

Vacation Rental Onboarding Guide



Our goal for the onboarding process is to efficiently set-up your home to be a successful vacation rental. This process, on average, takes two weeks from start to finish. We strive to have your home online and taking advanced bookings in one week, while the team finishes up the complete onboarding process. If your home is joining us during the peak season, there is a possibility the process may take up to three weeks.

To prepare for the onboarding process we ask homeowners to remove all personal items from the property and stock the required items from Exhibit B, if possible.

- 1 Bennington creates the property listing based on the marketing information provided by the homeowner
- 2 Keyless entry system and remote monitored thermostat are installed.
- 3 Property is staged and a professional photographer is scheduled.
- 4 Housekeeping completes an inventory of your home (based on Exhibit B from agreement) and sends homeowner a report of what items need to be added, changed or removed.
- 5 Bennington Team creates online listing and distributes to third party sites such as AirBnb and VRBO.
- 6 Maintenance assesses property and completes safety inspection.
- 7 Homeowner receives 6-digit access code to keyless entry system, wifi password, and login info to online homeowner portal.
- 8 Deep clean is completed.
- 9 Links to property listing(s) are sent to homeowner for final approval.