



AIRBNB CO-HOST CHECKLIST

EVERYTHING YOU NEED FOR SMOOTH, ORGANIZED,
PROFITABLE HOSTING





About **Hostassis**

HOSTassis is an Airbnb co-hosting and short-term rental support brand that helps hosts with the essential tasks involved in managing their properties. This checklist is built around the key workflows needed to organize, optimize, and operate a successful Airbnb listing.

1. Airbnb Co-Host Responsibilities (Before the Checklist)



LISTING MANAGEMENT CHECKLIST

- ☐ SEO-friendly listing title created
- ☐ Property description completed
- ☐ High-quality photos uploaded
- ☐ Amenities fully added
- ☐ House manual prepared

PRICING & REVENUE CHECKLIST

- ☐ Dynamic pricing software connected
- ☐ Base pricing set
- ☐ Seasonal pricing adjusted
- ☐ Discount strategy prepared
- ☐ Revenue tracking sheet active

GUEST COMMUNICATION CHECKLIST

- ☐ Response time target defined
- ☐ Inquiry handling templates are ready
- ☐ Pre-arrival messages automated
- ☐ Check-out instructions prepared
- ☐ Complaint handling workflow documented

OPERATIONS & LOGISTICS CHECKLIST

- ☐ Cleaner assigned
- ☐ Maintenance vendors listed
- ☐ Inventory tracking prepared
- ☐ Linen management process created
- ☐ Emergency repair contacts available

2. Setup Checklist (Before Listing Goes Live)



PROPERTY PREPARATION CHECKLIST

- ☐ Deep cleaning completed
- ☐ Smoke detector installed
- ☐ Wi-Fi tested
- ☐ Kitchen essentials stocked
- ☐ Toiletries prepared
- ☐ Lockbox or smart lock installed

LEGAL & COMPLIANCE SETUP CHECKLIST

- ☐ Local STR regulations checked
- ☐ Permit/license verified
- ☐ ID verification process prepared
- ☐ Insurance confirmed
- ☐ Tax requirements reviewed

CO-HOST AGREEMENT SETUP CHECKLIST

- ☐ Roles clearly defined
- ☐ Payment structure agreed
- ☐ Responsibilities documented
- ☐ Emergency authority clarified
- ☐ Communication expectations established

3. Airbnb Listing Setup Checklist (Core SEO Section)



LISTING OPTIMISATION CHECKLIST

- ☐ Keyword-focused title written
- ☐ Structured description completed
- ☐ Amenities fully listed
- ☐ Check-in details added
- ☐ House rules updated

VISUAL CONTENT SETUP CHECKLIST

- ☐ Professional photos uploaded
- ☐ Cover photo optimised
- ☐ Image order sequenced correctly
- ☐ Every room photographed
- ☐ Lighting and angles improved

PRICING SETUP CHECKLIST

- ☐ Base price researched
- ☐ Seasonal pricing configured
- ☐ Weekend adjustments added
- ☐ Cleaning fee reviewed
- ☐ Smart pricing tool enabled

4. Guest Experience Checklist (Pre-Arrival Checklist)



LISTING OPTIMISATION CHECKLIST

- ☐ Booking confirmation sent
- ☐ Check-in instructions delivered
- ☐ Wi-Fi information prepared
- ☐ Transportation recommendations shared
- ☐ Early check-in process clarified

DURING STAY CHECKLIST

- ☐ Guest support available
- ☐ Mid-stay issue monitoring is active
- ☐ Maintenance response process ready
- ☐ Noise or complaint handling prepared
- ☐ Follow-up message sent

POST-STAY CHECKLIST

- ☐ Check-out instructions sent
- ☐ Cleaner notified immediately
- ☐ Guest review requested
- ☐ Damage inspection completed
- ☐ Feedback reviewed and logged

5. Daily & Weekly Co-Host Operations Checklist



DAILY TASKS CHECKLIST

- ☐ Respond to guest messages
- ☐ Review new bookings
- ☐ Monitor calendar updates
- ☐ Coordinate cleaners
- ☐ Check maintenance requests

WEEKLY TASKS CHECKLIST

- ☐ Adjust pricing strategy
- ☐ Review occupancy trends
- ☐ Check competitor listings
- ☐ Update listing content if needed
- ☐ Review guest feedback

MONTHLY TASKS CHECKLIST

- ☐ Analyse revenue performance
- ☐ Review operational issues
- ☐ Audit automation systems
- ☐ Track response metrics
- ☐ Plan seasonal adjustments

6. Airbnb Performance Optimisation Checklist



SEARCH RANKING FACTORS CHECKLIST

- ☐ Maintain fast response rate
- ☐ Improve review quality
- ☐ Keep calendar updated
- ☐ Avoid cancellations
- ☐ Maintain listing activity

7. Automation & Tools for Co-Hosts



PRICING TOOLS CHECKLIST

- ☐ Dynamic pricing software connected
- ☐ Market demand tracking enabled
- ☐ Competitor monitoring active

MESSAGING AUTOMATION CHECKLIST

- ☐ Automated replies configured
- ☐ Scheduled guest messages are active
- ☐ FAQ templates saved

CHANNEL MANAGER CHECKLIST

- ☐ Airbnb calendar synced
- ☐ Multi-platform booking sync enabled
- ☐ Double-booking prevention active