

01 | HOST COPY

Property facts

One place to check the details before preparing guest-facing copies.

FICTIONAL EXAMPLE

Harbor House

DEMO PROPERTY



Arrival and departure

CHECK-IN STARTS

3:00 PM

CHECKOUT DEADLINE

10:00 AM



Guest essentials

WI-FI NETWORK

HarborDemo

WI-FI PASSWORD

DEMO-ONLY

HOST CONTACT

See booking confirmation

HOST CHECK BEFORE SHARING

- ☐ Confirm times, Wi-Fi details, and contact method.
- ☐ Replace every fictional detail and remove any unused prompt.
- ☐ Keep this host sheet and cleaner notes out of the guest copy.

The preview uses separate static pages. Details do not update across pages automatically.

02 | GUEST COPY

Welcome to Harbor House

A compact example to share after replacing all demo details with your own.



CHECK-IN FROM

3:00 PM



CHECKOUT BY

10:00 AM



Before arrival

ACCESS INSTRUCTIONS

Use the instructions in your booking confirmation.



Connect to Wi-Fi

NETWORK

HarborDemo

PASSWORD

DEMO-ONLY



During your stay

For non-urgent questions, contact the host using the details in your booking confirmation.



Before you leave



Check for personal belongings.



Place used dishes in the sink. (Demo host preference.)

Please leave by 10:00 AM. Follow any additional checkout instructions provided by your host.

For immediate danger, contact local emergency services.

03 | PRINT CARDS

Quick reminders

Print at actual size, then cut along the solid outer border. Demo details only.



WI-FI DETAILS

Network

HarborDemo

Password

DEMO-ONLY

Harbor House - fictional demo



CHECKOUT

Please check for personal belongings.

Place used dishes in the sink.

CHECKOUT BY

10:00 AM

Harbor House - fictional demo

04 | CLEANER COPY

Turnover handoff

Internal working checklist. Follow the host's complete cleaning and safety instructions.

FICTIONAL PROPERTY

Harbor House



Turnover window

GUEST CHECKOUT BY

10:00 AM

NEXT CHECK-IN FROM

3:00 PM

Before marking ready



Complete the host's cleaning and safety checklist.

Use the property's own procedure; this sheet is only a reminder.



Check agreed supplies and report anything that needs restocking.



Note missing or damaged items and notify the host.

Do not share internal notes with guests.



Confirm the space is ready and message the host.

NOTES FOR THE HOST

Completed by

Time

Demo only. Not a complete cleaning, inspection, or safety procedure.