

Airbnb Welcome Book Template

Copy this, fill in the brackets, send it to your guests.

Hi [Guest Name], welcome! We're so glad you're staying with us. Everything you need for your stay is below — save this message, you'll probably need it more than once.

Wi-Fi

Network: [Wi-Fi network name]

Password: [Wi-Fi password]

[Optional: any quirks, e.g. "The signal is weakest in the back bedroom."]

Check-in

Check-in time: [time]

[How they get in — door code, lockbox, key location. Be specific: "Enter code 4281 on the keypad, then turn the handle down."]

Check-out

Check-out time: [time]

Before you go, please:

- [] [e.g. Start the dishwasher if it's full]
- [] [e.g. Take trash to the bins by the driveway]
- [] [e.g. Lock the door and leave the key in the lockbox]

House rules

- [e.g. Quiet hours after 10pm]
- [e.g. No smoking anywhere on the property]
- [e.g. Max [X] guests, no extra visitors]
- [Add your own — pets, parties, whatever matters for your place]

Getting around the house

[Anything a guest would otherwise have to ask about: the thermostat, the TV/streaming logins, the coffee maker, where extra blankets are, how the shower knob works if it's unusual]

Need anything?

Text or call us: [phone number]

We usually reply within [timeframe].

In case of emergency

Nearest hospital: [name, distance]

Emergency: 911

[Any property-specific safety notes — fire extinguisher location, gas shutoff, etc.]

Have a wonderful stay!

[Your name]