

# 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.