

Messages & Renter Response Guide

Respond to renter questions clearly and keep booking-specific communication organized inside PartyShare.

COMPLETION CHECKLIST

- ☐ I respond in PartyShare Messages when possible.
- ☐ My answer identifies the relevant listing/order context.
- ☐ I answer the question directly.
- ☐ I do not create conflicting price or policy terms in chat.
- ☐ Repeated questions are used to improve the listing.
- ☐ Open Messages from the dashboard
- ☐ Answer the actual question first
- ☐ Reference the order context
- ☐ Avoid changing formal terms casually
- ☐ Improve the listing when questions repeat
- ☐ Good approach
- ☐ Avoid