Checklist: digital welcome book

Tick off while you write the welcome book for the house you let.

Paidin
Rentals

Address and directions

- [ ] Street address
- [ ] A landmark to show the taxi driver
- [ ] Parking

Check-in and key

- [ ] Check-in time
- [ ] Where the key is or the code to the key box
- [ ] The code shows close to arrival, not after check-out

Wifi

- [ ] Network name and password
- [ ] QR code to connect

How the house works

- [ ] Air conditioning
- [ ] Kitchen and water
- [ ] Pool, if there is one
- [ ] Whatever tends to act up

House rules

- [ ] Smoking
- [ ] Quiet hours
- [ ] Number of guests
- [ ] Pets

Bins and recycling

- [ ] Which bin is which
- [ ] Where the bins are

Nearby

- [ ] Supermarket
- [ ] Pharmacy
- [ ] Beach
- [ ] Restaurants, with distances

Emergencies

- [ ] Emergency number
- [ ] Local police
- [ ] The embassy
- [ ] Your own number

Check-out

- [ ] Dishes and fridge
- [ ] Bins
- [ ] Lights and windows
- [ ] The key

Before you send the link

- [ ] Short text, one topic per section
- [ ] In the guest's language
- [ ] Sent when the booking is confirmed
- [ ] Updated when a guest asks about something missing