ONE Room Income Workbook

Signature Course Companion

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A STEP-BY-STEP GUIDE TO TURNING EMPTY ROOMS INTO RELIABLE MONTHLY INCOME

ORI+
ONE Room Income

Contents

Welcome

You're here because you're ready to turn what you already have — a spare room — into steady income.

Whether you're a solo homeowner navigating midlife with more questions than savings, or a creative spirit craving structure and a clear path forward or maybe you've simply realized your unused space could help you reach your goals faster — this workbook was developed with **YOU** in mind.

Even if you've never rented a room before or don't consider yourself naturally organized, you're in the right place.

The **ONE Room Income** system is a proven step-by-step process that's been successfully used by real homeowners. It provides a practical, renovation-free roadmap to help you confidently begin with just one room — and scale at your own pace — **ONE room at a time.**

By the end of this workbook, you'll have the tools, clarity, and confidence to turn your unused space into a powerful income stream without guesswork or overwhelm. This scalable system grows with you, making it easier to expand your rental setup as your needs evolve.

My Story

From Empty Rooms to $4K a Month

When I first stood in front of my 1860s home in a historic neighborhood, I didn't see a business. I saw a house with creaky floors, drafty windows, and potential I couldn't quite reach.

I didn't have a detailed plan—just a need to bring in extra income. So, I started with what I had:
One empty room.
Then two.
Then more.

Eventually, I was earning $800 per room, per month—five rooms in total, while living in the sixth. That's $4,000 a month from one house, without becoming sacrificing my peace and privacy.

But I didn't get there overnight. I built a system that worked with my energy, not against it. A system that:
✔ Helped me screen guests with confidence
✔ Kept common areas clean (without constant reminders)
✔ Created a manageable process designed for real life and busy brains

This workbook is that system. I made the mistakes so you don't have to. You can skip the guesswork and fast-track your results by following what works.

Now, let's do this: one clear, supported step at a time.

ONE Room at a time.

A note from Pamela Kay

Welcome! I retired early from a 25+ year career as a project manager after turning my own home into a coliving success. Now I help homeowners, investors, and empty nesters **build steady retirement income —ONE room at a time.**

-Pamela Kay   Founder, ONE Room Income System

How to Use this Workbook

The **ONE Room Income System** is divided into **three core modules** that guide you step-by-step from setup to sustainable income. Complete each module in order for the best results.

(Even if you don't feel "ready," start with Module 1 - you'll build confidence as you go.)

The Three Modules

SETUP (Phases 1 & 2)
Lay the foundation for success:
- Clear and prepare your space
- Create cozy, functional furnishings
- Put essential systems in place (house rules, payment systems, upkeep, communication)

LAUNCH (Phases 3, 4 & 5)
Go live with confidence:
- Price and promote your listing Screen guests fairly and safely
- Set clear expectations
- Prevent stress later

SCALE (Phase 6)
Evolve & Grow sustainably:
- Improve what's working
- Expand your setup (if you choose)
- Formalize your business

How to Use this Workbook

What to Expect in Each Module

- **Overview & Goal:** Each module begins with a clear explanation of what you'll accomplish and why it matters.

- **Action Steps:** Practical recommendations, worksheets and templates are provided to implement immediately.

- **Phase Complete Checklist:** Each phase ends with a Completed Checklist to confirm you didn't miss any critical steps.

- **Lessons Learned Reflection:** Each module covers a reflection on the phases completed to capture insights before moving on.

Why This Process Works

This system is designed to help you turn one room into a **low-maintenance, income producing asset** as quickly and smoothly as possible - without overwhelm.

Important: Treat this workbook like your personal **operating manual** (Reusable pages are marked with a white background for easy printing):

- print this workbook and write directly in it
- re-print the forms and templates (for future rentals)
- keep a journal to jot down ideas
- capture photos and keep your receipts for each room
- track lessons learned as you go

Every completed step brings you closer to **income clarity, confidence, and peace of mind.**

Here's a snapshot of what you'll accomplish in each phase...

Phases

01 PREP & ASSESS

- Phase 1 Overview
- Room Readiness Checklist
- Room Clearing Plan
- Deep Clean Checklist
- Room Condition & Safety Assessment
- Furniture Audit (Essentials + Optionals)
- Furniture Budget Planner Finalization

02 SYSTEMATIZE

- Phase 2 Overview
- House Rules Starter & Additional Policies
- Welcome Wall & Setup
- Communication Plan
- Management Binder (for Host)
- Welcome Binder (for Housemates)

Phases

03 PRICE & POSITION

- Phase 3 Overview
- Smart Pricing (for Furnished Rooms)
- Pricing Models
- Compelling Ads
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- 5-Step Screen Process SOP
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- Pre-Screener Template
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05 WELCOME PROCESS FOR ARRIVALS

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- Welcome Tour (Move-in Day)
- Welcome Tour Checklist
- Optional Welcome Guide & Sign-off

Phase

06

EVOLVE & IMPROVE

- Phase 6 Overview
- Refine Your Systems & Launch
- Celebrate Win, Reflect, Guest Reviews Reviews
- Formalize Your Room Rental as a Business
  - Create an LLC & Name Your Business
  - Brand Your Business
  - Build an Online Presence
  - Plan for Growth

Module 1

SETUP

Module 1
Phases 1 & 2

01 Clear the Room Entirely

Phase 1 covers:

- Phase 1 Overview
- Room Readiness Checklist
- Room Clearing Plan
- Deep Clean Checklist
- Room Condition & Safety Assessment
- Furniture Audit (Essentials + Optionals)
- Furniture Budget Planner

02 Systematize (Create House Systems)

Phase 2 covers:

- Phase 2 Overview
- House Rules Starter & Additional Policies
- Welcome Wall & Setup
- Communications Plan
- Management Binder (for Host)
- Welcome Binder (for HouseMates)

Phase 1: Overview
Prep & Assess

Goal: Clear the space completely so you can start fresh with a blank canvas, setting the stage for a functional, comfortable, and guest-friendly room.

Overview:

Before you can furnish, decorate, or list your room, you need to strip it down and assess its condition. This phase ensures you start with a clean, safe, and organized foundation. We'll remove all items, deep clean, and check for safety concerns. Then, you'll outline a furnishing budget so you can move forward with confidence and clarity.

We'll cover:

- Room Readiness Checklist
- Clearing Plan for Existing Items
- Deep Cleaning Steps
- Room Condition & Safety Assessment
- Furniture Audit & Budget Planner

By the end of this phase, you'll have:

- A completely cleared and clean room ready for transformation
- A safety-checked space with any repairs noted
- A prioritized furnishing list and budget

Prepare the Room

Step 1: Room Readiness Check

Before cleaning or furnishing, ask yourself:
- Is the room free of clutter?
- Can you fully clear it now?
- Are you emotionally ready to part with stored items?

Pause & Reflect:

Clearing the room is the first step toward turning unused space into income. If you need help, ask a friend or hire assistance.

Step 2: Room Clearing Plan

Choose one or more actions to remove everything from the room:

- **Donate** to local shelters or thrift shops
- **Give Away** via Buy Nothing or Facebook groups
- **Sell** on Facebook Marketplace, Craigslist or consignment shop
- **Store Temporarily** (only if necessary; revisit in 60 days)

Target: Clear the room within **one weekend or less**. If you plan to reuse items, move them elsewhere so the room can be fully cleaned. **Avoid cleaning around furniture** - it breaks momentum and prevents seeing the space as a fresh start.

Move onto the next step, **only after the room is completely empty.**

Clean the Room and Assess the Space

Step 3. Deep Clean Checklist

Clean top to bottom. Complete each task before the next step.

- Ceiling (remove cobwebs, clean fans and fixtures)
- Walls (wipe down with mop or cloth)
- Light switches & vents (wipe switches, vacuum vents)
- Windows & sills (vacuum dust, then clean with solution)
- Doors, knobs, baseboards (use disinfecting wipes or micro-fiber cloth)
- Floors (vacuum, then mop)
- Add air purifier or use ionizer if there are odors

Bonus: Take a photo of the clean, empty room for your records.

Step 4. Condition & Safety Assessment

Complete for the following tasks (if needed) before moving forward:

- Do the walls need paint? --> Use a light neutral (e.g., Simply White by Benjamin Moore)

- Does the carpet need cleaning or replacing? --> If not replacing, plan to clean or use a large rug to cover worn spots.

- Any safety concerns? --> Verify locks, outlets, and smoke detector are all in working order.

Safety Tip: Install a new smoke detector (and date it) and confirm there's a heat source if there's no central heat.

Furnished vs Unfurnished — Furnishing the space gives you more control (guests aren't permitted to bring their own furniture), reduces wear clutter, and appeals to working professionals, temporary placements and international students. A furnished room also rents faster, since most applicants prefer move-in ready housing.

Furniture Audit (Essentials)

Repurpose what you own first before buying new.

Instructions:

1. **Check off** the items you already own.
2. **Measure:** Fill in measurements to ensure proper fit.
3. **Repurpose First:** Before purchasing, shop your home

Item	Measurement
⚪ Mattress	
⚪ Bedframe	
⚪ Dresser	
⚪ Nightstand	
⚪ Rug	
⚪ Lamp(s)	
⚪ Curtain & Rod	
⚪ Bedding	
⚪ Artwork	
⚪ Hangers	
⚪ Refrigerator	
⚪ Trash Bin	
⚪ Mirror	
⚪ Smart lock	

Furniture Audit (Optionals)

Repurpose what you own first before buying new.

Instructions:

1. **Check off** the items you already own

2. **Measure:** Fill in measurements to ensure proper fit.

3. **Repurpose First:** Before purchasing, shop your home

Optional Items

Item	Measurement
○ Chair	
○ Desk	
○ Shelf	
○ Shoe Tray	
○ Caddy	
○ Fan	
○ Curtain Sheers	
○ Laundry Bag or Basket	
○ Other:	
○ Other:	
○ Other:	
○ Other:	
○ Other:	
○ Other:	

Furniture Budget Planner

Instructions:

1. **Check off** items you already own (bring forward from prior table)
2. **Insert Costs** of items to purchase
3. **Total** expenses at the bottom (total furniture cost for room rental)

Item	Already Have	Purchased	Cost
Bedframe			
Mattress (twin or full size)			
Mattress cover (zippered encasement)			
100% Cotton Sheets (white)			
Bedspread (neutral color)			
Pillows			
Nightstand			
Refrigerator (mini or mid-sized)			
Curtains (room darkening, neutral)			
Curtain Rods & Hardware			
Curtain Sheers (optional)			
Dresser (optional)			
Hangers (if there's a closet)			
Desk (optional)			
Chair (for desk) (optional)			
Towel set (optional)			
Lamp (for nightstand)			
Lamp (for desk) (optional)			
Small circulating fan (optional)			
Shelf (optional)			
Caddy for dishes/food (optional)			
Hooks (for towel, keys, jacket)			
Circle mirror (20-24")			
Shoe tray (optional)			
Smart Lock (digital, Wi-Fi enabled)			

TOTAL SPENT: $_____

Phase 1 Completion

Room Setup Checklist

Final Checklist:

- All furniture is assembled and in place
- Soft white bulbs installed in lamps
- Curtains and artwork installed
- Smart lock set up (if using one)
- "After" photo saved for your records

Optional: Use a journal or log to track your costs and time for future planning:
- **Total Furniture Cost**
- **Total Cleaning Cost**
- **Time spent Cleaning**

Tip: *Keeping this data creates a baseline for planning as you scale to more rooms.*

"Well begun
is half done"

-Aristotle

Phase 2: Overview
Systematize

Goal: Setup simple systems so everything runs smoothly, reducing stress and saving time for both you and your guests.

Overview
Systems create structure and peace of mind. This phase focuses on building clear, easy-to-follow processes for communication, guest onboarding, and daily management. by the end of this phase, you'll have tools and templates that eliminate guessword and help you maintain a professional, guest-friendly experience.

We'll cover:

- House Rules Starter
- Welcome Wall Setup
- HouseMate Welcome Binder
- Communications Plan
- Host Management Binder

By the end of this phase, you'll have:

- A clear communications process for handling inquiries and updates
- A guest Welcome Wall and HouseMate Binder for easy reference
- A set of house rules to maintain harmony and protect your space
- A Management Binder to track tasks, payments, and maintenance efficiently

Systematize - Phase 2

Systems to be established in Phase 2

01 House Rules & Policies

Add House Rules to all agreement contracts as an Addendum. This provides flexibility for future updates.

- Keep current copy in the **Welcome Binder.**
- Post another copy on the **Welcome Wall.**
- Include any additional policies and procedures for display.

02 Welcome Wall & Binder (Housemates)

Create a Welcome Wall near the front door with printed signs in acrylic holders. This provides:

- A **daily visual reminder** of rules and key info. Easy
- updates without removing the acrylic wall holder.
- Add a shoe cubby and mirror in the center to naturally draw attention.

03 Communications Plan

Setup a **group communication system** for HouseMates in advance.

- Use a platform that supports group chat and video calls.

04 Management Binder (Host)

This binder is for the Host. It should include:

- Copies of all HouseMate Agreements (active and past tenants)
- Current House Rules and Policies
- Payment tracker (as a backup outside your online system)
- Maintenance logs and other trackers

Systematize
House Rules Starter

Instructions:

This table of House Rules is a guideline as you create your own. Keep them clear and firm and post them on the Welcome Wall. Rules must cover all shared spaces.

Area	Your Rules (Recommended)
Quiet Hours	10PM-7AM; TV use after 10 PM requires a headset.
Kitchen Use	No dishes in the sink or on counters. Wipe surfaces clean and put away after each use. Use your **assigned pantry shelf.** Unassigned shelves and fridge are for shared condiments and water. Personal food should be stored in the **mini-fridge in your room. All guest must cook outdoors when using strong spices** (e.g. fish sauce, cumin, curry and other ingredients that create lingering odors inside the home and walls).
Common Areas	No personal items in shared spaces **(required policy).**
Laundry Use	Each room has one assigned laundry day per week. Refer to posted **guidelines and laundry schedule** for usage.
Bathroom Etiquette	Leave no trace: Remove personal items, wipe seat, and shower (Clorox wipes provided). **Do not leave any personal items in the shower.** Use your assigned shelf. If supplies don't fit, store them in your room.
Visitors	No overnight guests. Visitors limited to 2 per week and 1 at a time (exceptions require prior approval).
Alcohol/Substances	No alcohol, drugs, smoking or vaping inside or outside the property.
Parking	Insert your property-specific parking policy here.
Lighting	Keep hall lights and a small living room lamp on at all times for safety.
Cleaning	Keep rooms tidy and free of trash or food debris. If unclean conditions attract bugs or rodents, the occupant will be billed for extermination. Follow the posted Monthly Cleaning Schedule for common areas.
Heating/Cooling	For baseboard heaters (Fall/Winter): Keep between **65-69F** and do not **place anything near the heater cover**. For window AC: keep between **70-74F** and turn off if away for extended period (or more than 1 day).

Additional Policies

Display General Policies on The Welcome Wall

Recommended Signs To Setup

- **Emergency Contact Sign**
    - 911 and non-emergency numbers
    - Examples of what qualifies as an emergency vs non-emergency
    - Utility company contacts
    - Host phone number

- **Front Door Policy Sign**

- **Mail Delivery Sign** (special deliveries and mailbox process)

- **Assigned Bathroom Sign**

- **Heating & Cooling Temperature Guidelines & Usage Sign**

- **Meet Your Housemates Sign**

Display names and assigned room numbers. Update as needed.
Optional: Add a policy explaining the difference between **guest** and **tenant** if using short-term or transient agreements.

- **Meet Your Host and/or HouseKeeper Sign**

Include a photo and brief bio with typical schedule

- **Please Remove Shoes Sign** *(if applicable)*

- **Monthly Cleaning Schedule Sign**
    - Group home areas by number of rooms (including the Host's).
    - Assign weekly chores by rotating responsibilities each month.
    - Use checkboxes for sign-offs and dry erase markers to reset monthly.

- **Close Door Tightly Sign**

Place on the back of entry door with instruction to close until it "clicks."

- **Trash & Recycle schedule Signs**

Show the pickup day(s) and instructions for sorting or bins.

- **Other Applicable Policies**

For example: Parking guidelines, street sweeping rules, etc.

Welcome Wall

Purpose
The Welcome Wall is your central hub for posting important information that Housemates should see and remember during their stay.

Supplies Needed

Purchase the following to create your Welcome Wall system:

- **2 Acrylic sign holders** (6 pack) (with double-sided tape 8.5" x 11")
- **White paper ream** (8.5" x 11")
- **2 binders** (1" and 3" size)
- **Sheet protector pack** (24 count)
- **Small picture frame** (to display Wi-Fi network & password)
- **Cork board/Dry Erase Board**
- **Holder for dry erase markers and eraser**
- **Acrylic Money Collection boxes** (for Refills and/or Housekeeper Tips)

Refills Money Collection System
A secure, keyed holder for receipts and reimbursements related to shared household purchases made in bulk by teh Host or a designated Housemate. The acrylic holder keeps funds safe and organized, with easy access for those with a key. Placing it in the Welcome Wall area serves as a visible and convenient reminder.

Monthly Housekeeper Tips System (Optional)
A locked, key–accessible holder for collecting voluntary tips for the monthly housekeeper. This simple system makes it easy to contribute and encourages participation while keeping contributions secure. Access is limited to Host and Housekeeper.

Welcome Wall

Welcome Wall Setup Tips

To get started:
Gather your supplies and arrange your Welcome Wall so it's inviting, functional, and easy to update. This wall is the heartbeat of the home!

- **Use temporary blue tape** for paper signs while arranging the layout (or until your acrylic holders arrive).

- **Keep it clean and clutter-free.** The Welcome Wall should always be located near the **front entry door**.

- **Add a sign to the back of the entry door** reminding everyone to push or pull until the door "clicks" shut for security.

- **Include a shoe cubby and a "Remove Shoes" sign** to keep floors clean.

- **Add a mirror** to encourage visibility and make the area more inviting. Position signage so it's visible.

- **Mount a cork board** next to the Welcome Wall for invitations, announcements and standing reminders.

- **Mount a dry erase board** for quick communications, updates and reminders

- **Tie into your Communications Plan:** The Welcome Wall work alongside your **Group Chat system** to keep everyone informed.

Communications Plan

How to Communicate with Housemates, Prospects, and Visitors

Purpose: Establish clear, consistent communication practices to avoid confusion and keep your home running smoothly.

Instructions: Use the recommended **methods** and **frequency** below for updates, reminders, and important notices of communication.

Audience	Method of Communication	Frequency
Housemates	Use a **shared group messaging channel**	Ongoing - whenever an update or alert is needed
Prospects (Leads)	**Direct messaging or text updates**	During vetting process (when marketing a room rental) - handle daily or batch process
Visitors (of Housemates)	**Visitor Policy** included in the House Rules Agreement and posted on Welcome Wall (limits on visits, no overnights)	Once at move-in (Agreement) + Reminder on Welcome Wall
Housemates	Laundry Schedule: Post schedule in the Laundry area, Welcome Wall and House Binder	Daily - visible signage
Housemates	Monthly Rotation Cleaning Schedule: Welcome Wall - Request Housemates update chart weekly to check off completed tasks	Daily - visible signage

Management Binder
Establish a System for Organization & Backup

This binder is for the **Host only**. It's your **quick reference hub** for smooth operations, quick problem-solving, and essential tax records.

Instructions: Create tabs for each category listed below. Insert all relevant documents into **pocket sleeves** behind the corresponding tab. Consider adding additional tabs (e.g. Lessons Learned, FAQ's 5-Step Screen "ORI Method" Templates).

Tab	Information to Include	Purpose
HouseMates	• Names and phone numbers • Start and end dates of tenancy	Quick reference and occupancy history; Backup
Payments	• Monthly payment records (date, name, amount, method)	Backup and Tax reference
Policies	• Current House Rules and Policies • Add **version control** for updates	Reference
Schedules	• HouseMate Cleaning Schedule • Housekeeper Log (if used) • Laundry Schedule (post Laundry Etiquette (e.g. remove clothes promptly, clean lint trap, raise lid for washer when not in use)	Quick reference
Door Locks	• Access codes for each Housemate + expiration dates • Brand/Type of lock, battery type, and which door it applies to • Customer Service number	Security backup and troubleshooting
Cameras	• Camera locations (common areas and exterior) • Brand and model • Username and password • Customer Service contract	Security backup and troubleshooting

Welcome Binder

A Clear System for House Rules, Policies & Schedules

This binder is for reference by **Housemates** to ensure everyone has easy access to rules, schedules, and shared responsibilities, creating harmony and clarity in your home.

Instructions: Set up a binder with **tabs for each category below**. Place documents in sheet protectors or pockets behind the appropriate tab.

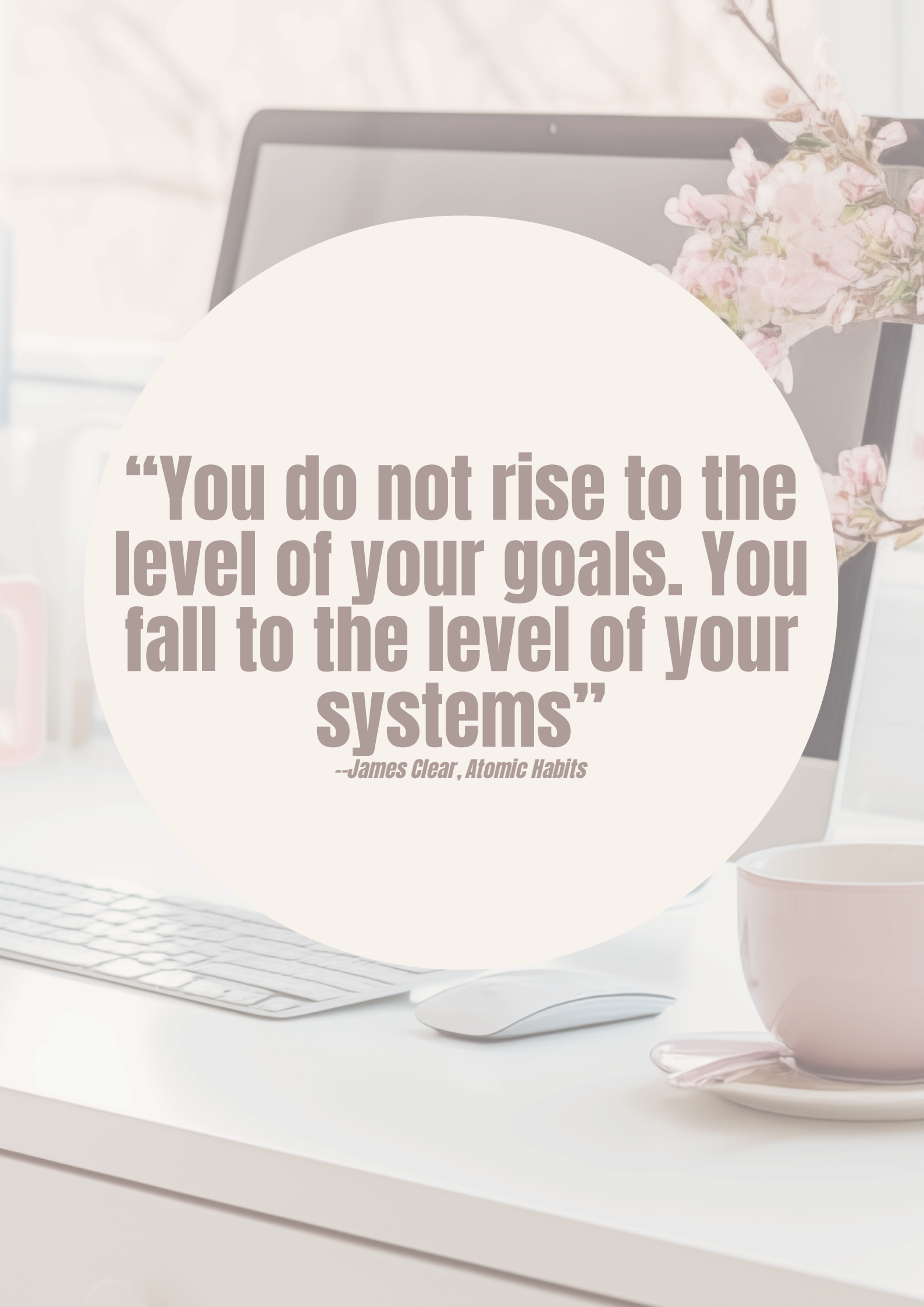| Tab	Information to Include	Purpose
HouseMates	• Names and assigned room numbers	Quick reference
Payments	Accepted Payment Methods: • Cash • Zelle • ACH transfers (tenant portal) • Certified checks • Money orders • Cashier's checks (Personal checks are NOT accepted unless the Host grants an exception).	Reference
House Rules	• Current version of House Rules & Policies • Add **version control** (date and version number) to track updates	Reference
Schedules	• HouseMate Cleaning Schedule • Housekeeper Schedule (if used) • Laundry Schedule (with etiquette and machine-use guidelines)	Quick reference
Door Locks	• Brand and type of lock, reference to which door(s) and battery type required	Backup

Phase 2 Completion

Systems Completion List

Use this list to ensure **nothing is missed** before moving forward:

- All House Rules and Policies are finalized and posted
- Welcome Binder (for Housemates) is fully set up with tabs
- Management Binder (for Host) is fully set up with tabs
- Welcome Wall is installed (or supplies ordered)
- Take an "After" photo and upload it to your digital records (or add it to a pocket in Management Binder)

Extra Tips for Success:

- **Post Key Info in Common Areas:** Display laundry etiquette and machine instructions in the laundry area.
- **Update Regularly:** Review binders whenever a new Housemate moves in, or when policies or schedules change.
- **Digital Backup:** Keep a secure digital copy (PDF) of all binder contents for quick access in emergencies.
- **Templates & Tools:** Get access to signage templates, binder covers, and recommended apps at **www.oneroomincome.com**

"You do not rise to the level of your goals. You fall to the level of your systems"

--James Clear, Atomic Habits

Module 1 Lessons Learned

Phases 1 & 2 Completed

Follow the prompts to jot down reflections on Module 1 (Setup).

This will help you pin point areas of improvement for improving efficiency as you scale and add new rooms.

DID YOU HAVE ANY CHALLENGES?

WHAT WORKED WELL?

SETUP PHASE COMPLETE

WHAT WOULD YOU DO DIFFERENT NEXT ROOM?

WHAT WOULD YOU APPROACH DIFFERENTLY NEXT ROUND?

02

Module 2

LAUNCH

Module 2
Phases 3, 4 & 5

03 Price & Position

Phase 3 covers:

- Phase 3 Overview
- Smart Pricing (for Furnished Rooms)
- Pricing Models
- Compelling Ads
- Multi-platform Marketing Plan

04 List & Screen

Phase 4 covers:

- Phase 4 Overview
- 5-Step Screen Process SOP
- 5-Step Screen (Visual Overview)
- Pre-Screener Template
- 15-Minute Discovery Call Script
- Room Tour (Guide & Printed Guest Handout)
- Follow-up Message Scripts
- Rental Qualification Criteria
- Landlord Screening Questions
- Final Selection & Notifying Applicants

05 Welcome Process for New Arrivals

Phase 5 covers:

- Phase 5 Overview
- Welcome Tour & Checklist (Move-in Day)
- Welcome Guide & Acknowledgement (for sign-off)

Phase 3: Overview
Price & Position

Goal: Set the right price, craft an irresistible listing, and strategically position your rental to attract qualified tenants quickly and confidently.

Overview
Getting your pricing right is the foundation of rental success. Price too high and your room may sit empty; price too low and you lose profit. In this phase, we'll guide you through setting your ideal rate, creating a high-converting listing, and marketing across multiple platforms to reach the right renters faster.

We'll cover:

- Smart Pricing Strategies
- Pricing Models Explained
- Write Compelling Ads
- Multi-Platform Marketing Tactics

By the end of this phase, you'll have:

- A competitive, profitable price for your room.
- A polished, high-converting listing
- A simple strategy to market across multiple platforms with confidence.
- And, you'll be ready to launch your listing and vet your first prospect.

Smart Pricing

GOAL: Set a competitive, sustainable price for your fully furnished, move-in-ready room, and create a compelling listing across multiple platforms.

Step 1: Establish Your Base Rate
Use local market data and your home's unique features to determine your starting price.

Formula:
Base Rate = (Local comps) ± (Amenities) ± (Location/Condition)

Key **Factors to Consider:**
- **Comparable furnished room rentals** in your ZIP code
- **Room details:** size, private bath, private entrance
- **Included utilities and amenities:** Wi-Fi, cleaning, parking
- **Target Tenant type:** travel nurses, international students, professionals

How to Compare Local Rates:
Check **at least 3 platforms** for similiar listings:
- Facebook Marketplace
- Craigslist
- Roomster
- Padsplit
- Spareroom

Average those rates to guide your pricing.
Write down established **Base Rate:** _____ (step 1) for your room rental.

Example:
Downtown furnished rooms average **$850/month**
I set my rate at **$800/month**, including utilties and clear energy usage guidelines (for AC units and baseboard heaters).

Phase 3
PRICE & POSITION

Pricing Models   MODULE 2 (LAUNCH)

Step 2: Choose a Pricing Model *(for Furnished Rooms)*

MODEL	EXAMPLE	BEST FOR
Flat Monthly Rate	$850/mo. (all utilities included + Wi-Fi)	Long term renters, simplicity
Tiered By Length of Stay	1-3 months: $950/mo. 3-6 months: $875/mo. 6+ months: $825/mo.	Reduces turnover; rewards commitment
All-Inclusive + Add ons	Base rate + extras (storage, cleaning, private parking lot assigned space)	Flexiblity + bonus income
Weekly Rate	$250/week	Short-term stays, flexible market, professionals

Step 3: Price Check & Stress Test

Ask yourself,

- Would I pay this if I were my ideal guest?
- Does this leave room after utilities, wear-and-tear, and time?
- Is it competitive, sustainable, and worth the effort?
- Does it allow for a reserve fund for repairs?

Research Tools:

- Zillow rentals
- Padsplit
- Furnished Finder
- Rentometer
- Roomies

Base Rate: $ _____ (insert from Step 1, p. 35)

Local ranges: $_____ to $ _____

Select Pricing Model: _____

Compelling Ads

(Use This Example To Write Your Ad)

Ad Title

Fully Furnished Room in [City] Ideal for [Renter Type], $[Price] All-Inclusive

Example: Fully Furnished Room in Richmond, Ideal for Travel Nurse or International Student, $875 All-Inclusive (utilities + Wi-Fi included)

Ad Body Template *(Create Your Own Copy of This Ad Example for Advertising)*
Headline:

Fully furnished, move-in-ready room available. Perfect for a clean, respectful professional seeking a peaceful place. *Single Occupancy (no couples).*

About the Room:
- Fully furnished: **Yes** (bed, linens, desk)
- Features: Closet, mini-fridge, wall mounted Smart TV
- Available: [Move-in date]
- No outside furniture allowed *(per House Rules)*

The Home:
- [#] Bedrooms, [#] Bathrooms
- Shared areas: Kitchen, living room, laundry, backyard
- Amenities: Fast Wi-Fi, off-street parking, monthly cleaning

Rent & Utilities:
- $[Rent]/month (all-inclusive)
- Includes: Electric, water, Wi-Fi, trash
- Deposit: $[Amount]

Ideal Renter:
- Clean, responsible, values quiet and structured living
- No smoking, pets, or parties
- Must pass background check and provide references

Location Perks: Close to hospital, downtown, transit, park

Phase 3
PRICE & POSITION

Multi-Platform Marketing Plan

Don't waste time juggling multiple websites —let smart tools do it!
Instead, use a property management tool that broadcasts one ad across 20+ rental platforms, helping you:

Publish Once, Post Everywhere
- Zillow rentals, Apartments.com, Rentals.com, Craigslist, etc.

Manage Everything in One Place
- Screen tenants, store leases, and collect rent
- Keep everything professional and organized

Save Time & Protect Your Energy
- Most platforms are free for landlords; Applicants pay for background and credit checks.
- Reliable tools boost visibility platforms streamline and automate this part of the process

Next Step:
Research online property management tools that:
- Automate rent collection
- Handle multi-platform advertising with one ad
- Offer e-signatures for all agreements
- Centralize communication and tenant management

Want to know the platform I currently use?
Check the ONE Room Income website (and blog) for latest updates on tools and apps used for rental management: **www.oneroomincome.com**

Price & Position Completion

Phase 3 List

Use this list to ensure nothing is missed before moving forward:

- **Smart Pricing** - Set a competitive, sustainable rate
- **Pricing Models** - Choose the model that fits your goals
- **Compelling Ads** - Create an ad that attracts your ideal renter
- **Multi-Platform Posting Plan** - Select an online property management tool supports the following features:
    - ability to run one ad across multiple platforms
    - automated rent collection
    - prospect screening
    - offers e-signature for agreements

Extra Tips for Success:

- Include **clear House Rules** in your ad to avoid conflicts
- Add **high-quality photos** (good lighting = more clicks!)
- Respond quickly to inquiries (speed builds trust)
- Track expenses and income from Day 1 for tax records
- **Require a free pre-screening questionaire before scheduling any calls** to save time and effort (filters serious applicants)

"Price isn't just
a number – it's
a message"

-ONE Room Income (Founder)

Phase 4: Overview
List & Screen

Goal: Implement a structured, fair screening process to attract serious prospects, quickly assess fit, and confidently choose the right tenant.

Overview

Finding the right housemate isn't just about filling the room, it's about ensuring compatibility and protecting your home. In this phase, you'll learn how to pre-screen applicants efficiently, conduct a professional phone interview, and use a consistent process that saves time and prevents conflict. By following these steps, you'll eliminate guesswork and feel confident that you've selected a reliable tenant who respects your rules and property.

We'll cover:

- Pre-Screen Template
- 5-Step Inquiry & Screening Process
- Landlord Screening Questions
- 15-Minute Discovery Call Script
- Room Tour Guide
- Follow-up Message Templates

By the end of this phase, you'll have:

- A simple system for filtering serious applicants
- A clear, Fair Housing-compliant screening process
- Scripts, Templates, and tools to streamline communication and next steps

5-Step Screen Process (SOP)

1.**Receive Initial Interest (Lead)**

The inquirer messages you or responds to an ad.

2. **Collect Pre-Screener Form**

This form must be submitted before any phone call is scheduled.

3. **Review Documents**

If the Pre-Screener looks promising, send:

- ○ **Rental Qualifications Criteria**
- ○ **House Rules Addendum**

 (This allows prospects to review expectations and opt-out if not a fit.)

4. **Conduct 15-Minute Discovery Call**

Confirm alignment, expectations and personality fit.

5. **Host In-Person Room Tour**

Assess comfort and mutual fit. If both parties agree, invite them to complete the online application. *(Only after steps 1–5 are completed.)*
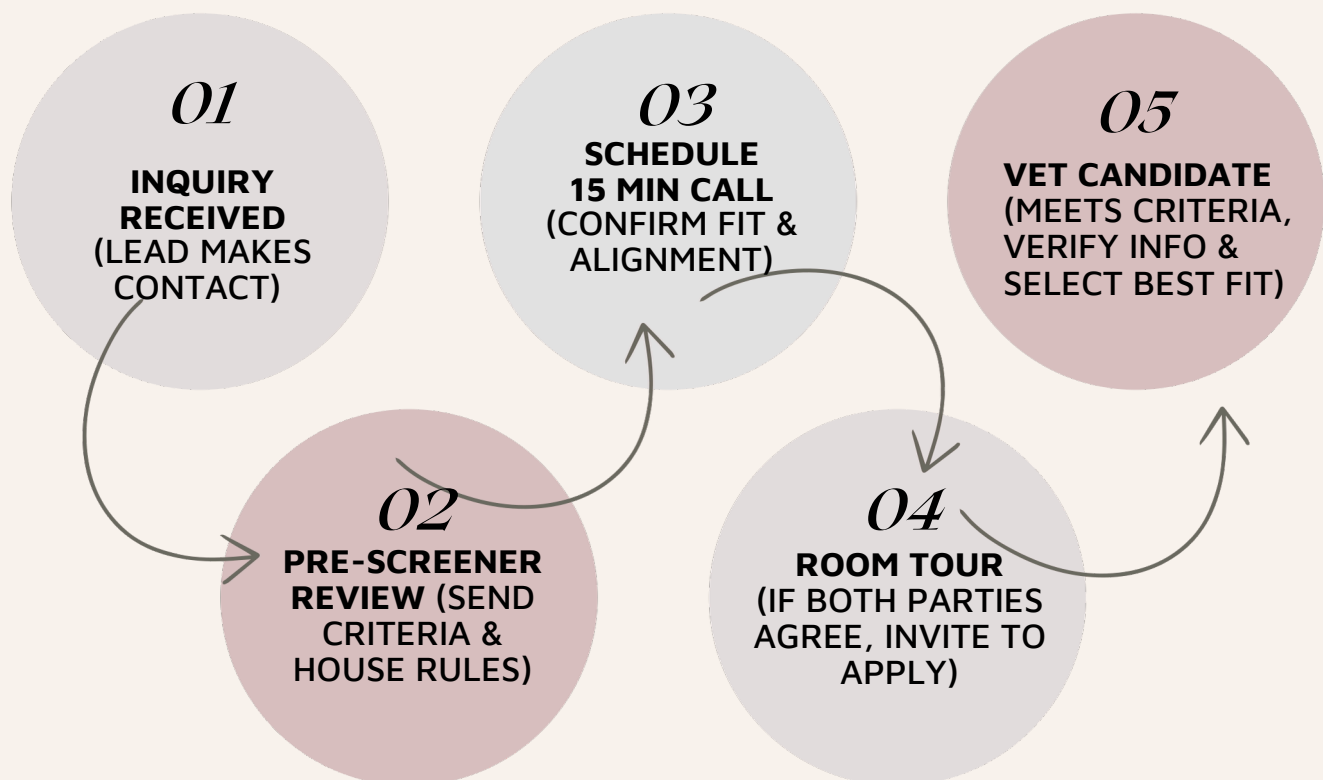
Important:

- No calls should be scheduled until the Pre-Screener is submitted.
- This protects your time and ensures only serious prospects move forward.
- Always follow the same documented process with every applicant to remain Fair Housing Compliant.

The 5-Step Screen "ORI Method"
(Visual Overview)

This process ensures all applicants are screened **fairly, consistently**, and in full compliance with the **Fair Housing Act.** This is a quick visual overview of the process for easy reference.

FIVE STEP SCREEN

01
INQUIRY RECEIVED
(LEAD MAKES CONTACT)

03
SCHEDULE 15 MIN CALL
(CONFIRM FIT & ALIGNMENT)

05
VET CANDIDATE
(MEETS CRITERIA, VERIFY INFO & SELECT BEST FIT)

02
PRE-SCREENER REVIEW (SEND CRITERIA & HOUSE RULES)

04
ROOM TOUR
(IF BOTH PARTIES AGREE, INVITE TO APPLY)

Pro-Tip:

Ask the same questions of every applicant.

Share rules and qualifications upfront.

Do not discuss personal traits unrelated to housing.

Keep written records of your process to stay Fair Housing Compliant.

Pre-Screener Template

(No follow-up by phone until Prescreener is complete)

Before any showings, all prospects **must complete the free Pre-Screener** - usually the property management platform offers one. If you're not using a platform, request this information by email or text - before you schedule your Discovery call:

Required Fields:

- Desired Move-In Date
- Monthly Income
- Estimated Credit Score Range
- Number of Occupants Requested (must be **1**)
- Do you have pets?
- Do you smoke?
- Are you willing to do virtual showing if requested?
- Do you have any questions?

Recommended Questions:
(If using property management platform for the Pre-Screener, add the following questions if permitted)

- If approved, would you be able to pay the **first month's rent and security deposit within 3 days of acceptance?**

- Do you have any outstanding debts owed to a previous landlord, management company, or utility provider related to a prior residence?

- This rental is for **ONE person only**. If approved, would you be the only occupant?

- Are you comfortable with the House Rules and Guidelines?

15-Minute Discovery Call (Script)

Goal: Quickly assess alignment, lifestyle fit, and communication clarity.

Before the call: Confirm applicant completed the Pre-Screener and reviewed the House Rules and Criteria.

Opening (2 minutes) *"Thanks for taking the time to chat today. I'd like to get a sense of your lifestyle and what you're looking for so we can see if this is a good fit. Did you review the documents I sent?"*

Section 1: Lifestyle Fit (5 minutes)
1. What's your typical schedule like (work hours, sleep habits)?
2. How do you usually spend your downtime during the week?
3. Have you lived in shared housing before? What attracted you to this listing?

Section 2: Expectations Alignment (5 minutes)

1. Were you able to review the House Rules? Any questions or concerns?
2. Are you comfortable with quiet hours, visitor limits, & shared space expectations?
3. This is a sober-living environment — are you aligned with that?

Section 3: Logistics Check (3 minutes)

1. When are you hoping to move in?
2. If approved, can you pay the 1st month's rent & security deposit within 3 days?
3. Do you have any questions for me?

Closing (1 minute)
- **If moving forward:**

"Thanks again for your time! Based on our call, I'd like to invite you to schedule a room tour. I'll send over my availability."

- **If not a good fit:**

"Thank you so much for your interest. At this time, I don't think this is the right match, but I wish you all the best in your housing search."

Phase 4
LIST & SCREEN

Room Tour Guide

Goal: Ensure the room is presented clean and consistent with your ad while assessing the applicant's fit and comfort level.

Before the Tour
- Room is clean, bed made
- All surfaces wiped down
- Verify no personal items in the common areas
- Open curtains or blinds, turn on lights for brightness
- Have a printed handout ready

During the Tour

Start with a warm welcome:
"*This shared, peaceful home values respect, cleanliness, and privacy."*

Show:
- The room (bed, storage, desk, fridge, Smart TV, AC –if included)
- Shared bathroom setup
- Kitchen: common area fridge, assigned pantry shelf
- Chore rotation expectations
- Laundry access and assigned Laundry day
- Outdoor space and parking (if applicable)

Ask the Guest:
- "How does the space feel to you?"
- "Do you have any questions or concerns after seeing it in person?"

Wrap-Up:
"Thanks for visiting! If you're still interested, I'll send you the link to apply via the management platform. They'll handle the background and credit check, and the application fee is paid directly through the platform."

GUEST HANDOUT

Next Steps

Thank you for Visiting! Here's what's next:

1.**Apply Online**
The Application link will be sent after the tour if both parties mutually agree to move forward

2.**Approval Process**

- Application review and background
- Verify Reference(s) for prior rental(s)
- Verify employment
- First month's rent + security deposit due within 3 days of approval

3. **Move-in Confirmation:**
Once payment is received (and cleared), your move-in date is secured.

Quick House Rules Recap:

- No pets, no smoking, no drugs or alcohol on site
- Quiet hours: 10 PM - 7 AM
- No overnight guests, max 2 visitors per week
- Keep personal items out of shared spaces
- All guests agree to participate in rotational monthly chores as their contribution towards maintaining common areas

Follow-up Messages Template (Scripts)

After the room tour, send a follow-up message to all visitors to keep the process consistent. Always provide written notice through the platform to establish a record of all interactions.

Here are a few templates to get you started:

- **If Moving Forward** (Invite to Apply):

Hi [First Name], thanks again for the tour. If you're still interested, you can apply using this link: [Insert Link]. Let me know once it's submitted so I can keep an eye out.

- **If Declining After Call or Tour**:

Hi [First Name], thank you again for your time and interest. After reviewing everything, I've decided not to move forward. Wishing you all the best in your search.

- **If You're Unsure Yet**:

Hi [First Name], thank you again for connecting. I'm still reviewing a few candidates and should have a decision in the next couple of days. I'll follow up either way. Appreciate your patience!

Establish Rental Qualification Criteria

When an inquiry is received with the **Pre-Screener**, compare responses to your pre-established **Rental Qualification Criteria** and followup by sending:

- **Rental Qualification Criteria**
- **House Rules**

Ask the lead to review and confirm if they'd like to move forward (15-minute call).

This step is crucial because many leads with opt out if they're not a good fit - saving you time and them unnecessary application fees.

Next Step: Create Your "Criteria for Qualifications" Document (recommended):

- **Income**: At least 3x monthly rent
- **Credit Score:** Minimum 600
- **Rental History:** Positive history, no outstanding landlord debt
- **Background Check:** No violent offenses in past 5 years
- **Public Records:** Significant recent financial instability may affect eligibility
- **Occupancy**: One person only (no couples)
- **ID:** Government-issued ID and/or Student visa
- **Security Deposit:** One month's rent due before move-in
- **Pet Policy:** No pets allowed
- **Smoking Policy:** No smoking or vaping onsite or outside

Disclaimers: *"Owner reserves the right to decline applications based on overall screening results. All applications comply with Fair Housing laws. Meeting the qualifications does not guarantee approval. All factors are considered during the review process."*

Recommended Statement: Thank you for your interest in renting at [Property Name]. To ensure fairness and consistency, all applicants must mee standards will not be approved. We strongly encourage you to review the criteria carefully before submitting an application or paying any fees.

Landlord Screening Questions
(Use during tenant verification stage)

Tenant Reliability & Payment History

1. Did the tenant pay rent on time? If not, how often were they late?

2. Did they consistently pay the full rent amount?

3. Were there any bounced checks or payment issues?

Property Care & Rule Compliance

1. Did the tenant take good care of the property?

2. Were there any damages beyond normal wear and tear?

3. Did they follow all lease terms (e.g., no pets, no smoking, etc.)?

Behavior & Conduct

1. Were there any complaints from neighbors or other tenants

2. Were there any disturbances, excessive noise, or other issues?

3. Did they comply with your rules?

Lease Fulfillment & Move-Out

1. Did the tenant fulfill the full lease term?

2. Did they provide proper notice before moving out?

3. Was the unit left in good condition upon move-out?

4. Were there any security deposit deductions? If yes, why?

Would You Rent to Them Again?

1. Would you rent to this tenant again? Why or why not?

Phase 4

Process for Final Selection

(Use after tenant verification stage)

Once the prospect has completed the room tour and is invited to apply, the next step is to review their background and credit check. After receiving the application through your platform, carefully review the provided information.

Since most platforms only show a limited history (typically 2-3 years), it's important to conduct a public record search to uncover any additional details:

- **State Case Search** to check for:
  1. past evictions
  2. history of violence
  3. signs of financial instability (e.g. judgements, liens)

- **Optional but Recommended**: Use a paid "People Case Search" service for a deeper review. These tools provide immediate, more comprehensive results.

Evaluate applicants who have completed the background, credit and case checks. Confirm employment through your platform, requesting pay stubs or contacting the employer directly if needed.

Select the applicant who best meets your documented criteria such as income, credit, rental history, and public record findings).

Notifying Applicants

(After Final Selection)

Once you've selected the best candidate, notify all applicants who submitted an application and payment for consideration. If the application was processed through your property management platform, you can typically use the built-in "Approve" or "Decline" buttons, which generate an automatic response.

If you're handling communication outside of a platform, use templates:

Letter of Approval

Subject: Congratulations! Your Application Has Been Approved

Good Afternoon [Applicant Name],

Congratulations! Your application for [insert property name/unit] has been approved. We're excited to welcome you to our community and look forward to making your experience as enjoyable as possible.

If you have any questions, please let us know. Thank you, and we look forward to your stay.

Letter of Denial

Subject: Update on Your Application

Good afternoon [Applicant Name],

Thank you again for your interest in [unit/property name]. After a thorough review of your application and our qualification requirements, we regret to inform you that we are unable to move forward at this time.

As part of our standard screening process and in compliance with Fair Housing regulations, all applicants are evaluated based on the same set of criteria, including preliminary public record searches. Based on the information available, the application does not meet the requirements for this unit.

We appreciate your time and wish you the very best in your housing search.

List & Screen Completion

Phase 4 Completed List

Use this list to ensure **nothing is missed** before moving forward:

- **Vetting Process for Inquiries & Screening Leads**
    - Pre-Screener Template
    - 15-Minute Discovery Call Script

- **Process for Room Tour & Follow-up**
    - Room Tour Guide
    - Guest Handout
    - Follow-up Message Templates

- **Vetting Process for Selecting the Best Candidate**
    - Rental Qualification Criteria Template
    - Screening Questions for Prior Landlords
    - Process for Finalizing Your Selection
    - Applicant Notification Templates (Approval & Denial)

Extra Tips for Success:

- Always require Leads complete the **free pre-screener** before scheduling a discovery call

- Keep all communications **Fair-Housing compliant** and consistent. Document every step to maintain transparency and protect yourself legally.

- Select applicants who meet all established criteria and demonstrate a clear commitment to following your house rules.

"The right
room attracts
the right
guest"

-ONE Room Income System (Founder)

Phase 5: Overview
Welcome Process for Arrivals

Goal: Create a seamless, professional move-in experience that sets clear expectations, builds trust, and ensures housemates feel confident, informed and supported from day one.

Overview

Your onboarding process sets the tone for the entire housemate relationship. In this phase, you'll learn how to welcome new tenants with structure and warmth. From giving a systems-focused tour to walking them through your Welcome Guide, this step ensures that rules are understood, responsibilities are clear, and your home culture is respected from the start.

We'll cover:

- Welcome Tour (required Move-in Day to reinforce expectations)
- Welcome Tour Checklist (for the tour)
- Welcome Guide Sign-off (guest acknowledgement of Rules & Policies)

By the end of this phase, you'll have:

- A professional and repeatable onboarding process that is welcoming
- A signed Welcome Guide for accountability and protection
- Peace of mind knowing your new housemate is setup for a smooth transition.

Welcome Tour (Move-in Day Process)

The Welcome Tour ensures a smooth transition for your new housemate. Unlike the initial prospect tour, this orientation is detailed and focused on house systems, expectations, and guidelines. It sets the tone for a positive experience and prevents misunderstandings later.

Why This Step is Required

- Establishes clarity on **House Rules**, shared spaces and responsibilities.
- Demonstrates how to use household systems (laundry, appliances, thermostat, security)
- Confirms the **Move-in Checklist** and condition report for both parties. Builds rapport and a sense of community from Day 1

Important Requirement

The Welcome Tour is **mandatory** and must be scheduled as part of move-in day. Communicate this clearly during the approval process:

"Move-in is not complete until the Welcome Tour is finished."

The following pages provide a detailed Welcome Tour checklist for Move-in Day. Print the following forms and use for each tenant/guest as part of your policy.

Checklist for the Welcome Tour

(Complete on Move-in Day - Required Before Move-In is Finalized)

Host Name: _____

Tenant Name: _____

Lock Code: _____

Move-in Date: _____

Step 1: Welcome Center (Entryway)
☐ Show entry door and **demonstrate lock** (must remain locked)
☐ Emphasize **push/pull until you hear the click** for security
☐ Review security camera placement and policy
☐ Explain battery replacement for digital lock (if applicable)
☐ Discuss assigned lock code (if using digital entry)
☐ Review **Welcome Binder** location and its purpose

Step 2: Living Room Overview
☐ Highlight shared seating and guidelines for use
☐ Review posted cleaning expectations (including **no shoe policy**)
☐ Explain: **NO TV in the Common Area** (each room has its own Smart TV)

Step 3: Kitchen Orientation
☐ Show assigned pantry shelf for personal food
☐ Common area fridge condiments and water only (personal fridge is in room)
☐ Demonstrate major appliances (stove, microwave, fan) and how to clean
☐ Explain shared items and community pantry shelves explained
☐ Review policy for strong spice odors
☐ Emphasize: **No dishes left in the sink** (sink must stay clear at all times)

Checklist for the Welcome Tour
(Move-in Day)

Step 4: Backyard/Outdoor Space

□ Review **trash policy** (no loose trash; explain trash/recycle pick up day(s)

□ Show access points and reinforce door security

□ Review outdoor use, noise limits and **no-smoking rules** (on entire property)

Step 5: Bathroom(s)

□ Show assigned storage areas (caddy)

□ Emphasize: **no personal items left in shared shower or sink**

□ Explain "leave no trace" rule: wipe shower and sink after each use

□ Show cleaning supplies and disinfectant wipes

□ Discuss cleaning schedule (housekeeper and shared rotational chore duties)

Step 6: Assigned Room (Final Stop)

□ No furniture permitted from outside

□ Complete **Move-in Condition Report** (keep on file)

□ Take timestamped photos of room condition

□ Show thermostat (for baseboard heat or AC) and review usage policy

□ Confirm: **no hot plates or cooking** appliances permitted in rooms

□ Reminder: no incense or sprays permitted (cover any exceptions)

□ Demonstrate Smart TV - **headphones required for quiet hours: 10PM-7AM**

□ Demonstrate room lock and test keys (if applicable)

Final Wrap-Up

□ Confirm group communication channel access

□ Discuss Parking (if applicable)

Other

□ _____

□ _____

Tenant Signature & Date: _____

Host Signature & Date: _____

Welcome Guide & Acknowledgement
(Move-in Day)
(Required Sign-off for Move-In Completion)

Welcome!

This guide is your quick reference for key expectations, rules, and policies covered during the Welcome Tour. Signing below confirms that you have received and reviewed all House Rules, understand household systems, and agree to follow the policies outlined in the Welcome Binder (including any future policy updates).

Key Highlights

- **Security:** The front door must always remain locked. Push or pull until click.
- **House Rules**: Follow posted rules: quiet hours, guest policy and shared spaces.
- **Kitchen:** Use only your assigned pantry shelf. No dishes left in sink.
- **Bathroom:** No personal items left in shower or sink areas. Wipe down after use.
- **Room Rules:** No hot plates, cooking appliances or incense or sprays.
- **Communication**: Use group chat for updates and check it periodically.
- **Cleaning:** Adhere to the cleaning rotation and do your part (housekeeper is not a substitution for shared responsibilities).

Tenant Acknowledgement
By signing below, I confirm that:

- I have completed the Welcome Tour.
- I have reviewed the Welcome Binder.
- I have reviewed and understand the House Rules and Policies.
- I agree to comply with all household systems, rules, and expectations.

Tenant Signature & Date: _____

Host Signature & Date: _____

Phase 5 Completion

Welcome Process for Arrivals List

Use this list to ensure **nothing is missed** before welcoming your guest:

- Complete the **Welcome Tour** using the checklist (cover key areas: kitchen, laundry, bathroom, emergency exits)
- Provide the **House Rules** and review important points
- Confirm access to **keys/locks** and set digital codes
- Share **Wi-Fi details** (included on Welcome Wall/Binder)
- Walk through **shared spaces** to explain usage guidelines
- Confirm payment status and **sign-off on the Welcome Acknowledgement Form**
- Provide location and access to the **Welcome Binder**
- Provide **contact details** for emergencies (also posted on Welcome Wall)

Extra Tips for Success:

- Schedule follow-up message 24-48 hours after move-in
- Keep the **tone warm and professional** - first impressions set the stage for a smooth stay
- Have a small **welcome touch** (e.g. snack basket, handwritten note, towel set) to create a positive experience

"First impressions build lasting peace"

-ONE Room Income (Founder)

Module 2
Lessons Learned

Phases 3, 4, & 5 Completed

Follow the prompts to jot down reflections on Module 2 (Launch).

This will help you pin point areas of improvement for improving efficiency as you scale and add new rooms.

DID YOU HAVE ANY CHALLENGES?

WHAT WORKED WELL?

LAUNCH PHASE COMPLETE

WHAT WOULD YOU APPROACH DIFFERENTLY NEXT ROUND?

WHAT WOULD YOU DO DIFFERENT NEXT ROOM?

Module 3

SCALE

Module 3
Phase 6

06 Evolve & Improve

Phase 6 covers:

- Phase 6 Overview
- Refine Your Systems & Launch
- Celebrate Wins, Reflect, Guest Reviews
- Formalize Your Room Rental as a Business

Phase 6: Overview
Evolve & Improve

Goal: Expand your income potential by refining systems, optimizing listings, and confidently preparing for growth without losing your peace or burning out.

Overview
You've launched successfully - now it's time to level up. This phase focuses on reviewing what's working, improving efficiency, and deciding if scaling fits your lifestyle and goals. Whether that means adding another room, upgrading amenities, creating additional income streams, you'll have the clarity and systems to grow smart.

We'll cover:

- Celebrate Wins & Reflect
- Obtain Guest Reviews
- Continuously Improve Services
- Formalize Your Room Rental as a Business

By the end of this phase, you'll have:

- A clear action plan for scaling (or sustaining) your rental income
- Updated listings that attract your ideal guests
- Streamlined processes that save time and reduce stress
- Confidence to grow your income while maintaining balance

Refine Your Systems & Launch

Goal: Refine your systems, protect your peace, and grow your income with less effort.

Now that your systems are in place and your ad is drafted, it's time to publish your listing campaign through your management platform. From here, run the 5 Step Screen cycle as many times as needed until you secure the best applicant.

Running the process for the first time will reveal where adjustments are needed. Document what's working and what needs improvement —each new lead gives you another opportunity to fine-tune your systems.

In this final Module, you'll learn to identify what's working, spot time drains, and refine your systems so you can protect your peace, save time, and grow your income.

Step 1. Track & Review What's Working

After your first housemate moves in, set aside time each month to review three key areas: on-time rent payments, adherence to house rules, and guest turnover.

Step 2. Update Listings Based on Market & Feedback

- Compare your current price to updated comps (especially if seasons shift or amenities change).

- Update photos or ad language to better reflect your space.

- Collect casual feedback from guests (e.g., "Anything I could do to make the space even better?").

Step 3. Improve Communication & Systems

- Add new FAQs to the Welcome Binder as needed
- Use templates to simplify responses
- Automate where possible (e.g. auto-send payment reminders or renewal options)

Refine Your Systems

Step 4. Prepare for Future Guests
- Restock shared items using your Refill Checklist. Deep
- Clean and refresh between long-term guests. Consider
- Hiring a housekeeper monthly (optional tip collection)
- Keep extra linens, a backup lockbox key, and emergency supplies on hand.

Step 5. Decide If You Want to Scale
Once your first room is stable, you may consider:
- Opening a second room.
- Offering short-term stays for higher nightly rates.
- Helping a friend or relative replicate your system (hello, referral income!)
- Review Lessons Learned at the end of each phase to get ideas for areas that could be improved upon

Remember:
Scaling doesn't mean doing more, it means doing better with less effort!

Optional Add-Ons Ideas:
Easy upsells that boost income without adding more rooms:
- Paid laundry service
- Detergent "pods" - sell for .25 each (buy in bulk)
- Monthly room cleaning
- Snack baskets or stocked fridge packages
- Bike storage or rental for a fee
- Private parking space (great if parking is limited)
- Outdoor storage shed ($5 per bin monthly)

Celebrate Wins & Reflect

Take time to acknowledge your success and lessons learned:

- **Track Key Milestones** (e.g., 3 months fully booked, $1,000 in reserves, filled, 5-star reviews)

- **Document Lessons Learned:** Use these insights to refine your systems

- **Collect Testimonials:** Great for future marketing or guest reassurance

Obtain Guest(s) Reviews

- Offer a **thank-you gift card** for honest feedback (with permission to share)

- Ask guests what they loved and what could be improved - always strive for 5-Star Ratings!

Continuously Improve Services

- Add a **suggestion box** or digital form for guest ideas

- Refresh shared spaces periodically (linens, decor)

- Revisit your **Welcome Binder** and add a FAQ (Frequently Asked Questions) section and update as needed

Formalize Your Room Rental Business

Turning your rental into a structured business unlocks tax benefits and future growth opportunities.

Create an LLC and Name Your Business
- **Register with Your State** (ensure compliance and protection of assets.

- **Enjoy Tax Advantages** (deductions for furnishing, supplies, utilities)

- **Choose a Strong Business Name**

Consider a unique, memorable name. If you LLC differs from your public name, use a DBA (Doing Business As) option.

Tap into Free Support (Local SCORE chapters offer mentorship at no cost)

Brand Your Business
- Create a professional **logo** (hire a Fiverr expert for minimal cost)
- Give your property a **name** (e.g. Maple Street Suites)
- Reserve a **domain** for your LLC and future branding

Build an Online Presence
- **Landing Page Essentials:**

Showcase available rooms, highlight amenities, share testimonials, and include your contact details.

- Include contact details and a **clear booking call-to-action**

Plan for Growth
- **Track Metrics:**

Occupancy rate, monthly income, guest feedback trends

- **Expand Your Space:**

If you have room, consider converting an **unfinished basement** or other underused area into additional rental spaces.

The possibilities are endless - scaling can start right at home!

Phase 6 Completion

Evolve & Improve List

Use this list to ensure **nothing is missed** before moving forward:

- Reviewed and documented milestones achieved
- Collected testimonials and feedback from guests
- Implemented service improvements based on guest feedback
- Setup anonymous feedback option (drop box or digital form)
- Reached out to SCORE for mentorship
- Registered LLC or formalized business name (if applicable)
- Created or updated your House Rules, Welcome Binder, and Communications Plan
- Designed landing page with details, photos, and testimonials
- Developed a growth plan (e.g. extra room, basement conversion, or service add-ons)
- Updated pricing to reflect current market conditions

Extra Tips for Success:

- Keep a **monthly reflection log** to track guest feedback
- **Refresh photos** seasonally to keep listings attractive
- Consider **easy upsells** (e.g. laundry service, storage, snack baskets, etc.)
- Celebrate your success - this phase marks your transition from a room host to a structured, scalable business owner!

"THERE ARE NO MISTAKES, ONLY LESSONS"

-DENNIS WAITLEY

Module 3 Lessons Learned

Phase 6 Completed

Follow the prompts to jot down reflections on Module 3 (Scale).

This will help you pin point areas of improvement for improving efficiency as you scale and add new rooms.

DID YOU HAVE ANY CHALLENGES?

WHAT WORKED WELL?

SCALE PHASE COMPLETE

WHAT WOULD YOU APPROACH DIFFERENTLY NEXT ROUND?

WHAT WOULD YOU DO DIFFERENT NEXT ROOM?

Reflections

Your Journey, Your Lessons

Take a moment to reflect on what you've learned throughout this workbook. Reflection helps you lock in your progress and uncover ways to keep improving.

Phase 1 - Prep & Assess:
What surprised you most about preparing your space for guests?

>

Phase 2 - Systematize:
Which system will save you the most stress - and why?

>

Phase 3 - Price & Position:
What makes your space most attractive to the right guests?

>

Phase 4 - Inquiry & Screening:
What's one thing you'll always ask before accepting a guest?

>

Phase 5 - Welcome & Onboarding:
What's your favorite way to make guests feel at home?

>

Phase 6 - Evolve & Improve:
What's the first upgrade you want to make next?

>

Tip: Jot your answers here or in your favorite journal - these insights will guide your next steps.

Next Steps

Keep Building. Keep Growing.

Look how far you've come! You've completed the **ONE Room Income System** - you now have a proven foundation for stress-free hosting and consistent income.

Here's What to Do Next:

- **Revisit your systems regularly** - small tweaks keep everything running smoothly. Mark it on your calendar!

- **Scale at your own pace** - one room at a time, or explore adding more spaces when you're ready.

- **Stay connected** for updates, tools, and advanced strategies.

Check In Online Find the latest resources, new products, and helpful tips as I grow and expand this business to support you: **www.oneroomincome.com.**

Your success story is just beginning.
Keep going - you've got this!

We'd Love Your Feedback!

Share your experience and help others take this journey with confidence! Receive an exclusive BONUS as a **Thank You** for leaving a testimonial: **www.oneroomincome.com/reviews**

You Did it!

Parting Thoughts...
Remember

- Progress, not perfection, is the goal
- Systems create freedom—stick to the plan
- Your home can serve you while still being your sanctuary

This isn't the end—it's the beginning of a new chapter.

Each month, your space is working for you. Every guest brings you closer to your financial goals and the life you envisioned. If you ever feel stuck, revisit these pages, work the steps, and keep going. **Success comes from consistency, not complexity.**

Here's to your new income, your new confidence, and the peace of knowing you have a proven system that works. You've earned this—now go enjoy the rewards.

Cheers to ONE Room at a time.

Pamela Kay

Founder, ONE Room Income System

www.oneroomincome.com