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# Welcome!

Your guide to a great stay

## Property Name

*Your Property Name Here*

## Welcome Message

*Welcome to [Property Name]! We are so glad you chose to stay with us. This guide has everything you need for a comfortable stay, including Wi-Fi details, house rules, local recommendations, and checkout instructions.*

*If anything comes up that is not covered here, message us through Airbnb and we will get back to you quickly.*

## Your Host

*Host Name Here*

Best way to reach us:

*Message us through Airbnb (fastest response)*

Backup phone/text:

*(555) 000-0000*

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# Wi-Fi & Connectivity

Get connected right away

Network Name

**YourNetworkName**

Password

**YourPasswordHere**

## TV & Streaming

- Smart TV with the following apps:

*Netflix, YouTube, Disney+, Prime Video (edit this list)*

- *Guests may log into their own streaming accounts*
- *Please log out of all accounts before checkout*

## Bluetooth Speaker

*A portable Bluetooth speaker is available in the living room. To connect: turn on the speaker, open Bluetooth settings on your device, and select "SpeakerName" from the list.*

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# House Rules

A few guidelines to keep everyone happy

## Quiet Hours

*10:00 PM to 8:00 AM. Please keep music and conversation at indoor levels during these hours. All outdoor gatherings must move inside by 10:00 PM.*

## No Smoking

*This is a non-smoking property, inside and outside. This includes cigarettes, e-cigarettes, vapes, and cannabis.*

## No Pets

*No pets are permitted on the property. Service animals are welcome as required by law. (Edit if your property is pet-friendly.)*

## Maximum Guests

*Maximum occupancy is [X] guests, including children. Visitors are welcome during daytime hours but may not stay overnight.*

## No Parties or Events

*No parties or events are permitted. This property is for registered guests only, per Airbnb's permanent party ban policy.*

## Parking

*Parking is available in the driveway for up to [X] vehicles. Please do not park on the grass or block neighbor access.*

## Additional Rules (add your own)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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# Property Guide

Kitchen and appliance instructions

## Coffee Maker

*Type: [Drip / Keurig / Espresso / French Press]. Coffee pods and filters are in the cabinet above the machine. Fresh coffee, sugar, and creamer are provided for your first morning.*

## Thermostat

*The thermostat is located [location]. Set to [temperature] for comfort. Please set it to [temperature] before checkout. (If smart-controlled: the thermostat resets automatically between guests.)*

## Oven & Stovetop

*[Gas / Electric / Induction]. Turn knobs to desired heat setting. If induction: use only the flat-bottom cookware provided. The oven has a preheat indicator light.*

## Dishwasher

*Detergent pods are under the sink. Load dishes, add one pod to the dispenser, close the door firmly, and press Start. Run before checkout if you have used dishes.*

## Washer & Dryer

*[Available for guest use / Not available]. Detergent is on the shelf above the washer. Normal cycle works for most loads. Clean the lint trap after each dryer load.*

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# Property Guide

Entertainment, tech, and access

## TV & Remote

*TV brand: [Brand]. Use the [silver/black] remote. Press the Input or Source button to switch between streaming apps and cable. The remote is on the [coffee table / TV stand].*

## Streaming Services

*The TV has [Netflix, YouTube, Disney+, Prime Video] pre-installed. You are welcome to log into your own accounts. Please log out of all accounts before checkout.*

## Bluetooth Speaker

*The [Brand] speaker is in the [living room]. To pair: hold the Bluetooth button for 3 seconds, then select "[SpeakerName]" from your device's Bluetooth menu.*

## Smart Lock

*Your unique door code was sent through the Airbnb app. Enter the code on the keypad to unlock. The door [auto-locks after 30 seconds / must be locked manually by pressing the lock button]. If the code does not work, try re-entering it slowly. If the issue persists, message us on Airbnb.*

## Heating & Cooling

*[Central AC / Mini-split / Space heater / Fireplace]. Controls are located [location]. [For fireplace: gas fireplace only. Turn the key valve to ON, then press the igniter button. Turn to OFF when not in use. Never leave unattended.]*

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# Checkout Instructions

A smooth departure helps us prepare for the next guests

Checkout Time

**10:00 AM (edit to your checkout time)**

## Before You Leave

- *Lock the door. [The smart lock auto-locks / Return key to the lockbox at the front door / Leave key on the kitchen counter]*
- *Gather used towels and leave them in the bathtub or laundry basket in the bathroom.*
- *Bag trash and place it in the bin located [in the garage / at the side of the house / under the kitchen sink].*
- *Turn off all lights, fans, and the TV. Set the thermostat to [temperature].*
- *[Property-specific: Cover the hot tub / Close the garage door / Turn off the grill propane / Close all windows]*

## Need a Late Checkout?

*Message us on Airbnb as early as possible and we will check if a later checkout is available. We can sometimes accommodate up to [11:00 AM / 12:00 PM] depending on our cleaning schedule.*

*Thank you for staying with us! We hope you had a wonderful time. If you enjoyed your stay, we would truly appreciate a review on Airbnb.*

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# Local Area Guide

Our favorite spots near the property

## Restaurants

### Restaurant 1 Name

*Short description. Cuisine type. Price range. "Try the [signature dish]."*

### Restaurant 2 Name

*Short description. Cuisine type. Price range. "Try the [signature dish]."*

### Restaurant 3 Name

*Short description. Cuisine type. Price range. "Try the [signature dish]."*

### Restaurant 4 Name

*Short description. Cuisine type. Price range. "Try the [signature dish]."*

### Restaurant 5 Name

*Short description. Cuisine type. Price range. "Try the [signature dish]."*

## Coffee Shops

### Coffee Shop 1 Name

*Description. Distance from property. Opens at [time].*

### Coffee Shop 2 Name

*Description. Distance from property. Opens at [time].*

## Grocery & Essentials

### Store 1 Name

*Address. Distance. Hours. Notes (organic, specialty, etc.).*

### Store 2 Name

*Address. Distance. Hours. Notes (organic, specialty, etc.).*

## Activities & Attractions

### Activity 1 Name

*Description. Distance. Cost. Best for [families / couples / adventure].*

### Activity 2 Name

*Description. Distance. Cost. Best for [families / couples / adventure].*

### Activity 3 Name

*Description. Distance. Cost. Best for [families / couples / adventure].*

## **Activity 4 Name**

*Description. Distance. Cost. Best for [families / couples / adventure].*

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# Emergency & Contact Info

Important numbers and locations

## Emergency Services

**Call 911** for fire, police, or medical emergencies

## Nearest Hospital / Urgent Care

*Hospital Name*

*Address Line 1*

*City, State ZIP*

*Phone: (555) 000-0000*

## Nearest Pharmacy

*Pharmacy Name*

*Address*

*Hours: [hours]*

## Property Address

*Your Property Address Here*

*(For giving to emergency services or ride-share drivers)*

## Host Contact

*Name: [Your Name]*

*Airbnb message (preferred, fastest response)*

*Phone/text: (555) 000-0000*

*Response time: within [X] minutes during [hours]*

## Local Backup Contact

Name: *[Local Contact Name]*

Phone: *(555) 000-0000*

*For urgent in-person help when the host is unavailable*

## **Safety Equipment Locations**

- *Fire extinguisher: [location, e.g., kitchen pantry]*
- *First aid kit: [location, e.g., bathroom cabinet]*
- *Circuit breaker: [location, e.g., garage wall]*
- *Water shutoff: [location, e.g., under kitchen sink / basement]*