

Welcome to [Agency Name]!

Dear [Host Name],

Welcome to the [Agency Name] family! We are thrilled that you have chosen us to manage and market your property at [Property Address]. Our goal is to maximize your rental income while providing a seamless, stress-on-free experience for both you and your guests.

To get started, we have outlined the next steps in our onboarding process:

- **Property Inspection:** Our team will visit your property on [Date/Time] to perform a final walkthrough.
- **Professional Photography:** We will schedule a session to capture high-quality images for your listing.
- **Account Setup:** You will receive an invite to our owner portal where you can view bookings and financial statements.
- **Listing Launch:** Your property will go live on major platforms once the profile is complete.

Attached to this email, you will find our "Host Onboarding Guide" which contains details regarding our maintenance policies, guest screening processes, and contact information for your dedicated Account Manager.

If you have any immediate questions, please feel free to reach out to us at [Phone Number] or [Email Address].

We look forward to a successful partnership and helping your short-term rental thrive!

Best regards,

[Your Name]
[Your Title]
[Agency Name]