

Airbnb Welcome Book Template

Fill in every field below, then print it for the apartment or copy the content into your digital guidebook. Anything in [brackets] is a placeholder for your own details.

1. Welcome message

Two or three sentences in your own voice, so guests know who is looking after them.

Host / manager name	<i>e.g. Marie, your host</i>
Welcome note	<i>Welcome to [property name]! Everything you need for your stay is in this book.</i>
Phone / WhatsApp	<i>+00 000 000 000</i>
Email	<i>hello@example.com</i>
Response time	<i>Usually within 30 minutes, 8am – 9pm</i>

2. Arrival & self check-in

Full address	<i>Street, number, floor, city</i>
Landmark	<i>Blue door, left of the bakery</i>
Check-in window	<i>From 4:00 pm</i>
Building / gate code	<i>#1234</i>
Door code or key location	<i>Lockbox on the right of the door, code 5678</i>
Parking & access	<i>Free street parking on [street]; lift to floor [x]</i>
If a code fails	<i>Call [name] at [phone]</i>

3. Wi-Fi & devices

Wi-Fi network name	<i>Exactly as it appears, case sensitive</i>
Wi-Fi password	<i>Case sensitive</i>
TV / streaming	<i>Input HDMI 1; Netflix already signed in</i>
Heating / AC	<i>Thermostat in the hallway, set between 19 and 22°C</i>
Washer / dishwasher	<i>Programme 3, tablets under the sink</i>
Other appliances	<i>Coffee machine, oven, kettle notes</i>

4. House rules

Keep rules short, factual and friendly. One line per rule.

- Quiet hours: [10:00 pm – 8:00 am]. Please keep noise down on the balcony after [10:00 pm].
- No parties or events.
- Smoking: [not allowed anywhere indoors / allowed on the balcony only].
- Pets: [not allowed / allowed, please ask first].
- Maximum occupancy: [x] guests. No unregistered visitors overnight.
- Shoes: [please remove at the entrance].
- Please do not use: [fireplace, locked storage room, owner's cupboard].

5. Local recommendations

Three to six places you would genuinely send a friend to — with walking time and why.

Breakfast / bakery	<i>Name — 3 min walk — best croissants nearby</i>
Restaurant	<i>Name — 8 min walk — book ahead at weekends</i>
Coffee / bar	<i>Name — 5 min walk</i>
Grocery store	<i>Name — opening hours</i>
Things to do	<i>Museum, beach, market, viewpoint</i>

Transport	<i>Nearest stop, line, airport transfer</i>
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6. Check-out

Check-out time	<i>Before [11:00 am]</i>
Keys	<i>Leave in the lockbox / on the kitchen table</i>
Bins & recycling	<i>Where and which day</i>
Before leaving	<i>Windows closed, heating off, dishwasher started</i>
Lost something?	<i>Message [name] at [phone]</i>

Emergency & practical numbers

- Emergency services: [112 in the EU, 911 in the US]
- Host / manager: [name, phone]
- Nearest pharmacy / doctor: [name, address, hours]
- Building caretaker or plumber: [name, phone]

Tip: a printed welcome book goes out of date the day a code, price or recommendation changes. With Zoguest you fill in the same sections once, publish a mobile guidebook and print a QR poster — every edit reaches guests instantly.

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