

template · fill the bracketed fields

This is a template, not legal advice. It is a starting point to help an owner and a co-host put their arrangement in writing. Laws vary by state and locality — have a licensed attorney review and adapt it before you sign. Bracketed fields **[like this]** are meant to be filled in.

This Co-Hosting Agreement ("Agreement") is entered into as of **[Date]** by and between:

- **Owner:** [Owner legal name], at [Owner address] ("Owner"); and
- **Co-Host:** [Co-Host / company legal name], at [Co-Host address] ("Co-Host").

Owner and Co-Host are each a "Party" and together the "Parties."

Property. This Agreement covers the short-term rental property located at **[Property address]** (the "Property"), including its listings on platforms such as Airbnb, Vrbo, and any direct-booking site (the "Listings").

1. Services

Owner engages Co-Host to provide short-term rental co-hosting services for the Property. Unless the Parties agree otherwise in writing, those services include:

- Creating, optimizing, and managing the Listings across agreed platforms;
- Guest communication, screening, booking management, and reviews;
- Pricing strategy and calendar management (including dynamic pricing where applicable);
- Coordinating cleaning, turnovers, restocking of consumables, and routine maintenance;
- Coordinating guest check-in/check-out and on-site issue response;
- Monthly reporting of bookings, revenue, and expenses to Owner.

Not included unless separately agreed in writing: major repairs or renovations, capital improvements, furnishing or initial setup, design services, and any work requiring a licensed trade.

2. Term and Termination

This Agreement begins on **[Start date]** and continues on a **[month-to-month / 12-month]** basis, automatically renewing unless terminated. Either Party may terminate without cause on **[30]** days' written notice. Either Party may terminate immediately for the other Party's material breach that is not cured within **[10]** days of written notice. On termination, the Parties will reconcile outstanding revenue and expenses, and Co-Host will return Owner's accounts, access, and materials, and honor guest reservations already confirmed for **[30]** days unless the Parties agree otherwise.

3. Compensation

In exchange for the Services, Owner will pay Co-Host:

- **Management fee:** **[__]**% of **[gross booking revenue / net revenue after platform fees]** collected for the Property; **and/or**
- **[Flat fee / other:]** **[\$_per _]**.

Cleaning fees collected from guests are **[passed through to cover cleaning costs / retained as described in Exhibit A]**. Co-Host will invoice or deduct its fee **[monthly]**, and provide a statement showing revenue, fees, and expenses for the period.

4. Funds and Expenses

- **Revenue handling.** Booking revenue is collected via **[the platforms / Owner's account / a designated operating account]** and disbursed to Owner **[monthly]**, net of Co-Host's fee and approved expenses.
- **Operating expenses.** Owner is responsible for the Property's operating expenses (cleaning, supplies, utilities, maintenance, etc.). The Parties will fund these via **[an Owner-funded operating float of \$____ / reimbursement / direct payment by Owner]**.
- **Spending authority.** Co-Host may incur ordinary expenses up to **[\$____]** per item without prior approval; anything above that requires Owner's written approval, except bona fide emergencies affecting guest safety or the Property, which Co-Host may address and promptly report.

5. Owner Responsibilities

Owner will: maintain ownership and the legal right to operate the Property as a short-term rental; keep the mortgage, property taxes, HOA dues, and **[short-term-rental] insurance** current; obtain and maintain any required permits or licenses; keep the Property safe, functional, and adequately furnished; and promptly fund approved expenses.

6. Platforms and Accounts

The Parties will agree on which platform accounts are used and who owns them. Owner retains ownership of guest data and Listings created for the Property. Co-Host will not use Owner's accounts or data for any property other than the Property without Owner's consent.

7. Insurance and Liability

Owner will maintain short-term-rental property and liability insurance appropriate to the Property. Each Party will be responsible for its own negligence or willful misconduct. To the fullest extent permitted by law, neither Party is liable to the other for indirect or consequential damages. Each Party agrees to **indemnify** the other against third-party claims arising from its own negligence, willful misconduct, or breach of this Agreement. **[Confirm indemnity and any liability cap with counsel.]**

8. Independent Contractor

Co-Host is an independent contractor, not Owner's employee, partner, or joint venturer. Nothing here creates an agency relationship beyond what is needed to perform the Services. Co-Host is responsible for its own taxes and any personnel it engages.

9. Confidentiality

Each Party will keep the other's non-public information (including guest data, financials, and business terms) confidential and use it only to perform this Agreement, except as required by law.

10. Compliance with Law

The Parties will comply with applicable short-term-rental ordinances, tax-collection requirements, licensing, HOA rules, and fair-housing and data-privacy laws. **[Confirm local STR rules apply to this Property.]**

11. Dispute Resolution and Governing Law

This Agreement is governed by the laws of the State of **[State]**. The Parties will attempt to resolve disputes in good faith, and then by **[mediation / arbitration / the courts of [County, State]]** before pursuing other remedies.

12. General

This Agreement is the entire agreement between the Parties on its subject and supersedes prior discussions. It may be amended only in a writing signed by both Parties. If any provision is unenforceable, the rest remains in effect. Neither Party may assign this Agreement without the other's written consent.

Signatures

Owner

Signature: _____ Date: _____

Name: **[Owner name]**

Co-Host

Signature: _____ Date: _____

Name: **[Co-Host name], [Title]**

Exhibit A — Fee & Expense Detail *(optional)*

Use this space to spell out the exact fee, what the cleaning fee covers, the operating float, the reporting format, and anything specific to this Property.

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