NON-CONVENTIONAL LODGING CHECKLIST

If travelers disregard the International Operations' recommendation regarding home-sharing, travelers should:

BEFORE BOOKING

- Review the UMB Procedure on Business Travel for Employees and the UMB Procedure on Business Travel for Nonemployees.
- Look for properties rented by Verified Hosts and/or Superhosts. These individuals have been vetted by listing companies, which confirms their online identity (i.e., they are who they say they are). There is an enhanced risk when renting from unverified hosts (i.e., they may not be who they report to be on the site).
- A host with a higher number of positive reviews is better than a host with fewer reviews.
    - Closely read any negative reviews and avoid properties that have several or mention
    - recuring issues.
- Ask questions about the safety features of the home/room. For example, determine if the residence has operational locks, smoke detectors, fire extinguishers, alarm systems, etc.

AFTER BOOKING

- Once you are given an address, do some research on the neighborhood and surrounding community. If you have doubts about the location or concerns about the host's reliability, trust your instincts and look for another alternative.
- Check how far the accommodation is from your campus, class, conference, or work location, and understand how you will travel to and from the residence.
- Ensure that you have adequate cell service or a viable method of communication at your listing. Make sure that you have a charged cell phone and have programmed the emergency telephone number for local emergency services in your phone.
- Let others know where you'll stay - including the address, host's name, and contact information. Tell someone you'll check in with them about an hour after the scheduled meeting to report that you're safe and satisfied with the circumstances.

UPON ARRIVAL

- Have a backup plan. If you are unsatisfied with the listing or if something doesn't feel right, leave immediately and find alternate accommodation.

SAFETY AND SECURITY CONSIDERATION

- Consult the UMB Hotel Check-in and Room Survey checklist.
- Be sure to arrive during daylight hours for your check-in; never arrive at your accommodation for the first time late at night (especially if you are alone). Have a backup plan if your flight is delayed.
- Ensure that the building, outside and inside, is in good physical condition (integrity of walls, balconies, outlets). For example, check that there are no exposed electrical wires or other visible fire hazards.
- Ensure that your bedroom and the entire accommodation, including windows, can be locked from inside.
- Ensure that windows have frosted glass or window coverings to provide privacy.
- If there is a balcony, ensure it is not easily accessible by neighbors or strangers, mainly if located on a busy street.
- Check whether the property has adequate fire-life safety measures such as:
    - Clearly marked exits, alarms, sprinklers, and fire extinguishers
    - Posted emergency fire evacuation plans
    - Properly installed smoke and carbon monoxide detectors
- Ensure emergency exits are locked at the bottom floor and accessible only to residents.
- Preferably, the house and/or the community should be gated.
- There are exterior lights, and the surrounding area is well-lit.
- Confirm whether the Wi-Fi is private before connecting to it.