

Short-Term Rental Management Checklist

 Show only Checklist

Display Style
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...