



BIZ OÙ?

Running a Gîte in France

Your practical gîte & holiday rental checklist

HOW TO USE THIS CHECKLIST

Running a gîte is a business as well as a property. Work through this checklist at your own pace, tick each item as you complete it, and use the Summary Findings / Notes space to record decisions, contacts, improvements and things you still need to investigate.

1. Define Your Gîte Business

- ☐ Decide what type of accommodation you are offering — gîte, holiday cottage, villa, chambre d'hôte or other rental.
- ☐ Define your ideal guests and the experience you want to provide.
- ☐ Decide whether you will manage the property yourself or use local support.
- ☐ Set realistic occupancy, pricing and income expectations.
- ☐ Identify the busiest and quietest periods in your area.
- ☐ Think about what will make your property stand out from competing accommodation.

Summary Findings / Notes

2. Get Your Property Guest-Ready

- ☐ Check the property is safe, clean, comfortable and suitable for paying guests.
- ☐ Review bedrooms, bathrooms, kitchen equipment and essential facilities.
- ☐ Check heating, hot water, electricity, plumbing and internet.
- ☐ Make sure outdoor areas, pools, hot tubs and other guest facilities are safe and maintained.
- ☐ Prepare clear information and instructions for guests.
- ☐ Keep an inventory of furniture, equipment, linen and essential supplies.

Summary Findings / Notes

3. Understand Your Legal & Business Responsibilities

- ☐ Check the rules and registration requirements that apply to your type of accommodation.
- ☐ Understand relevant insurance requirements and arrange appropriate cover.
- ☐ Keep business and property records organised.
- ☐ Research tax and accounting obligations.
- ☐ Check any local licensing, safety or compliance requirements.
- ☐ Seek appropriate professional advice where required.
- ☐ Keep copies of important documents, certificates and policies.

Summary Findings / Notes

4. Set Up Cleaning & Changeovers

- ☐ Arrange reliable changeover cleaning between guests.
- ☐ Plan laundry and linen arrangements.
- ☐ Create a cleaning and inspection checklist.
- ☐ Arrange welcome preparation and restocking.
- ☐ Plan key holding and guest access.
- ☐ Have a backup plan for periods when your usual cleaner is unavailable.
- ☐ Allow enough time between bookings for a proper turnaround.

Summary Findings / Notes

5. Plan Maintenance & Emergency Repairs

- ☐ Create a list of trusted local trades and maintenance contacts.
- ☐ Identify electricians, plumbers, builders and handypersons.
- ☐ Have an emergency repair plan for guest-related problems.
- ☐ Keep details of warranties, suppliers and previous work.
- ☐ Deal with small problems before they become guest complaints.
- ☐ Arrange regular property maintenance rather than relying only on reactive repairs.

Summary Findings / Notes

6. Look After Gardens, Pools & Outdoor Spaces

- ☐ Arrange regular garden maintenance.
- ☐ Plan pool and hot tub servicing where applicable.
- ☐ Arrange landscaping, tree care and outdoor cleaning as required.
- ☐ Prepare the property for seasonal weather.
- ☐ Check outdoor furniture, lighting and guest facilities.
- ☐ Make sure outdoor areas are safe, clean and ready before guests arrive.

Summary Findings / Notes

7. Create a Great Guest Experience

- ☐ Plan a smooth arrival and check-in process.
- ☐ Provide clear information about the property and local area.
- ☐ Consider welcome hampers or other arrival touches.
- ☐ Identify local experiences, tours and activities you can recommend.
- ☐ Consider additional services such as private chefs, transfers, babysitting or wellness services.
- ☐ Create a process for responding quickly to guest questions and problems.
- ☐ Ask guests for feedback and use it to improve the experience.

Summary Findings / Notes

8. Market Your Gîte

- ☐ Take professional-quality photographs of the property.
- ☐ Write clear, accurate and appealing accommodation descriptions.
- ☐ Keep your website and booking profiles up to date.
- ☐ Review your pricing and availability regularly.
- ☐ Use social media where it makes sense for your target guests.
- ☐ Consider branding and consistent visual presentation.
- ☐ Review booking platform performance and look for ways to improve visibility.

Summary Findings / Notes

9. Manage Bookings & Guest Communication

- ☐ Keep an accurate booking calendar.
- ☐ Set clear booking, cancellation and payment terms.
- ☐ Prepare standard guest communications for enquiries, arrival and departure.
- ☐ Keep guest information organised and secure.
- ☐ Have a clear process for deposits, payments and refunds where applicable.
- ☐ Plan how you will handle complaints, emergencies and unexpected changes.

Summary Findings / Notes

10. Build Your Trusted Local Team

- ☐ Identify the local businesses you need to run the property smoothly.
- ☐ Keep trusted contacts for cleaning, maintenance, gardens and pools.
- ☐ Identify local suppliers for linen, consumables and guest supplies.
- ☐ Consider marketing, photography, website and social media support.
- ☐ Keep professional contacts for insurance, accounting, tax and administrative support.
- ☐ Have backup suppliers wherever a service is critical to your operation.

Summary Findings / Notes

11. Review & Improve Your Gîte Business

- ☐ Review guest feedback and recurring issues.
- ☐ Track occupancy, income and key running costs.
- ☐ Identify maintenance or improvement priorities.
- ☐ Review your pricing and marketing performance.
- ☐ Look for ways to improve the guest experience.
- ☐ Plan your quieter periods for maintenance, improvements and marketing.
- ☐ Write down the three most important actions you need to take next.

Summary Findings / Notes

Explore Your Local Area

Great guest experiences often start with great local experiences. Explore Biz Oû?'s recommended **Places to Visit** and build your own list of things guests can see and do.

WHAT DO I NEED?

Need a cleaner, plumber, gardener, pool specialist, photographer or another local service? Use **Biz Oû? Smart Search** to tell us what you need and where you need it.

Your Gîte Business Summary

What is working well? Where are the biggest gaps? What do guests value most? What are your next three actions?

Important: This checklist is a planning aid, not legal, tax, accounting, insurance or business advice. Requirements for holiday accommodation can vary according to the property, location and type of activity. Always check current official information and obtain appropriate professional advice where necessary.