HALIVS · HOST AUDIT · UPDATED NOV 24, 2026

Airbnb rental agreement audit (bookings from Nov 20, 2026)

Go line by line through your agreement, check-in form and messages. Mark each one KEEP, MOVE or CUT.

A SEPARATE CONTRACT IS ALLOWED ONLY IF (AIRBNB HELP CENTER 4169)

1. A law, an HOA or building rule, or your insurer requires it (keep the proof in writing)
2. It covers an optional amenity, e.g. a golf cart
3. The stay is 28 nights or more
4. It is a Luxe listing

Upload it under Listing editor > Settings > Contract (one PDF per listing). It is public: remove personal details. It only applies to bookings made after you add it. Airbnb does not make guests sign it or enforce it.

SORT EACH LINE

Guest count, parties, pets, smoking, quiet hours, times	**MOVE > standard house rules**
"Guest pays for all damage"	**MOVE > photos + damage request (14 days)**
Fines of any kind	**CUT**
Checkout chores (dishes, trash out, beds, laundry)	**CUT**
Security deposit (most hosts)	**CUT**
ID photo, phone, email, home address	**CUT (in-person ID look only)**
Hot tub / pool / fireplace how-to	**MOVE > listing + house manual**
Waiver for kayaks, bikes, golf cart	**KEEP only if an exception fits**
HOA / city rules (parking, bins)	**MOVE > additional rules + save the doc**
Payment, cancellation, refund terms	**CUT (Airbnb terms apply)**

ID AND PERSONAL DATA

You may look at a photo ID in person at check-in if the additional rules say so. No copies. Collect data only if a law or documented HOA/building rule requires it, or to sign an allowed contract: say what and why in the additional rules, take no more, store and delete it securely.

APPS, WIFI AND SURVEYS

No WiFi login page that asks for an email. Lock apps OK with a code or key option on request. Optional apps OK. No surveys or reviews on other sites.

COPY-PASTE: ADDITIONAL RULES (ONLY IF YOU MEET GUESTS)

"I'll check a photo ID in person when you arrive, to confirm the name on the booking. I only look at it; I don't copy, photograph or keep it."

BEFORE YOU FINISH

[ ] Pre-arrival messages no longer ask for ID photos, email, phone or a signature
[ ] Proof saved for any contract you keep (law, HOA rule, insurer letter)
[ ] Bookings made before Nov 20, 2026 left under the old policy

Sources: airbnb.com/help/article/4169 · /2824 · /2799 · /4168 (checked Nov 24, 2026).
Not legal or insurance advice. Full guide + wording: halivs.com/airbnb-rental-agreement

Next step: the Halivs Host Kit, $19 one-time · halivs.gumroad.com/l/host-kit-complete →