bedrooms**

Enter a number...

**Number of Bathrooms**

Enter a number...

### Property Type

- Apartment
- House
- Condo
- Cabin
- Townhouse
- Other

### Brief Property Description (for internal use)

Write something...

### Property Photos (Initial Upload)

 Upload File

## Listing Optimization & Marketing

Activities to attract bookings and maximize visibility.

### Base Nightly Rate

Enter a number...

### Platforms Listed On (e.g., Airbnb, VRBO)

- Airbnb
- VRBO
- Booking.com
- Direct Booking Website
- Other

### Listing Description Review & Optimization

Write something...

### Professional Photoshoot Scheduled?

 Upload File

### Highlight Features (e.g., Pool, Hot Tub, Pet-Friendly)

- Pool
- Hot Tub
- Pet-Friendly
- Fire Pit
- High-Speed Internet
- None

### Keywords for SEO

Write something...

### Review Pricing Strategy (adjust seasonally?)

Enter date...

### Competitor Analysis (Average Nightly Rate)

Enter a number...

## Guest Communication & Booking Management

Managing inquiries, bookings, and pre-arrival communication.

### Booking Source (Airbnb, VRBO, Direct)

- Airbnb
- VRBO
- Direct Booking
- Other

### **Booking Confirmation Date**

Enter date...

### **Initial Guest Inquiry/Message (Record Initial Contact)**

Write something...

### **Guest Welcome Message (Template)**

Write something...

### **Pre-Arrival Instructions Sent (Date & Summary)**

Write something...

### **Number of Guest Inquiries Received**

Enter a number...

### Guest Requests (Pre-Arrival)

- Early Check-in
- Late Check-in
- Extra Linens
- Specific Amenities
- Special Occasion

### Guest Name (Booking Contact)

Write something...

## Arrival & Departure Procedures

Tasks related to guest check-in and check-out.

### Scheduled Check-in Time

Enter time...

### Scheduled Check-out Time

Enter time...

### Check-in Method

- Key in Lockbox
- Meet & Greet
- Smart Lock - Guest Code
- Other

### Check-in Instructions for Guest

Write something...

### Check-out Instructions for Guest

Write something...

### Key Return Method

- Drop in Lockbox
- Mail Back
- Leave at Property
- Other

### Number of Guests Checked In

Enter a number...

### Notes on Arrival/Departure (Damage, Concerns)

Write something...

## Cleaning & Maintenance

Ensuring the property is clean, well-maintained, and functional.

### Last Professional Cleaning Date

Enter date...

### Cleaning Checklist Completed?

Yes

No

### Notes on Cleaning/Maintenance Issues

Write something...

### Number of Fresh Towels/Linens

Enter a number...

### Photos of Cleaned Property (for record)

 Upload File

### Appliance Check (Stove, Fridge, Washer/Dryer)

- Working Perfectly
- Minor Issue - Noted
- Needs Repair

### Scheduled Maintenance Visit (Plumbing, Electrical)

Enter date...

## Financial Management & Reporting

Tracking income, expenses, and generating reports.

### Total Rental Income (Monthly)

Enter a number...

**Cleaning Fees Collected (Monthly)**

Enter a number...

**Utility Expenses (Monthly - Electricity)**

Enter a number...

**Utility Expenses (Monthly - Water)**

Enter a number...

**Utility Expenses (Monthly - Gas/Heating)**

Enter a number...

**Internet/Cable Expenses (Monthly)**

Enter a number...

**Property Management Fees (Monthly)**

Enter a number...

### Maintenance & Repair Costs (Monthly)

Enter a number...

### Supplies & Amenities Costs (Monthly)

Enter a number...

### Mortgage/Rent (if applicable)

Enter a number...

## Legal & Compliance

Ensuring adherence to local laws, regulations, and safety standards.

### Local Short-Term Rental Permit/License Obtained?

- Yes
- No
- Pending

### Summary of Local Short-Term Rental Regulations

Write something...

### Permit/License Expiration Date

Enter date...

### Maximum Occupancy Limit (as per local laws)

Enter a number...

### Required Insurance Coverage?

- Liability Insurance
- Property Insurance
- Guest Accident Insurance
- Other (specify in long text)

### Notes on Insurance Requirements

Write something...

### Copies of Permits, Licenses, and Insurance Certificates

 Upload File

**Smoke Detector/CO Detector Inspection Last Conducted?**

Yes

No

N/A

**Next Smoke/CO Detector Inspection Date**

Enter date...