



Airbnb Hosting: Get Guest Ready

By Cristina Eni



I'll be your co-host!





642
Reviews

4.94 ★
Rating

Cristina Eni
 Superhost

9
Years hosting

-  My work: Town of Clarkdale
-  For guests, I always: Share our favorite local spots.
-  Speaks English, Romanian, Russian, and Spanish



Airbnb Hosting: Get Guest Ready

- ❑ **Airbnb Basics**
- ❑ **Essential Compliance Steps for Airbnb Hosts**
- ❑ **Step-by-Step: Creating the Listing**
- ❑ **Optimizing Your Listing + Guest Communication**
- ❑ **Q&A + Troubleshooting Common Issues**



Airbnb Basics

- Short term rental - up to 28 nights
- Types of listings (entire place, private room, shared room)



World Cup June-July 2026

- Visitor Count: Roughly 750,000 people are anticipated to visit Seattle and the surrounding Puget Sound area for the tournament.
- Duration: Visitors are expected to stay longer than typical sporting events, with some estimates suggesting an average stay of around 9 days.



Applying for a Business License:

Washington State Business License Office: 6500 Linderson Way SW, Tumwater, WA 98501
(360) 705-6741 <https://dor.wa.gov/>

Most individuals or companies that conduct business in Washington State must obtain a state business license from the Business Licensing Service.

Your County May have restrictions or guidelines to follow:

Below is a list of the 4 counties out on the western Washington Peninsula's.

Kitsap County: Kitsap.gov 360-337-7140

Mason County: Masoncountywa.gov 360-427-9870

Clallam County: Clallamcountywa.gov 360-417-2262

Jefferson County: co.Jefferson.wa.us 360-385-0160

Know your City or Town's Expectations:

In addition, most cities also require a separate business license in order to legally conduct business within their jurisdiction.

For cities, business licenses can serve several different functions, including monitoring business activities operating within the city's jurisdiction, regulating certain types of business activities to ensure public safety and code compliance, and generating revenue.

Click here to find your city or town:

<https://mrsc.org/research-tools/washington-city-and-town-profiles>

Know your City or Town's Expectations:

For Example, in the City of Bremerton –

Any business with a **physical location within City limits** must obtain a **City of Bremerton Business License**:



Short-Term Rentals

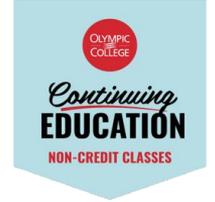
- WA State Business License
- City of Bremerton Endorsement
- City of Bremerton Short-Term Rental Agreement

Apply for your WA State Business License with your City of Bremerton Endorsement

(The endorsement becomes your City of Bremerton Business License)

Apply online through the **Washington State Department of Revenue (WA DOR)**.

Kitsap's Ordinance



Key points for a typical Short Term Rental include:

- The Certificate is good for 365 days and is required to be renewed annually.
- A WA business license is required; proof of insurance is required as per RCW 64.37.050.
- A floor plan(s) of the unit shall be posted inside the unit.
- The STR must post Rules of Conduct interior to and near the front door.
- Occupancy is limited to two adults and their minor children per bedroom, plus an additional two for the living room (eg, a pull-out couch).
- Parking must be on-site (in addition to the main house's parking). On-street parking is allowed
- An agent must be available to remedy concerns (eg, neighbor complaints) or emergencies within 30 minutes
- No events are allowed, including weddings, musical performances, markets, retreats, or conferences; this usually falls under a different certificate.
- Repeated and valid enforcement actions will result in loss of certification.

If there are any questions pertaining to your location, please reach out to Dept of Community Development, at your local County Office

Certification Required

No property shall be offered or used as a short-term rental without the property owner first applying for, obtaining, and possessing a valid Short-Term Rental Certification through the Department of Community Development.

- A. Certification shall be valid for 365 days after the date of issuance and shall be renewed annually.
- B. In Kitsap, Certification is non-transferable and becomes invalid upon sale of property or business.
- C. Every short-term rental shall obtain and maintain a current, valid business license for transient accommodation issued by the State of Washington.

Application and Approval Requirements.

A. Property owners or their authorized agents must apply to the Department for a Short-Term Rental Certification in such form and detail as may be required by your County.

B. There are limitations and disqualifying reasons, so do get clear with your county.

C. Building Requirements for vacation rentals shall meet the minimum dwelling, dwelling unit or sleeping unit room requirements as per your county's Fire Code in effect at the date of application

D. All listings and advertisements for the vacation rental shall include the County Certification number

Operational Requirements

A. Postings of location's physical address, local emergency contacts, and owner/agent contact information must be visible.

B. Owner/Agent is responsible for compliance and oversight

C. All advertisements must include STR certificate number.

D. Taxes and Fees: All owners or operators must pay all applicable federal, state, and local taxes either through the rental platform or other method consistent with the approved permit.

E. Liability Insurance: Owners /operators must maintain primary liability insurance to cover the rental in the aggregate of 1,000,000 or conduct rental transaction through a platform that provides equal or greater primary liability coverage.

F. Enforcement is managed by the county, and an on-site inspection can be ordered at their discretion. Violations can lead to either a fine, or revocation of your certificate.

In Case of Emergency

Dial 911 for any of the below departments:

- **Police**
- **Verde Valley Fire District**
- **Flooding**
- **Suspected Natural Gas**



For Non-Emergency

- ☎ [REDACTED]@YAHOO.COM
- ☎ CRISTINA ENI 928-592-8011 CRISTINAENYV@YAHOO.COM

Address: 501 FIRST NORTH ST CLARKDALE AZ 86324

NON EMERGENCY CLARKDALE DISPATCH: ☎ [REDACTED]

Getting protected through AirCover for Hosts



Sometimes accidents happen, which is why there's AirCover for Hosts.

AirCover for Hosts is top-to-bottom protection for Hosts. It includes guest identity verification, reservation screening, \$3M Host damage protection, \$1M Host liability insurance, and a 24-hour safety line. It also includes \$1M Experiences & Services liability insurance.

Requesting reimbursement

Damage protection covers you if a guest damages your place or belongings during an Airbnb stay. You're reimbursed for certain damages a guest causes to your home or belongings if they don't pay for the repairs needed. Damage protection also covers for the cost of specialized cleaning services in certain cases, like removing stains left by guests (or their invitees) or pet accidents, or for removing smoke odor.

Airbnb to collect and send taxes on behalf of hosts

Effective October 15, 2015, Airbnb will collect and send the following taxes to the Department of Revenue (DOR) on behalf of Airbnb 'hosts' who use the website for short-term lodging sales:

- state and local retail sales tax
- special hotel/motel taxes
- convention and trade center taxes

(See Airbnb's public policy statement for more information).

If a host made lodging sales *before* October 15, 2015, the host needs to collect and send all taxes to the department for that time period.

A host still needs to register with DOR to report their rental income on an excise tax return:

- The host reports all of their Airbnb rental income under all appropriate tax classifications – *Retailing* and *Retail Sales Tax*.
- The host can then claim a deduction for "Gross Sales Collected by Facilitator" under the *Retail Sales Tax* classification. This deduction is equal to the rentals made through Airbnb as of October 15, 2015.

The host needs to pay any Retailing B&O tax due after taking the small business B&O tax credit, if applicable. The credit calculates automatically when the host electronically files.

A host cannot take deductions for Airbnb charges such as a service fee or commission; service fees and commissions are considered a hosts' cost of doing business with Airbnb.

What if I have more questions?

- Call our Telephone Information Center at 360-705-6705.
- Visit Airbnb's website:
 - Help section: <https://www.airbnb.com/help/article/481/how-do-taxes-work-for-hosts> 
 - General information: <https://www.airbnb.com/about/about-us> 



Referred by Cristina Eni

Start hosting your home on Airbnb

Create your listing

www.airbnb.com/rp/codyr1880



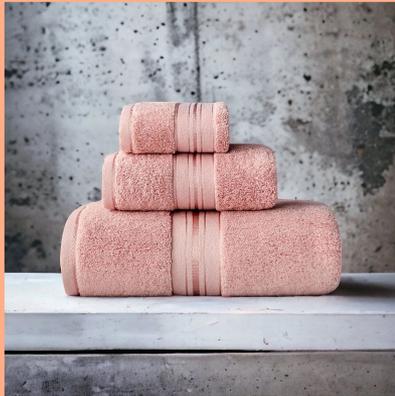


Basic Amenities

Bedroom: Linen; charger/extension cord.

Bathroom: Shampoo Body Soap / Towels

Welcome Coffee





Check your Calendar Twice

- Block the dates (set it to block all date by default if you only plan to open certain dates)
- Set a minimum (2-3 nights)
- Edit the rates as you approach the unbooked nights.





Availability Setting

- Preparation Time
- Same day Booking?
- Set the Check in Check out time



Who can book?

- Track record of previous reviews
- Guests will have to upload an ID before booking confirmation
- Send an automatic pre-booking message.

Additional Charges

- Cleaning fee (short stays/longer stays)
- Pet fee
- Additional guests after two



Cleaning quotes

- Meet with three cleaners to get a variety of quotes
- Laundry included?
- Restocking

Check list:

- Calendar is updated
- Rates are set

Ready for guests to book!



Communication is key

- Review and approve the booking request request - if "Instant Book" is not on
- Send a Welcome message "Thank you for choosing to book our room!"
- Add a brief description of the space "Below you'll find the essential information they'll need before their arrival."

Your Superhost stats

Assessment period
Apr 1, 2025 - Mar 31, 2026



Current assessment

Every 3 months, we check if you've met the Superhost criteria for the past year. If you do, you'll maintain your Superhost status.

5★



Overall rating

Criteria: 4.8

Doing great!

100%



Response rate

Criteria: 90%

Doing great!

53



Stays, 156 nights

Criteria: 10 completed stays or 100 nights over 3+ stays

Doing great!

0.0%



Cancellation rate

Criteria: Less than 1.0%

Doing great!



Olympic College Continuing Education

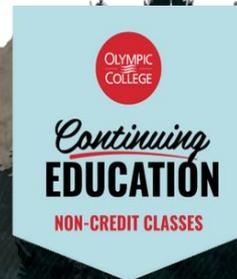
Visit us online: <https://www.campusce.net/Olympic/category/category.aspx>

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Kitsap Economic Development Alliance

a public/private non-profit corporation established in 1983 to drive economic growth, job creation, and business retention in Kitsap County, Washington.

<https://www.kitsapeda.org/>





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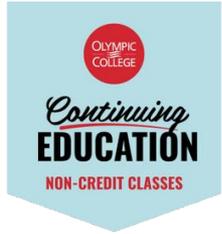
cristinaeni@gmail.com

www.airbnb.com/rp/codyr1880




OLYMPIC COLLEGE

THANK YOU!



KITSAP  ECONOMIC
DEVELOPMENT
ALLIANCE