FREE HOST SHEET · FROM HALIVS · NOT PART OF A PAID KIT

HALIVS · HOST SHEET · UPDATED NOV 26, 2026

Early check-in & late checkout: decide, price, reply

Keep it next to your calendar. Nothing is charged unless the guest agrees first.

AIRBNB'S LIMITS (HELP CENTER)

Check-in: window of 2+ hours or flexible; guests must be able to check in by 4pm [1296]
Checkout: a specific time, 10am or later [1296]. No times listed = 3pm / 11am defaults [3431]
Hosts may charge extra for early check-in or late checkout [3431, 3433]
No fines or penalties for bookings from Nov 20, 2026; no checkout chores [4168]

DECIDE: DOES ANYONE CHECK IN OR OUT THAT DAY?

No same-day turnover -> yes, usually free
Same-day turnover, cleaner needs the full gap -> no (offer bag drop if you can)
Same-day turnover, cleaner can shift for a cost -> maybe, paid
Blocks the night before or after -> paid extra night via Change reservation
Asked weeks ahead -> "I'll confirm on the day"

PRICE IT FROM YOUR COSTS

Fee = cleaner extra time or rush rate + your time (+ a night only if you would have to block one)
Example: 1 extra cleaner hour $30 + $0-15 of your time = about $30-45. Evening departure = offer the night.

COLLECT IT THROUGH AIRBNB

[ ] Agree time + price in Airbnb messages
[ ] Hours: Resolution Center > Request money > reservation > amount > note ("Late checkout to 1pm, as agreed") [3591, 767]
[ ] A whole night: Change reservation (required for changes to nights) [2799]
[ ] Confirm the new time once paid / accepted [ ] Tell the cleaner right away

SHORT REPLIES

YES: "Nobody checks out that day, so 12pm is fine, no charge. I'll message you when it's ready."

MAYBE: "There's a checkout that morning. I'll know by 11:30 on the day and will message you here."

PAID: "I can do 1pm. It means paying my cleaner for an extra hour, so $30. Reply yes and I'll send a request through Airbnb."

NO: "Sorry, another guest arrives that day and my cleaner needs the full time between 11 and 3."

NEVER

A "late checkout fee" in house rules · charging a guest who never agreed · asking for chores in exchange · cash or Venmo to extend a stay

Sources: airbnb.com/help/article/1296 · /3431 · /3433 · /2799 · /767 · /3591 · /4168 (checked Nov 26, 2026).
Not legal or tax advice. Full guide + messages: halivs.com/airbnb-early-check-in-late-checkout

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