

The background features several decorative elements: a large blue circle on the left edge, a small orange circle in the upper left, a cyan circle at the top center, a large orange and green shape in the upper right, a small cyan circle on the right edge, a large red circle in the lower right, a purple circle in the lower left, and a small orange circle at the bottom center.

# How to create listing on

agoda | Homes

# Steps to complete your property's profile on Agoda

1. Go to [www.agoda.com/homes](http://www.agoda.com/homes)
2. Sign up a new account or sign in using your username and password.
3. Fill in all sections. A green check mark will appear for each section you have completed.
4. Click "Publish My Property" to activate your listing on Agoda website.
5. Once published, you will see Agoda property ID on the top of the page.

**Note:** If you need any help, just click the  widget and type your question

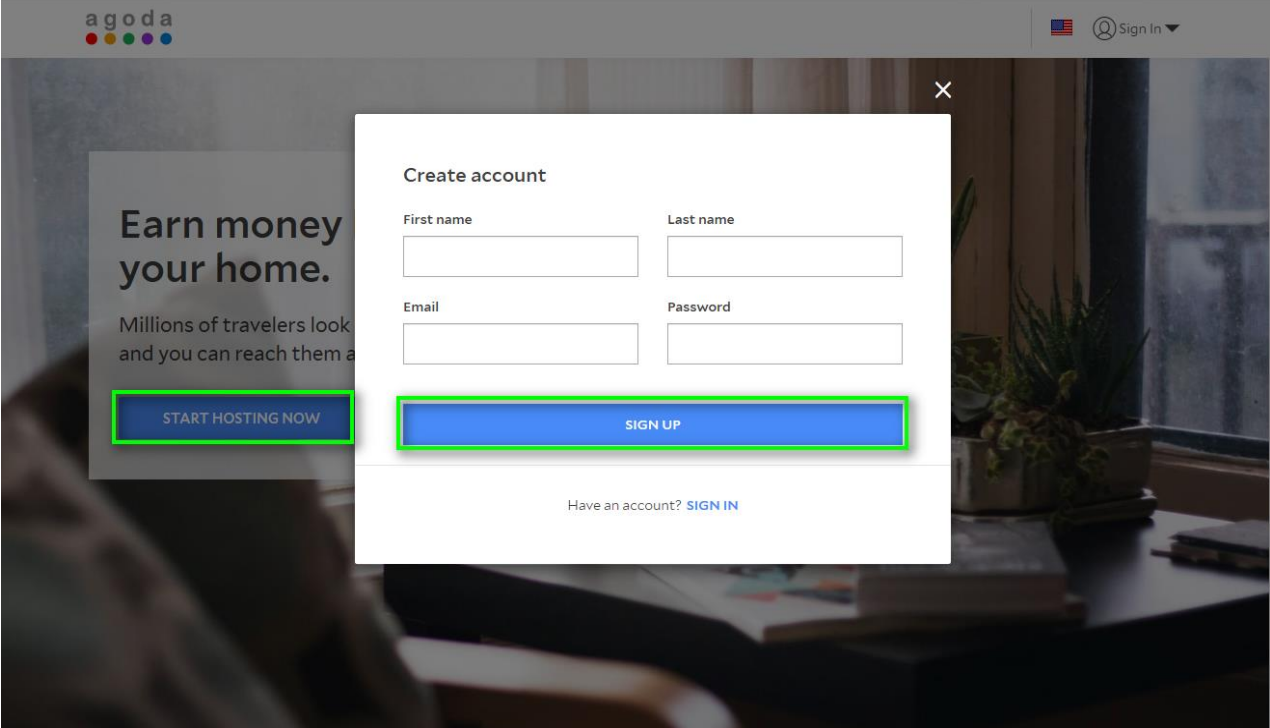
# Step-by-step instructions

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# Create an account

1. Go directly to [www.agoda.com/Homes](http://www.agoda.com/Homes)
2. Click on **START HOSTING NOW**
3. Enter all information
4. Click on **SIGN UP**
5. If you already have an account with Agoda, just simply sign in



The screenshot shows the Agoda website interface. At the top left is the Agoda logo. At the top right, there is a language selector (USA flag) and a 'Sign In' link. The main content area features a promotional banner with the text 'Earn money your home.' and 'Millions of travelers look and you can reach them a'. Below this text is a blue button labeled 'START HOSTING NOW'. Overlaid on this is a white 'Create account' form with a close button (X) in the top right corner. The form contains four input fields: 'First name', 'Last name', 'Email', and 'Password'. Below these fields is a blue button labeled 'SIGN UP'. At the bottom of the form, there is a link that says 'Have an account? SIGN IN'. The 'START HOSTING NOW' button and the 'SIGN UP' button are both highlighted with a green border in the image.

# Provide basic information

1. Provide property information
2. Provide rooms information, bedding, and others details
3. Once you enter all information, click **NEXT** to go to **Location**

The screenshot shows a web interface for listing a property. On the left is a vertical navigation menu with the following items: Basics (selected), Location, Description, Amenities, Pricing, Availability, Photos, and Publish. The main content area is titled 'Match your property to the right travelers.' and includes the instruction 'All information is required unless marked optional.' Below this is an illustration of a travel bag and a suitcase. The form is divided into two main sections: 'Property' and 'Rooms and details'. The 'Property' section contains a 'Property type' field with four options: Apartment, Bungalow, House, and Villa. Below this is a 'Property size' field with a text input containing '0' and the unit 'sqm'. The 'Rooms and details' section contains three sub-sections: 'Accommodates' with a value of 2, 'Bathrooms' with a value of 0, and 'Bedrooms' with a value of 0. At the bottom of the 'Rooms and details' section is a 'Common space' section with a question 'Are there any sleeping surfaces available in common spaces?' and a value of 0, with a dropdown menu showing 'single bed' and a link to 'ADD ANOTHER BED TYPE'. At the bottom of the form are two buttons: 'SAVE AND EXIT' and 'NEXT' (highlighted with a green border).

Match your property to the right travelers.  
All information is required unless marked optional.

**Property**

Property type

Apartment Bungalow House Villa

Property size

0 sqm

**Rooms and details**

**Accommodates**  
The maximum number of people who can sleep comfortably given the total bed space and sofas.

2

**Bathrooms**  
Count only bathrooms on your property, not shared or common bathrooms in your building or complex.

0

**Bedrooms**  
If your property is a loft or studio, the number of bedrooms is zero.

0

**Common space**  
Are there any sleeping surfaces available in common spaces?

0 single bed

[ADD ANOTHER BED TYPE](#)

[SAVE AND EXIT](#) [NEXT](#)

# Provide location information


1. Enter street address and select country, state or province and city from the drop downs
2. Provide building details and postal code
3. Click **NEXT** to go to **Description**

- ✓ Basics
- Location
- Description
- Amenities
- Pricing
- Availability
- Photos
- Publish

Help

### Put yourself on the map

Where will your guests be staying?



#### Location

Guests will only receive your exact address once they've confirmed a booking.

Street address

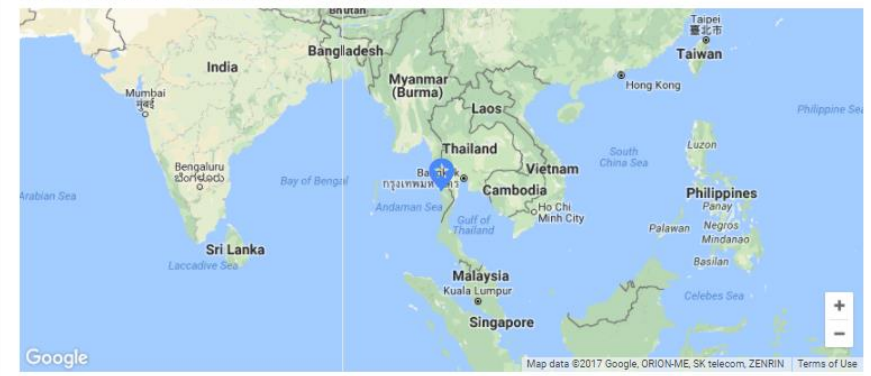
Building, floor and unit number (optional)

Country:  State / province:

City:  ZIP / Postal code (optional):

#### Map location

Guests will only receive your exact address once they've confirmed a booking.



SAVE AND EXIT

PREVIOUS **NEXT**

# Provide property description

1. Provide the name of the property
2. Provide the description and directions to the property
3. Enter nearby places and house rules
4. Select the star rating
5. Click **NEXT** to go to **Amenities**

The screenshot shows the 'Description' step of the Agoda property listing creation process. On the left is a vertical navigation menu with options: Basics, Location, Description (highlighted), Amenities, Pricing, Availability, Photos, and Publish. The main content area is titled 'What's unique and wonderful about your property?' and includes a sub-header 'Name your property' with a text input field. Below that is 'Describe your place' with a text area containing an example of property features. This is followed by 'Things nearby (optional)', 'House rules (optional)', and 'How to get to your home', each with a text area and an example. At the bottom, there is a 'Star rating' section with five stars and a 'NEXT' button highlighted with a green border. A 'Help' button is located at the bottom left, and 'SAVE AND EXIT' and 'PREVIOUS' buttons are at the bottom right.

**Basics**

**Location**

**Description**

Amenities

Pricing

Availability

Photos

Publish

### What's unique and wonderful about your property?

Every room and home is unique. Tell us why yours stands out.  
\* For now, we only support English.

#### Name your property

This is what travelers will see first. Make it count and show off your language skills! Don't worry, we'll create a title for you in all other languages Agoda is available in.

50

#### Describe your place

Why should a traveler choose to stay at your property?

Example:

- 5-minute walk to/from public transportation
- Family-friendly
- Big open space, with amazing views and natural light

2000

#### Things nearby (optional)

What popular attractions, restaurants, or activities can be found nearby?

Example:

- 5-minute drive to a popular attraction
- 10-minute walk to popular dining area
- 5-minute walk to local bars

2000

#### House rules (optional)

Let guests know what rules they should follow when staying at your property.

Example:

- No parties or group gatherings
- Quiet hours after 11:00 PM
- Garbage disposal should not be used

2000

#### How to get to your home

The more details, the better! We will automatically send these to guests once the booking is confirmed.

Example:

- Take Airport link to [destination] (airport to city)
- Transfer trains heading towards [stop] (urban transportation)
- Send me a message after transferring trains (personal instruction)

2000

#### Star rating

Give your home a rating to help set expectations for travelers stay. [Need Help?](#)

★ ★ ★ ★ ★

Help

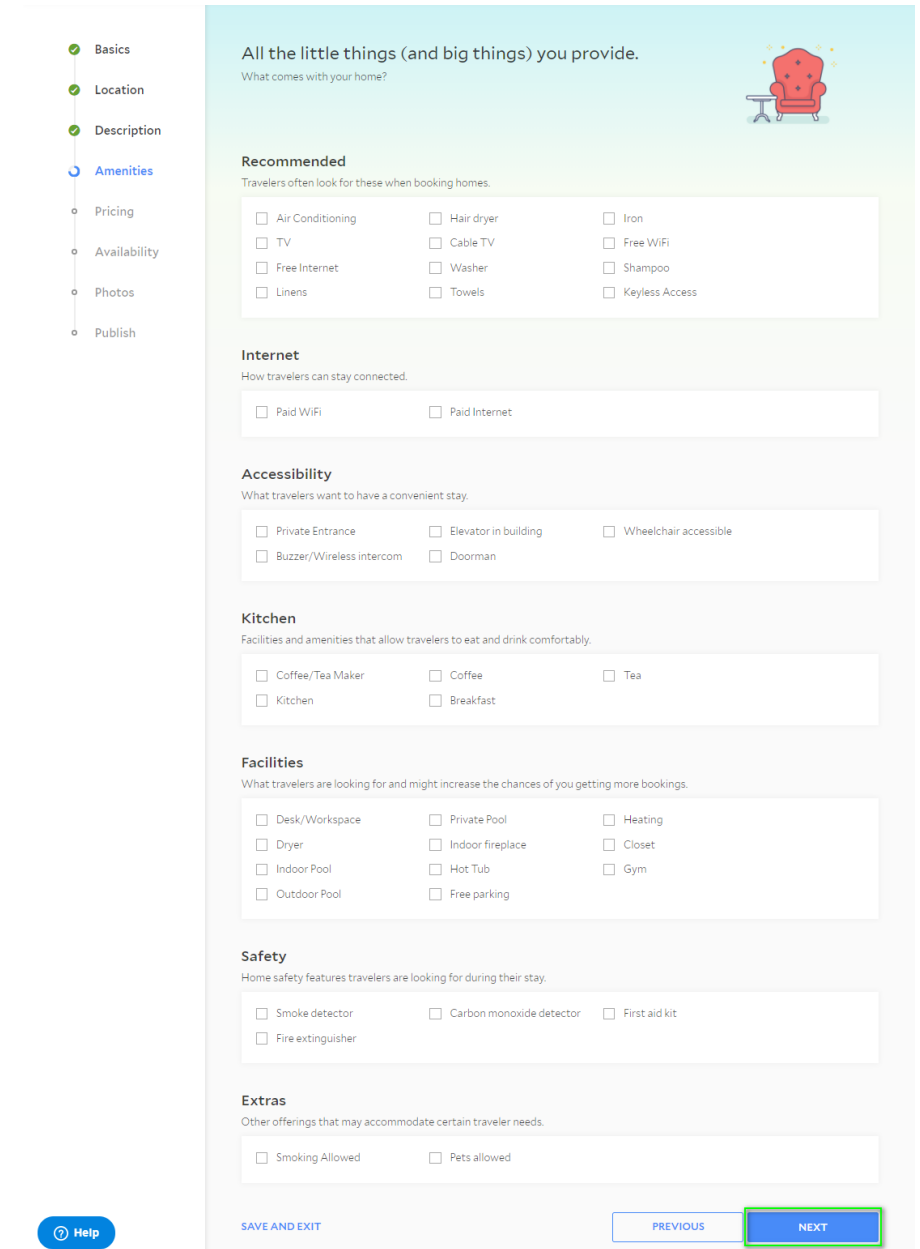
SAVE AND EXIT

PREVIOUS

**NEXT**

# Provide property amenities

1. Select all amenities available at your property
2. Minimum 3 amenities should be selected
3. Click **NEXT** to go to **Pricing**



The screenshot shows the 'Amenities' section of the Airbnb listing setup process. On the left is a vertical navigation menu with options: Basics, Location, Description, Amenities (highlighted), Pricing, Availability, Photos, and Publish. The main content area is titled 'All the little things (and big things) you provide. What comes with your home?' and features a red armchair icon. Below the title are several sections of amenities, each with a set of checkboxes:

- Recommended:** Air Conditioning, TV, Free Internet, Linens, Hair dryer, Cable TV, Washer, Towels, Iron, Free WiFi, Shampoo, Keyless Access.
- Internet:** Paid WiFi, Paid Internet.
- Accessibility:** Private Entrance, Buzzer/Wireless intercom, Elevator in building, Doorman, Wheelchair accessible.
- Kitchen:** Coffee/Tea Maker, Kitchen, Coffee, Breakfast, Tea.
- Facilities:** Desk/Workspace, Dryer, Indoor Pool, Outdoor Pool, Private Pool, Indoor fireplace, Hot Tub, Free parking, Heating, Closet, Gym.
- Safety:** Smoke detector, Fire extinguisher, Carbon monoxide detector, First aid kit.
- Extras:** Smoking Allowed, Pets allowed.

At the bottom of the form are three buttons: 'Help' (with a question mark icon), 'SAVE AND EXIT', and 'PREVIOUS' and 'NEXT' (with 'NEXT' highlighted by a green border).




# Set the prices

1. Provide the base rates
2. Select **Virtual credit card** as your payout method (mandated for properties managed by a channel manager)
3. Click **NEXT** to go to **Availability**

- ✓ Basics
- ✓ Location
- ✓ Description
- ✓ Amenities
- Pricing
- Availability
- Photos
- Publish

## Set your prices.

Choose your nightly room rates based on guests and other conditions.



### Base rates

We recommend you start off with a lower price to encourage bookings and help you gather reviews. Once your property is published, you can change your price in response to demand, set special rates for specific days, and add additional fees.

According to your settings, your property can accommodate up to 3 people. [CHANGE](#)

Rate per night for 1 guest  
 THB

Rate per night for 2 guests  
 THB

Rate per night for 3 guests  
 THB

### Payout method

Please select your preferred payout method. Additional information will be requested once your property is published on Agoda.

- Direct deposit to bank  
Using our secure payment system, we will send your payments directly to your bank account after the customer departs.
- Paypal deposit  
You will be prompted to enter your PayPal credentials, and we will send your payments to your PayPal account after the customer departs.
- Virtual credit card  
If you accept credit cards at your property, Agoda will provide you secure credit card numbers that can be entered into your system to retrieve payments.

[SAVE AND EXIT](#) [PREVIOUS](#) [NEXT](#)

# Set the availability

1. Make sure you select **Allow guests to book instantly**
2. Provide all conditions required
3. Leave Calendar Sync blank as rates and availability will be sync from your channel manager
4. Click **NEXT** to go to **Photos**

Basics  
Location  
Description  
Amenities  
Pricing  
Availability  
Photos  
Publish

## Declare your availability.

Define the minimum and maximum stays, advance booking options, and more.

### Reservation requests

**Allow guests to book instantly.**  
Guests can book my property without sending a reservation request.

**Require reservation requests.**  
Guests wishing to book my property must send a reservation request. I understand that this may reduce the number of bookings I receive.

### How many days into the future can guests book your property?

### Length of stay

Minimum nights per stay  
- 1 +

Maximum nights per stay  
 **No maximum nights per stay**  
 - 0 +

### Blocked dates

**My property is available for booking on any day.**

**My property is unavailable for booking on certain days.**  
Click on a date to block it out on your calendar. Guests will not be able to book on days that have been blocked out. You can add or remove blocked days after your listing is published.

### Calendar sync (optional)

Provide URLs for importing your calendars from our [supported company list](#), and we'll automatically update your property's availability on Agoda Homes with information from each.

Calendar name

Calendar address (URL)

[ADD ANOTHER CALENDAR](#)

### Cancellation policy

**Flexible**  
Guests can cancel up to 1 day prior to check-in for a 100% refund. In case of a no show, you will receive 100% of the booking price.

**Moderate**  
Guests can cancel up to 5 days prior to check-in for a 100% refund. In case of a no show, you will receive 100% of the booking price.

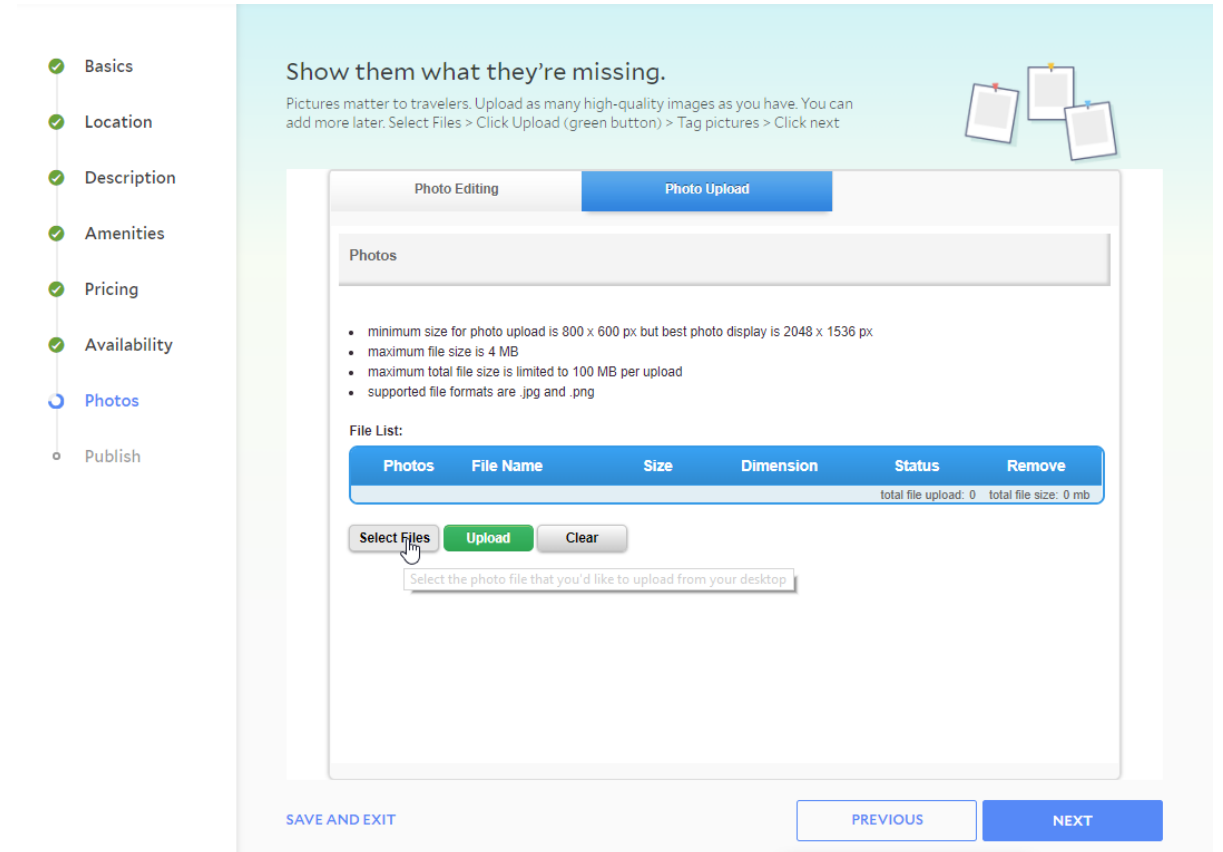
**Strict**  
Guests can cancel up to 7 days prior to check-in for a 50% refund. In case of a no show, you will receive 100% of the booking price.

[SAVE AND EXIT](#) [PREVIOUS](#) [NEXT](#)

# Provide photos

1. Click **Select Files** and select the photo files from your computer
2. Click **Upload**
3. Select the caption of each photo from the drop down
4. Click **NEXT** to go to **Publish**

**Note:** you can edit the photos by selecting the Photo Editing tab on the top of the section



The screenshot shows a user interface for uploading photos. On the left is a vertical sidebar with a progress indicator for various steps: Basics, Location, Description, Amenities, Pricing, Availability, Photos (highlighted in blue), and Publish. The main content area has a light blue header with the text "Show them what they're missing." and a sub-header "Pictures matter to travelers. Upload as many high-quality images as you have. You can add more later. Select Files > Click Upload (green button) > Tag pictures > Click next". Below this is a "Photo Editing" and "Photo Upload" tab interface. The "Photo Upload" tab is active. Underneath, there's a "Photos" section with a list of upload guidelines: minimum size for photo upload is 800 x 600 px but best photo display is 2048 x 1536 px, maximum file size is 4 MB, maximum total file size is limited to 100 MB per upload, and supported file formats are .jpg and .png. A "File List" table is shown with columns for Photos, File Name, Size, Dimension, Status, and Remove. Below the table are "Select Files", "Upload", and "Clear" buttons. A tooltip points to the "Select Files" button with the text "Select the photo file that you'd like to upload from your desktop". At the bottom of the interface are "SAVE AND EXIT", "PREVIOUS", and "NEXT" buttons.

Basics

Location

Description

Amenities

Pricing

Availability

**Photos**

Publish

Show them what they're missing.

Pictures matter to travelers. Upload as many high-quality images as you have. You can add more later. Select Files > Click Upload (green button) > Tag pictures > Click next

Photo Editing Photo Upload

Photos

- minimum size for photo upload is 800 x 600 px but best photo display is 2048 x 1536 px
- maximum file size is 4 MB
- maximum total file size is limited to 100 MB per upload
- supported file formats are .jpg and .png

File List:

| Photos                                     | File Name | Size | Dimension | Status | Remove |
|--|-----------|------|-----------|--------|--------|
| total file upload: 0 total file size: 0 mb |           |      |           |        |        |

Select Files Upload Clear

Select the photo file that you'd like to upload from your desktop

SAVE AND EXIT PREVIOUS NEXT


# Publish property on Agoda

1. Provide the contact information
2. Accept the terms and conditions
3. Click **Publish My Property**
4. Once published, you will see Agoda property ID on the top of the page.

- ✓ Basics
- ✓ Location
- ✓ Description
- ✓ Amenities
- ✓ Pricing
- ✓ Availability
- ✓ Photos
- Publish

### Sign your contract and let's get booking.

Just a few more details.



#### How can Agoda contact you?

Please provide your full legal name here for your contract with Agoda. If additional information is needed to list your property, we will contact you.

|                                      |                      |
|--------------------------------------|----------------------|
| First name                           | Last name            |
| <input type="text"/>                 | <input type="text"/> |
| Main phone number                    |                      |
| <input type="text"/>                 | <input type="text"/> |
| Language preference                  |                      |
| <input type="text" value="English"/> |                      |

#### Know your local laws, regulations, and taxes.

It is your responsibility to review local laws and taxes.

Be aware of your local regulations, laws, and tax obligations before you take bookings. Many countries and a number of cities have specific laws regarding using your property as a short term rental, for home sharing and/or for professional hosting. It is your responsibility to work within your own country's legal framework which may include obtaining the relevant license, permit or registration before taking bookings, and paying any applicable taxes on any income you generate from such bookings.

#### Accept the terms and conditions, and you're good to go.

I accept Agoda's [Terms and Conditions](#) and certify that I will follow all applicable laws and regulations.

SAVE AND EXIT

PREVIOUS

**PUBLISH MY PROPERTY**