

Bookerville Property Setup Checklist

Tab 1: Property Setup

- Property Details: Name, Address, URL
- Owner Contact Information: Name, Address, Email
- Check-In and Check-Out Times
- Public Calendar: Who Can Use Your Public Calendar
- Public Calendar Mode: Guest or Manager Centric
- Contract or Terms and Conditions Requirement. Require your guests to agree to one or the other during online booking process.
- Property Type. Use this to organize your properties on your master calendar.
- Property Features & Amenities
- Lock Box Code Policy
- Channel Manager Connections
- Calendar Synching Through iCal
- Inquiry Auto-Responder
- Booking Fee
- Cleaning Fee
- Occupancy
- Taxes
- Security Deposit Policy: Refundable, Waiver, or Allow guest to choose
- Multi-Day Discounts

- Coupon Codes
- Custom Payment Schedule (Rare)
- Pre-Payment: Online Payment Settings
- Accepted Forms of Payment (Checks, Bank Wire, Authorize.net for Your Merchant Account, Paypal)

Tab 2: Rates

- Rates
- Auto-Discounter

Tab 3: Guest Options

- Guest Options

Tab 4: Emails & Templates

- Email Templates
- Automatic Scheduled Emails
- Contract Template
- Arrival Instruction Tag
- Departure Instruction Tag
- Check Writing Instructions Tag
- Email Logo / Banner

Tab 5: Min/Max Stay

- Min/Max Stay Settings

Tab 6: Expenses

- Expenses Per Property
- Commissions per Bookings

Tab 7: Photos

- Photos: Primary Photo

Tab 8: Widgets

- Calendar Colors
- Calendar Header (for Wide Calendar Only)
- Multi-Property Search Widget
- Read Only Master Calendar
- Review Widget
- Inquiry Widget
- Rate Table Customization

Account Settings Tab (Main Dashboard)

- Manager Contact Information
- Payment Schedule Template
- Rental Guardian API
- Repeat Guest Policy
- Adding Other Members with Permissions (Cleaners, Agents, Owners)
- Marketing Channels
- Property Type