

ONBOARDING:GO LIVE CHECKLIST

PROPERTY DETAILS TAB:

Lock/Access information:

- ☐ Access Type ^(TN)
- ☐ Front Door Access info
- ☐ Lock Location ^(TN)
- ☐ Parking Spaces Available/Type

*If applicable:

- ☐ Casita Access
- ☐ Gate or Lobby Access
- ☐ Garage Code
- ☐ Alarm Code
- ☐ Pool Code
- ☐ Fitness Center Code

Home Information:

- ☐ Wifi Login
- ☐ Wifi Password
- ☐ Router Location ^(TN)
- ☐ Trash/Dumpster Location ^(TN)
- ☐ Owners closet location & code

*If applicable:

- ☐ 3 Point Lock ^(TN)
- ☐ Coffee Maker Type
- ☐ If needed - provided instructions for entering/parking ^(TN)

*Nashville Only

- ☐ Neighborhood Check ^(TN)

- ☐ By checking this box, I agree all items applicable to this home are completed

PROPERTY DETAILS & HOME DESCRIPTION

Home Information- 2 places to confirm

- ☐ Bed sizes inputted ^(TN)
- ☐ Permit Info ^(TN)

*If applicable:

- ☐ Spa Heat Fee
- ☐ Pool Heat Fee
- ☐ Pool & Spa Heat Fee
- ☐ air mattresses/locat. of additional beds ^(TN)

TAXES & FEES:

Taxes & Fees Tab

- ☐ Service Fee-remitted to booking channel
- ☐ Pet Fee (if applicable)
- ☐ 2 Management Fees Selected - 1 Airbnb
- ☐ 1 Guest Supplies Fee
- ☐ Cleaning Fee selected

Remaining Fee Info:

- ☐ Cleaning Fee applied ^(TN)
- ☐ Cleaner Assigned ^(TN)
- ☐ Minimum Balance inputted

MISC. & IF APPLICABLE

- ☐ Special Blocking on
- ☐ Owner rep info received - Essentials
- ☐ Reservation blocks in
- ☐ Onboarding Blocks in

Signature: _____