

Checkout handover audit

Move assumptions into a confirmed turnover plan.

Property reference: _____ Review date: _____

Policy check: Airbnb help article 4168; bookings from 20 November 2026.

Check current guidance and reservation details. Do not record codes or guest data.

1 / Identify each task and confirm who will complete it

Task / where currently requested	Owner / confirmation / next action
Beds and linen _____	_____ _____
Dishes and kitchen _____	_____ _____
Rubbish and recycling _____	_____ _____
Other property-specific task _____	_____ _____

2 / Confirm the working window

Access time: _____ Ready-by time: _____ Inspection owner: _____

Linen / equipment / access dependencies: _____

Scope and timing accepted by: _____ Date: _____

3 / Review all instruction locations

- ☐ Listing checked against current Airbnb policy and booking applicability.
- ☐ Scheduled messages, house guide and printed cards reviewed.
- ☐ Team brief confirmed; unresolved questions assigned to a named person.

Outstanding question / owner: _____

Planning aid only; does not replace Airbnb policy or your agreed service scope.