Vacation rental check in instructions

Replace the bracketed fields with checked property details. Remove lines that do not apply and keep working access details in your private guest process.

Hello [guest name],

Here are the arrival details for [property name].

Address: [full address and postcode].

Check-in: from [time] on [date], in [time zone].

Please tell us your expected arrival time through [booking message thread].

Getting Here

Follow [verified route or map link]. At [landmark], take [turn or entrance].

Park in [allocated space]. Please keep [shared drive or access route] clear.

The entrance is [description matching the arrival photo].

Opening The Door

Use [key safe / smart lock / in-person handover].

We will send your access details through [agreed private channel] at [confirmed time].

Follow these steps: [short, tested sequence for your actual lock].

If the door does not open, contact [host contact] through [backup contact method].

Your First Few Minutes

1. Find the lights at [location].
2. Open [guest guide link] for Wi-Fi and heating instructions.
3. Check [essential property-specific detail].

Help During Your Stay

Message [contact] through [channel]. Support hours: [hours and time zone].

For an arrival outside those hours, use [agreed out-of-hours contact].

Check-out is by [time and time zone] on [date]. The departure checklist is in [guide section].

We look forward to welcoming you,

[host name]