



Airbnb Checklist

DATE: _____

<input checked="" type="checkbox"/> SETTING UP YOUR AIR BNB	
<input type="checkbox"/>	Look at other Airbnb's in the area and ensure your property presents as unique.
<input type="checkbox"/>	Have a style preference in mind when selecting furnishings and decor.
<input type="checkbox"/>	Make a list of the furniture, kitchen, laundry, bedding and safety requirements <ul style="list-style-type: none">• Check with your managing agent if you are using one for any specific requirements they may have.
<input type="checkbox"/>	Ensure the dimension of your furnishings fit the property and can be easily moved in the property ie. Do they fit in the lift, through the doorway etc.
<input type="checkbox"/>	Start your shopping.
<input type="checkbox"/>	Keep a list of the proposed delivery dates of your furniture to ensure you are available to receive the items- Failed deliveries can be costly.
<input type="checkbox"/>	Check the moving in requirements of your building and book lift/loading dock if required.
<input type="checkbox"/>	As you receive deliveries, unpack and assemble items and check for any manufacturing issues or transit damage. Allow plenty of time for this step.
<input type="checkbox"/>	Choose the placement of your art and hang with the appropriate hanging mechanism. Do not use temporary hooks. For this step - it's important that these items are secure to prevent them falling and potentially endangering guests.
<input type="checkbox"/>	Organise rubbish removal - this is an important step as you will be astonished by the amount of packaging furniture and homewares arrive in.
<input type="checkbox"/>	Place your furniture, unpack your kitchen and laundry, roll out the rugs and place decor. When styling, keep in mind how the space will look in photos, as this is your selling point.
<input type="checkbox"/>	Plug in and check all electrical items - ensure all packaging is removed. Set up and tune TV, ensure batteries are in the remote controls.
<input type="checkbox"/>	Double check that all price and swing tags are removed from all items of decor and kitchenware.
<input type="checkbox"/>	Place light globes in all lamps and check all are working.

Questions? Contact our team on 02 8416 3003



Airbnb Checklist

DATE: _____

<input checked="" type="checkbox"/> SETTING UP YOUR AIR BNB	
<input type="checkbox"/>	Clean and wipe over all kitchen items so they are ready for your guests to use.
<input type="checkbox"/>	Vacuum all packing debris from floor and wipe over all furniture, mirrors and artwork.
<input type="checkbox"/>	Keep a folder/ file of all warranties and register those online that require you to do so.
<input type="checkbox"/>	Keep all receipts.

Questions? Contact our team on 02 8416 3003