

# Airbnb Co-Host Agreement Template

This Airbnb Co-Host Agreement ("Agreement") is made and entered into on [Date], by and between:

<b>Host Name:</b> [Host's Full Name]	<b>Co-Host Name:</b> [Co-Host's Full Name]
<b>Property Address:</b> [Full Property Address]	<b>Listing Title/ID:</b> [Title or ID of the Airbnb Listing]

## Purpose:

This Agreement establishes the roles, responsibilities, compensation, and expectations between the Host and the Co-Host for the Airbnb listing at the above property.

## 1. Roles and Responsibilities

The Co-Host agrees to perform the following duties for the property listed above:

### Guest Communication:

- Respond to inquiries and messages.
- Manage bookings and confirmations.
- Address guest questions and concerns during their stay.

### Check-In and Check-Out:

- Coordinate check-in and check-out procedures.
- Greet guests (if required) and provide necessary instructions for accessing the property.

### Cleaning and Maintenance:

- Schedule and manage cleanings after each guest's stay.
- Restock necessary supplies (e.g., toiletries, paper goods).
- Address minor maintenance issues as they arise.

### Listing Management:

- Update the Airbnb listing with new photos or information.
- Manage the availability calendar and adjust pricing as needed.
- Optimize the listing for maximum visibility and guest satisfaction.

### Emergency Response:

- Handle emergency situations promptly (e.g., plumbing, HVAC issues).

**Any other tasks not listed here must be mutually agreed upon in writing before the Co-Host takes responsibility.**

## 2. Payment and Compensation

The Host agrees to compensate the Co-Host as follows:

1. **Compensation Type:** [Percentage of Revenue / Fixed Monthly Fee / Task-Based Payment]
  2. **Amount or Percentage:** [Specify the agreed percentage or fee]
  3. **Payment Schedule:** Payments will be made on [weekly/monthly basis] through [Payment Method] (e.g., bank transfer, PayPal).
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## 3. Expenses and Reimbursements

1. **Covered Expenses:** The Co-Host is authorized to incur expenses related to [specify: cleaning, maintenance, restocking supplies, etc.]. The Host agrees to reimburse these expenses within [Number of Days, e.g., 7 days] of receiving an itemized receipt.
  2. **Unapproved Expenses:** The host must pre-approve any expense over [Amount, e.g., \$100] in writing.
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## 4. Term and Termination

This Agreement will begin on [Start Date] and will continue until [End Date or "indefinitely"] unless terminated earlier by either party.

1. **Termination Notice:** Either party can terminate this Agreement with [Number of Days] days' written notice.
  2. **Immediate Termination:** The Host reserves the right to terminate this agreement immediately in the event of:
    1. Breach of contract
    2. Unethical behavior
    3. Failure to perform agreed-upon duties
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## 5. Liability and Insurance

1. **Host's Liability:** The Host will maintain appropriate insurance for the property and is responsible for any damage caused by guests, except in cases of negligence or misconduct by the Co-Host.
  2. **Co-Host's Liability:** The Co-Host will be responsible for any damage or loss caused by their negligence or failure to perform assigned duties.
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## 6. Confidentiality

The Co-Host agrees to keep all sensitive information related to the property, guests, and the Host confidential. This includes but is not limited to guest contact information, property access codes, and any financial details.

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## 7. Communication Protocol

The Host and Co-Host agree to maintain regular communication. Both parties should respond to messages, emails, or calls within [specified timeframe, e.g., 24 hours]. Any major decisions or updates to the listing must be mutually agreed upon before implementation.

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## 8. Dispute Resolution

In the event of a disagreement, both parties agree to first attempt to resolve the issue amicably through direct communication. If a resolution cannot be reached, the dispute will be handled through [Mediation / Arbitration / Legal Action], per the laws of [Specify Jurisdiction/State/Country].

## Miscellaneous Provisions

- 1. **Entire Agreement:** This document represents the entire agreement between the Host and the Co-Host. Any amendments must be in writing and signed by both parties.
- 2. **Governing Law:** This Agreement will be governed by the laws of [State/Country].
- 3. **Severability:** If any provision is found invalid or unenforceable, the remaining provisions will remain in full force and effect.

## Signatures

By signing below, both parties agree to the terms and conditions outlined in this Agreement:

Host Signature:  _____	Co-Host Signature:  _____
Date:  _____	Date:  _____