The Vrbo Host *Checklist*

5 checks for your Vrbo account.

How to use it. Open your Vrbo Dashboard. Fill in each section, then tick Done.

01 Your Commission

☐ Done

Write the commission rate shown for each listing.

Listing	Commission Rate	Pay-Per-Booking or Subscription

02 Your Rate Limits

☐ I don't use Rate Automation ☐ Done

Write your minimum and maximum rates. Check they still work with the new commission.

Minimum rate _____ **Maximum rate** _____ **Seasonal limits** _____

03 Your Direct Bookings

☐ Done

Log each guest who contacted you on Vrbo and then booked direct. If it was within 30 days, report it to Vrbo.

Guest's Vrbo Inquiry Date	Date You Booked Directly	Days Between	Within 30 Days? (Y/N)	Reported to Vrbo? (Y/N)

04 Your Other Channels

☐ Done

Compare each item. Your Vrbo listing should be at least as favorable.

Item	On Vrbo	On My Website or Other Channels	At Least As Favorable on Vrbo? (Y/N)
Fees			
Policies			
Availability			
Booking Conditions			

05 Your Cancellation Window

☐ Done

Write your cancellation policy. Check whether it has a qualifying cancellation window.

My cancellation policy _____ **Qualifying window?** ☐ Yes ☐ No ☐ Not sure