

The Host's Freedom Checklist

*7 Systems Every STR Owner Needs
Before They Can Step Away*



**Your
STR
Hero**

//

**You don't rise to
the level of your
goals,**

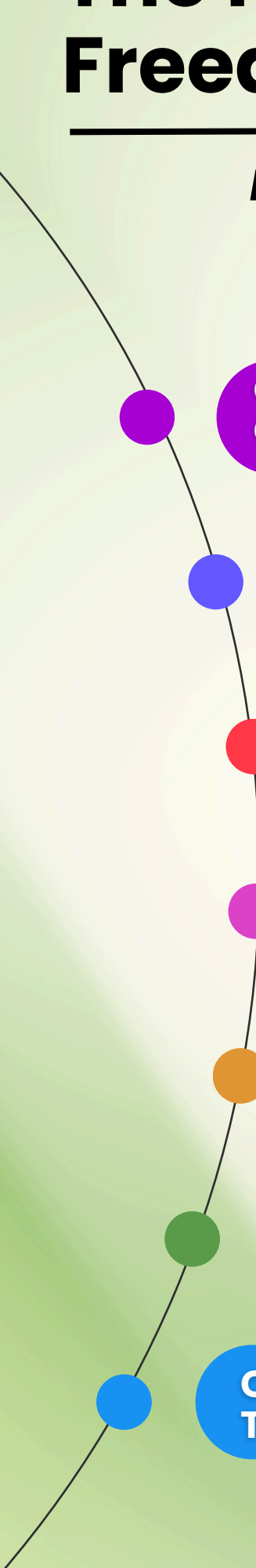
**you fall to the level
of your systems."**

**— James Clear,
Atomic Habits**

**Your
STR
Hero**

The Host's Freedom Checklist

*Have these 7 systems in place,
so you can manage your
Airbnb on autopilot*



**Guest
Communications**

**Digital
Guidebook**

Remote Locks

**PMS / Channel
Manager**

**Pricing
Management**

**Review
Management**

**Cleaning +
Turnover System**

**your
STR
Hero**

1. Guest Communication

Automated booking confirmations

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Pre-arrival and check-in instructions

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Mid-stay check-in message

☐

Checkout instructions

☐

Message templates for FAQs

☐

Escalation process for urgent issues

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2. Digital Guidebook

***Mobile-friendly guest guide
(TouchStay, Hostfully, etc.)***

☐

***House rules + property
instructions***

☐

WiFi + tech troubleshooting

☐

Local recommendations

☐

Emergency contacts

☐

***Update process for
changes***

☐

3. Remote Lock

Smart lock installed

☐

***Unique codes for
each guest***

☐

***Auto-reset rules after
checkout***

☐

***Remote access for
emergencies***

☐

***Backup entry plan
(lockbox or key)***

☐

***Battery Replacement
Monitoring***

☐

4. PMS / Channel Manager

Centralized calendar (Airbnb, VRBO, direct bookings)

☐

Automated booking sync

☐

Unified inbox for guest messages

☐

Owner statements & reporting

☐

Team task assignments (cleaners, maintenance)

☐

Website Integration

☐

5. Pricing Management System

Automated dynamic pricing tool (PriceLabs, Wheelhouse)

☐

Minimum/maximum stay rules set

☐

Seasonal adjustments

☐

Occupancy & revenue tracking

☐

Pricing alerts/notifications

☐

Gap Nights Pricing

☐

6. Cleaning + Turnover System

Reliable cleaning team

☐

***Cleaning checklist
documented***

☐

***Photo review after each
turnover***

☐

***Supply restock system (linens,
toiletries, consumables)***

☐

Back up Cleaners

☐

***Task & Cleaning Scheduler
(Turno, Breezeway)***

☐

7. Review Management

Guest review request automation

☐

Templates for guest reviews

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Templates for responding to reviews

☐

Process for tracking guest feedback

☐

Negative review resolution plan

☐

Positive Guest Review Plan (Pre-arrival)

☐

Want a little extra help?

*This checklist is just the start.
To make it easier, I created a quick
video walking you through each step so
you can see how it all comes together.*



7 Ways to Automate Your Airbnb Business

<https://www.youtube.com/shorts/l5dtF6klv8I>

*Thank you for downloading the Host's
Freedom Checklist 😊!*

*With this, you already started building the
systems that will give you back your time.*

-Jess

**your
STR
Hero**