



Welcome Pack Checklist for Holiday Cottages

Make your guests feel right at home with this easy-to-follow list.



Essentials

- ☐ WiFi name and password
- ☐ Check-in and check-out times
- ☐ Key collection instructions
- ☐ Emergency contact number
- ☐ How-to notes for heating, hot water, and appliances
- ☐ House rules
- ☐ Rubbish and recycling information



Local Tips

- ☐ Nearest supermarket or shop
- ☐ Recommended cafés or restaurants
- ☐ Local attractions or scenic spots
- ☐ Public transport tips
- ☐ Nearest pharmacy or medical clinic
- ☐ Printed map or local guide (optional)



Self Catering Info (if needed)

- ☐ How to use the kitchen and appliances
- ☐ Where to find cutlery, utensils, and cookware
- ☐ Washing machine or dishwasher instructions
- ☐ Local takeaway and delivery suggestions
- ☐ Grocery delivery options



Personal Touches

- ☐ Short welcome note or Airbnb letter
- ☐ Small local treat or snack
- ☐ Handwritten recommendations or area stories
- ☐ Guestbook or feedback card



Useful Contacts

- ☐ Your phone number
- ☐ Emergency services: 112
- ☐ Local taxi service
- ☐ Nearest hospital or urgent care clinic
- ☐ Internet or utility provider (optional)



Tip: Print this checklist, add your rental name or logo at the top, and place it in a welcome folder. You can also export this file as a PDF and email it to your guests before arrival.