



CO-HOSTING GUIDE

THE APARTMENT

Listing: _____
Address: _____
Cross streets: _____

THE HOSTS

Main host

Name: _____
Phone: _____
Email: _____

Co-host

Name: _____
Phone: _____
Email: _____

DETAILS

**For bartering guests

Avg price: \$ _____

Current: \$ _____

Min: \$ _____

Additional notes:

Check-in: _____

Check-out: _____

Early bag cutoff: _____

Leave bag cutoff: _____

Additional notes:

Extra set of keys:

Special notes about apartment:

Standard check-in reply or message / house manual to guest:

CONTACTS

Keys

Agency / Name: _____

Address: _____

Phone: _____

Times: _____

Backup: _____

Additional notes:

Cleaning

Agency / Name: _____

Address: _____

Phone: _____

Times: _____

Google Calendar: _____

Backup: _____

Additional notes:

TALKING POINTS

- Who will handle messaging?
- How responsive should hosts should be? with an hour? two?
- Is there a primary messenger, or will both hosts share responsibilities?
- Will one host be more responsible for messaging at other times?
- How are guests screened? Or is it for every guest that has the dough?
- How is bartering handled?
- Who will handle or schedule cleaning? (*discuss whether cleaning fee is included, or it will go in the co-host commission)
- Who will handle lockouts?
- If there are exceptions, what are they?
- Should there be a trial period enabled?
- Who will handle reviews?