

FREE TEMPLATE BY NOWISTAY · NOWISTAY.COM

Welcome Book

[Property name]

Replace the brackets with your own details. Print the book or send it as a PDF before arrival.

- | | |
|-----------------------|------------------------|
| 1. Welcome | 5. House rules |
| 2. Arrival and access | 6. My favourite places |
| 3. Wi-Fi | 7. Useful numbers |
| 4. The home | 8. Check-out |

1. Welcome

Two or three warm sentences: who you are, what you love about this place, how to reach you.

Welcome note

.....

.....

.....

.....

Your host

first name

.....

Phone / WhatsApp

.....

Email

.....

Property address

.....

Your photo (optional)

2. Arrival and access

Everything guests need to get in without calling you: time, route, codes, parking.

Check-in from
time

Lockbox / smart lock code

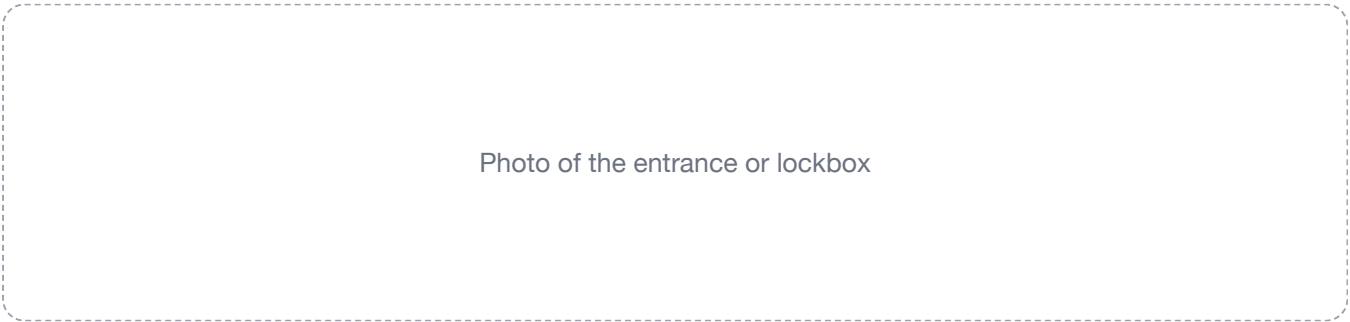
Floor / door

Intercom

How to get in, step by step
.....
.....
.....

Where to park

Transport from the station / airport



3. Wi-Fi

The first thing guests look for. Write it big.

Network name (SSID)

Password

Connection QR code (optional)

If the Wi-Fi is not working

4. The home

One line per appliance. Mention the quirks (the shower takes 30 seconds to warm up, the oven locks, etc.).

Heating / air conditioning

Hot water

Coffee machine

Hob / oven

Washing machine / dishwasher

TV

Bins and recycling

Quirks

5. House rules

Kindly worded: say what you expect and why.

Maximum number of guests

Smoking
where it is allowed

Pets

Quiet hours

Parties and visitors

Other

6. My favourite places

Five to ten places at most, sorted by time of day. Add one personal sentence for each.

Breakfast / bakery

Lunch

Dinner

Groceries

Things to see and do

With kids

On a rainy evening

7. Useful numbers

Emergency numbers first, then your contacts. Check them at every update.

Emergency

112 in Europe, 911 in the US

Police

Fire

Nearest pharmacy

Doctor / hospital

Your contact

Co-host or trusted neighbour

8. Check-out

Time, where to leave the keys, what you expect, and a thank-you note.

Check-out before

time

Where to leave the keys

- ☐ Dishes done or in the dishwasher
- ☐ Bins taken out
- ☐ Windows closed, heating turned down
- ☐ Keys back in place
- ☐ A message to let us know you have left

Thank-you note (and a gentle reminder about the review)
