

Plan a simpler checkout

Complete this worksheet, then use page 2 to write your guest message.

Property nickname: _____ Reviewed: _____

1 / Confirm the departure details

Checkout time (match reservation): _____

Key return method / location: _____

Doors / windows to secure: _____

Specific lights / air conditioning to switch off: _____

2 / Choose only useful, manageable requests

Rubbish: named bin and location _____

Used towels: practical place to leave them _____

Any optional request (label it optional): _____

3 / Arrange the work behind the scenes

Cleaner arrival / access confirmed by: _____

Late checkout changes shared with: _____

Laundry / dishes / final inspection assigned to: _____

Before you send

- ☐ Listing, reminder and printed card give the same instructions.
- ☐ Guest message is short and names exact locations.
- ☐ No automatic fine for an unfinished checkout task.
- ☐ No private access codes or guest details in this worksheet.
- ☐ Someone has tested the departure steps from inside the property.

Write your guest message

Replace the brackets, remove irrelevant lines and check your listing matches.

Suggested wording

Thanks for staying with us. Checkout is by [time] tomorrow.

Before you leave, please:

- Place ordinary rubbish in [clearly identified bin / location].
- Leave used towels [location]. No need to strip the beds.
- Turn off [specific items] and close [relevant windows].
- Return the key [method] and secure [door / gate].

Please leave the fridge and essential equipment switched on.

If something is broken or you need help, message us here.

Safe travels, and thank you!

Your final version

Host note: this is an example, not a mandatory list of guest chores.

Keep standard cleaning in your turnover plan. Check current Airbnb rules:

airbnb.com.au/help/article/2894 | airbnb.com.au/help/article/1926