



21 Tasks to Delegate to Your Virtual Assistant to Help Grow Your STR Business

Guest Communication

- Create Templates for Guest Emails and Messages
- Send Emails and Messages (with Check-in, Check-out, and Checking On Messages)
- Send Door Codes (Reset and Change, if necessary)
- Handle Requests
- Make sure Guests are Verified or help them through Verification Process
- Handle Questions & Friendly Communications

Customer Service

- Handle Challenges that come up & Come up with a Resolution
- Schedule Necessary Fix, like Maintenance or Cleaning Crews
- Contact You with Updates

Property Management & Scheduling

- Schedule Cleaning Crew for each Reservation
- Cancel Scheduled Cleanings after Reservation Cancels
- Schedule General Maintenance of Property (Landscape, Pest Control, Pool Cleaning, etc)
- Schedule Repairs Between Guests
- Light Book Keeping work

Other Tasks

- Update Listings (Schedule Photographers & Update Photos)
- Create & Update House Rules & Guest Book
- Marketing (Create an add on Social Media or Your own Website)
- Order and/or Refresh Properties Supplies
- Check Security Footage of Properties throughout Guests Stay
- Search Zillow or Craig's Lists for Properties that fit your Criteria
- Schedule Viewings for Properties that you may want to Rent/Buy (Calendly.com)