

AirBnB Bookings

AGENCY CHECKLIST

☐ Submitted a Signed Sub-Agreement and Addendum to CCUSA

☐ Gain Access to CCUSA Air BnB portal

☐ Enter Data into AirBnB website:

1. City, Length of Stay, Family Size

2. Apply “Airbnb.org stays” filter

3. If no Airbnb.org stays options – remove filter and review results.

+ CCUSA staff typically paid in the **\$3,000 - \$5,000 range** where necessary.

+ If prices are outside the desired range, consider altering the date range, negotiating with host, etc.

+ Stay within agency limit!

4. **Do NOT book the accommodation yet.** If we book and the host tells us this booking is not a good fit – we can lose the entire reservation fee.

***Only** book immediately if the accommodation title includes **[Airbnb.org Afghan Housing]**

☐ Booking Process

1. Go to the bottom of the accommodation page (photos, description, etc.) and “Message Host.” Send the following message:

[HOST NAME],

I hope you are doing well. I work for Catholic Charities and we are hoping to temporarily host arriving Afghans in your accommodation. Our local agency will provide resettlement assistance services and will be present at check-in to go over rules, etc. We will also have staff available should you need to contact us. Does this sound like a good fit? Please let me know if you have any questions.

2. The host usually responds to this message but is under no obligation to do so. If a few hours go by, please choose another accommodation and message a new host.

Please note – it is possible that the accommodation gets booked during this negotiation time. If that occurs – please thank the host and move to the next option.

3. Answer any of the hosts questions – ask CCUSA or resettlement director if you do not know.

4. Once host is comfortable – complete the booking:

- + **Book this place for someone else (optional)** – add one adult guest's name and DOB and click "Afghanistan" as nationality (nationality is not necessary for booking, but a good reminder that grant is dedicated to Afghan arrivals).

- + Confirm this is an "AirBnBStays.org" stay (should prompt CCUSA card to be used)

- + Confirm correct credit card information is being used

☐ Confirmation

1. Review:

- + Address

- + House Rules

- + Host Phone Number (if available)

2. The check-in information usually arrives just before check-in time – check the Air BnB app / website.

3. Share cell phone number(s) with case manager / host in case of emergency. Assure host that he/she may message through Air BnB app as well.

☐ **No AirBnB Options?**

- Call CCUSA and email preferred hotel options.

- Confirm the desired date range for hotel stay falls within price range. Please make sure hotel is providing you **TOTAL Cost** for all rooms being booked rather than just one.

- CCUSA will likely have to make the actual booking as a third party credit card holder.