

The Eight Steps to success with AirBNB:

- 1.) Prep – Gather your tools and create your plan
- 2.) Partner – Find your investment partners. These partner's will help you buy and furnish your AirBNB. Good partners include the obvious, Banks, Private Lenders etc... but can also include builders/Maintenance, painters, cleaners, interior decorators.
- 3.) Select Properties.
 - a. AirBNB can be successful just about anywhere, but to know about buying single family house for the purpose of AirBNB a simple question to ask is are there any hotels in the area. If there are Marriotts, Hiltons etc in the area, then the hospitality industry has already determined this to be a good area to host travelers.
 - b. Check local laws and rules.
- 4.) Furnish and Stock
 - a. Modern Furnishing, stock supplies, towels, pillows, blankets, Kcups etc...
- 5.) Create your listing
 - a. You're going to want ****Professional Photos****. Don't rely on your cell phone, get pro pictures and showcase your property the best you can.
- 6.) Manage and monitor
 - a. Set your pricing, check your results,
- 7.) Turn on Autopilot
 - a. Home Automation with Z-wave locks and thermostats
 - b. Third party management company like Evolve or Guesty will help you automate so your AirBNB doesn't require your constant attention.
 - c. Consistent Messages to renters:

	<u>WHEN TO SEND</u>
i. <u>MESSAGE</u>	
ii. APPROVED INQUIRY	ASAP
iii. THANKS FOR BOOKING	ASAP
iv. HOUSE MANUAL	1 WEEK BEFORE
v. POST CHECK IN	6PM DAY OF CHECK
IN	
vi. PRE CHECK OUT	6PM LAST EVENING
vii. REVIEW REQUEST	IF NEEDED
- 8.) Repeat!

Date: _____

Laundry

Strip sheets/pillowcases off beds and start laundry (Note: Washing machine needs to be plugged into the 1-2 loads = sheets; 1 load = towels & bathmats

1st & 15th:

Mattress protectors

8th:

Comforter & Shams (1 room per month; alternating. See key.)

22nd:

All throws every month or as needed

Dining table seat covers every month or as needed

Kitchen:

Load Dishwasher / run

Empty refrigerator/freezer; wipe down inside and out

Wipe down Microwave inside and out

Wipe down counters / stove / sink

Keurig - remove old pods; empty/refill water; wipe down

Wipe down table & chairs

Ensure curtains are tied up

Leave the following lights on: Hood light; light over sink

Ensure centerpiece is in place, wine is in box, card is filled out and in place

Clean floors

Check supply levels in closet (Cleaners/TP/Paper Towels, etc.)

Breakfast items stocked (coffee/tea/cream/sugar/yogurts/oatmeal/kind bars/juice/waters)

Living Room:

Wipe down surfaces / TV fingerprints

Fluff/stage pillows/cushions

Check guest book / info book for new info - send pic if applicable

Ensure TV is signed in to accounts

Ensure remotes are in appropriate places

Reset guest book/books/coasters/etc.

Clean floors

Bathrooms:

Wipe down surfaces / mirrors

Clean toilets

Clean floors

Replace bathmats & restock towels

Check levels: shampoo/conditioner/body wash/hand soap/lotion/make-up wipes/tissues/TP

Leave the following lights on: pulley's; upstairs vanity

Porch:

Wipe down surfaces

Fluff/stage pillows/cushions

Items to Re-order:

- _____ Toilet Paper
- _____ Paper Towels
- _____ K-Cups
- _____ Creamers
- _____ Sugars
- _____ Sugar in the raw
- _____ Laundry Detergent
- _____ Fabric Softener
- _____ Bleach
- _____ Dryer Sheets
- _____ Shampoo
- _____ Conditioner
- _____ Body Wash
- _____ Kids 3-in-one
- _____ Hand soap
- _____ Lotion
- _____ Dish soap
- _____ Sponges
- _____ Make-up remover pads
- _____ Windex
- _____ All-purpose cleaner
- _____ Q-tips