

STAYO

How to List Your Property on STAYO

Guide for Property Owners

A simple, step-by-step guide. Create your host account, add your property and publish your first listing on www.stayo.net.

PART 1

Create your account

PART 2

Add your property (8 steps)

PART 3

Publish and approval

Before you start

Have these things ready. It makes the process fast and easy.

☐

An email address

You will get a 6-digit code by email to confirm your account.

☐

Your property address

Street, district and city.

☐

At least 5 good photos

Bright, clear photos of every room. JPEG, PNG or WebP, up to 10 MB each.

☐

Your nightly price (SAR)

How much you want to charge for one night.

☐

Your house rules

For example: no smoking, no parties, quiet hours.

☐

Check-in and check-out times

For example: check-in after 3:00 PM, check-out by 12:00 PM.

☐

Ownership or verification document (optional)

A title deed, utility bill or rental agreement. PDF, JPG, PNG or DOC, up to 10 MB.

Time needed: about 20–30 minutes. You can use a computer or a phone. A computer is easier for uploading photos.

What you will do

Part 1

Create your free STAYO account and confirm your email.

Part 2

Add your property in 8 short steps: home type, location, details, amenities, house rules, photos, price and final details.

Part 3

Publish your listing. The STAYO team reviews it and approves it.

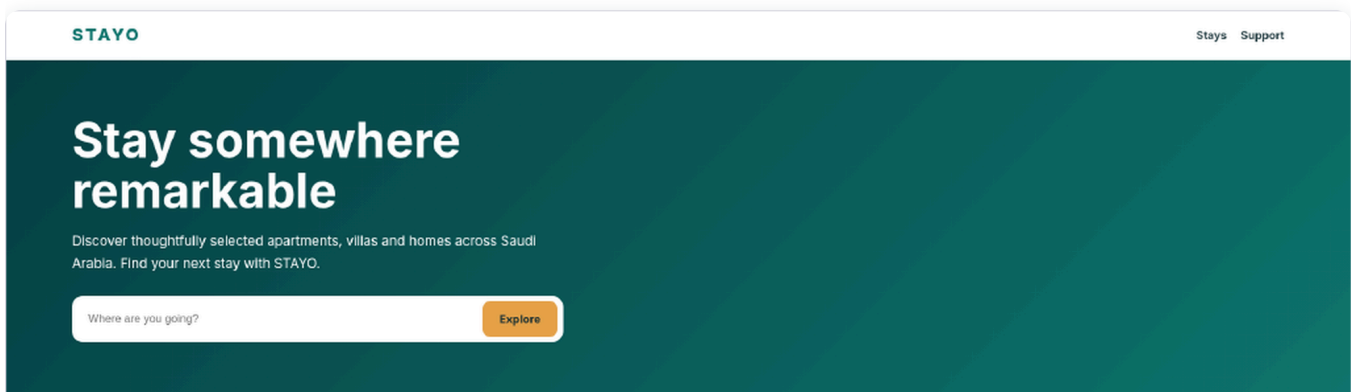
PART 1

Create your account

You need a free STAYO account to list your property.

1.1 Open the STAYO website

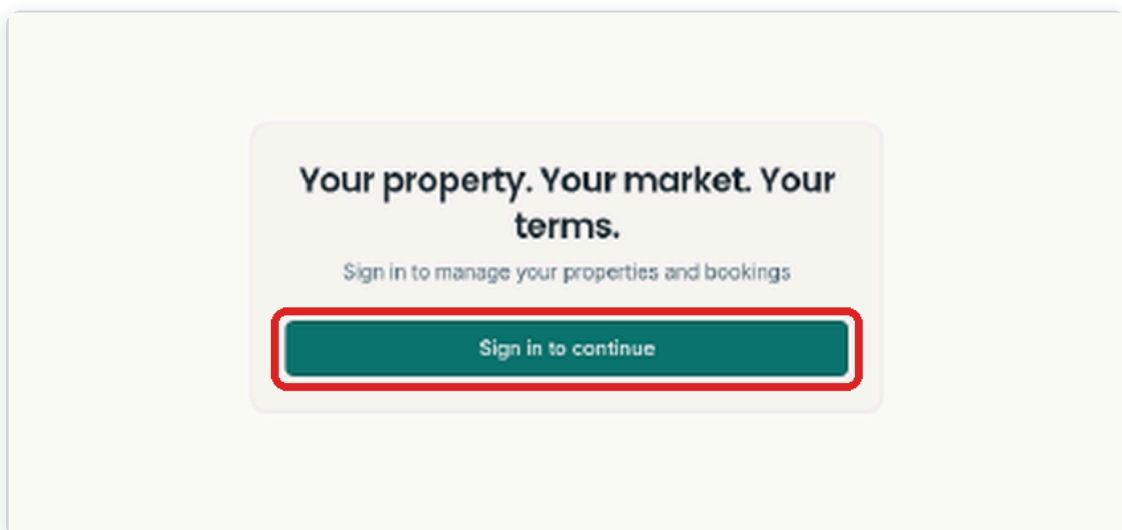
1. Go to **www.stayo.net** in your web browser.
2. Click **Login** at the top right of the page.
3. Shortcut: type **www.stayo.net/host** to open the owners' area directly.



The STAYO home page.

1.2 Open the host area

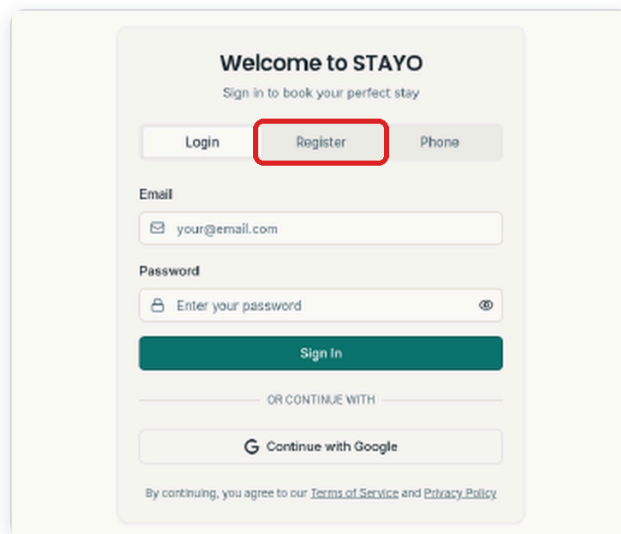
1. On the host page, click **Sign in to continue**.



The host page at www.stayo.net/host.

1.3 Choose "Register"

1. You will see three tabs: Login, Register and Phone.
2. New owner? Click **Register**.
3. Already have an account? Use **Login** and go to Part 2.

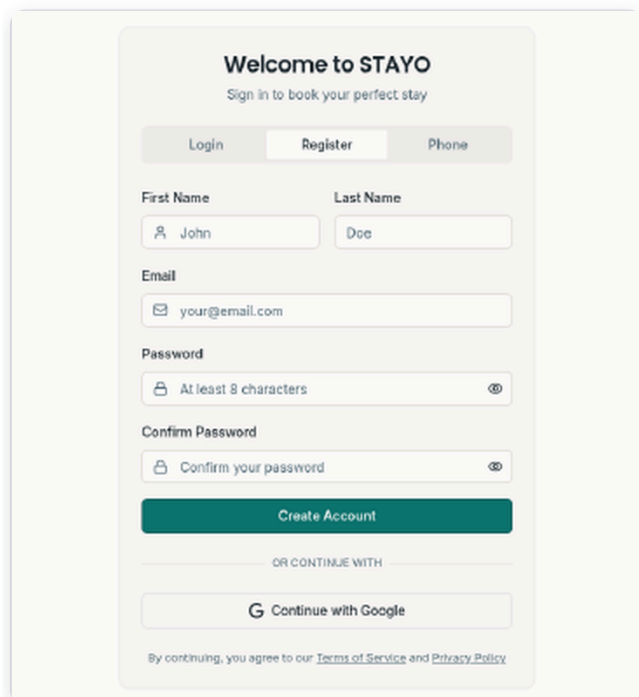


The screenshot shows the 'Welcome to STAYO' sign-in page. At the top, it says 'Sign in to book your perfect stay'. Below this are three tabs: 'Login', 'Register' (which is highlighted with a red box), and 'Phone'. Under the 'Register' tab, there are input fields for 'Email' (containing 'your@email.com') and 'Password' (with a placeholder 'Enter your password'). Below these fields is a green 'Sign In' button. Further down, there is a section 'OR CONTINUE WITH' followed by a 'Continue with Google' button. At the bottom, a small text line reads 'By continuing, you agree to our [Terms of Service](#) and [Privacy Policy](#)'.

The sign-in page. Click the Register tab.

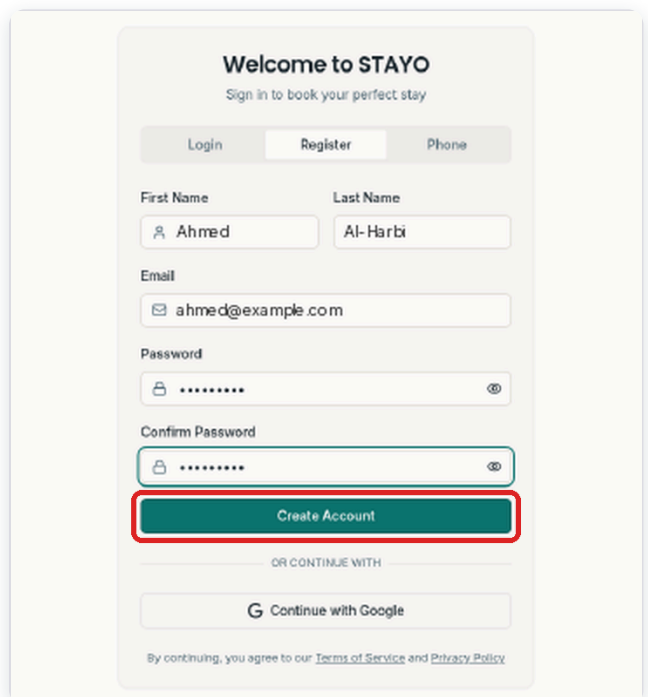
1.4 Fill in your details

1. Type your first name, last name and email address.
2. Choose a password with at least 8 characters. Type it again in **Confirm Password**.
3. Click **Create Account**.



This screenshot shows the registration form with all fields empty. The tabs 'Login', 'Register', and 'Phone' are at the top, with 'Register' selected. The form fields are: 'First Name' (placeholder 'John'), 'Last Name' (placeholder 'Doe'), 'Email' (placeholder 'your@email.com'), 'Password' (placeholder 'At least 8 characters'), and 'Confirm Password' (placeholder 'Confirm your password'). A green 'Create Account' button is located below the password fields. Below this is a 'Continue with Google' button and a footer line: 'By continuing, you agree to our [Terms of Service](#) and [Privacy Policy](#)'.

The empty form.

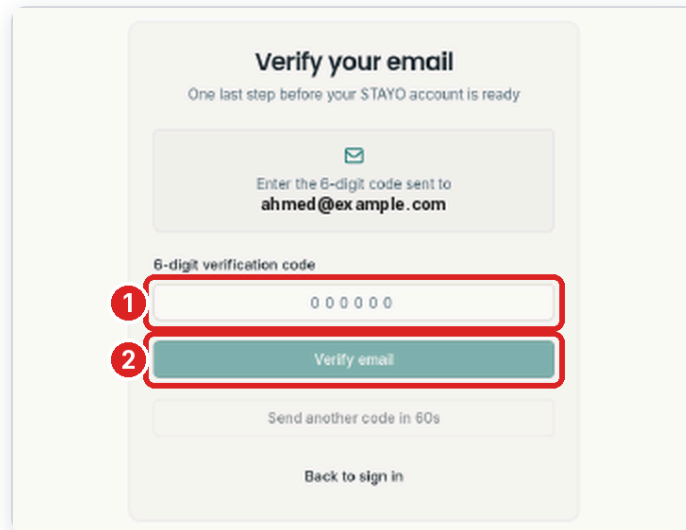


This screenshot shows the same registration form, but now it is filled with example data. The 'First Name' field contains 'Ahmed', 'Last Name' contains 'Al-Harbi', and 'Email' contains 'ahmed@example.com'. The 'Password' and 'Confirm Password' fields both contain eight dots. The green 'Create Account' button is now highlighted with a red box. The rest of the page, including the 'Continue with Google' button and the footer, remains the same as in the previous screenshot.

The filled form. Then click Create Account.

1.5 Confirm your email

1. Open your email. Find the message from STAYO with a 6-digit code.
2. Type the code in the box **(1)**. Click **Verify email (2)**.

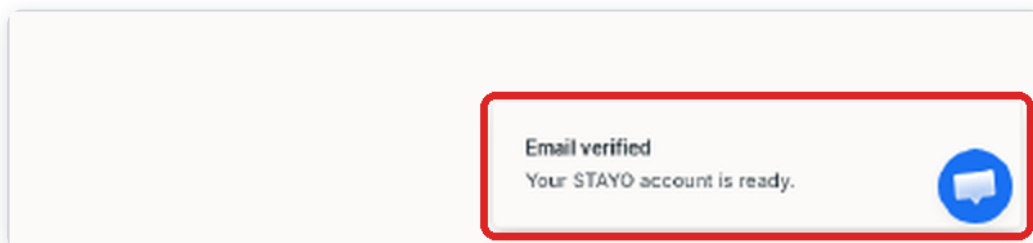


The "Verify your email" screen.

No code? Check your Spam or Promotions folder. Wait 60 seconds, then click **Send another code**. The code can take a few minutes to arrive.

1.6 Your account is ready

1. You will see the message **"Email verified – Your STAYO account is ready."**
2. Wait a moment. STAYO opens your Host Dashboard.



The confirmation message (bottom right of the screen).

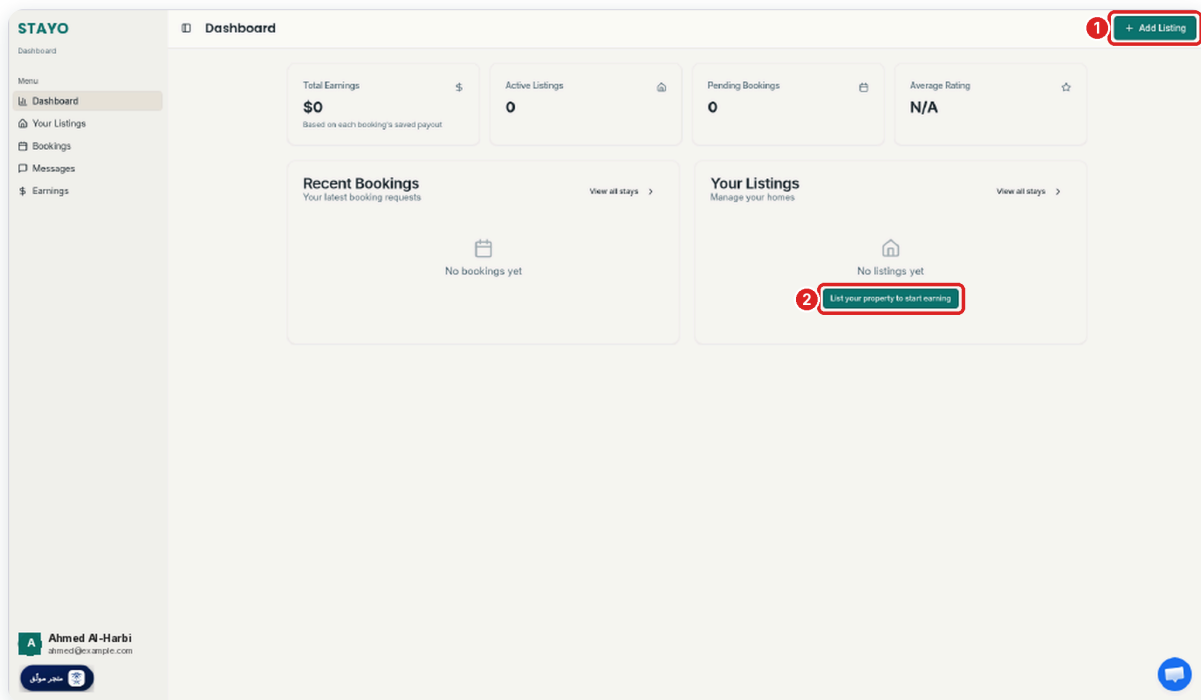
PART 2

Add your property

8 short steps. The bar at the top shows which step you are on.

Start Your Host Dashboard

1. Click **Add Listing** at the top right (1), or **List your property to start earning** (2).
2. The menu on the left has: **Your Listings**, **Bookings**, **Messages** and **Earnings**.



The Host Dashboard.

Need a break? Click **Save Draft** at the top right of any step. You can finish later.

Step 1 of 8 Home type

1. Choose the type of home, for example **Apartment**, **Villa** or **House** (1).
2. Click **Next** (2).

"Apartment" is selected. Then click Next.

Step 2 of 8 Location

1. Type your **Street Address** (1). Or click **Detect My Location** if you are at the property.
2. Choose your **Country**: **Saudi Arabia** (2).

Type the address and choose Saudi Arabia.

Step 2 of 8 Location (continued)

1. Choose your **City**, for example Jeddah **(1)**.
2. Optional: click **Pin location on map (2)**. Zoom in (+) to your city, then click your building to place the pin.
3. Click **Next**.

Step 2 of 8: Location

Where is your home located?
Guests will see this after they book

[Detect My Location](#)

Street Address
Prince Faisal bin Fahd Rd, Al Shati

City
1 Jeddah

Country
Saudi Arabia

2 [Hide map](#)

Click on the map to pin your property location

Back Next

City selected and the map open. The map starts zoomed out, so zoom in first.

Good to know: Guests see your full address only after they book.

Step 3 of 8 Describe your place

1. Write a short, clear **Title (1)**. Example: "Sea Breeze Apartment – Al Shati, Jeddah".
2. Write a **Description (2)**: the rooms, what is nearby, and what makes it special.
3. Enter the number of **Bedrooms**, **Beds**, **Bathrooms** and **Max Guests (3)**.

Describe your place
Share what makes your home special

Title
1 Sea Breeze Serviced Apartment – Al Shati, Jeddah
Create a catchy title that describes your place

Description
2 Bright 2-bedroom serviced apartment a short walk from the Jeddah Corniche. Fully furnished with a modern kitchen, fast Wi-Fi, smart TV and a private balcony with sea views. Guests have access to the building pool and free parking. Ideal for families and business travellers. Self check-in, 24/7 support and professional cleaning before every stay.

Bedrooms 3 2 **Beds** 3 **Bathrooms** 2 **Max Guests** 4

Example: 2 bedrooms, 3 beds, 2 bathrooms, 4 guests.

Step 3 of 8 Set up each bedroom

1. Under **Bedroom Configuration**, choose the bed type in each bedroom (Double, Single...) (1).
2. More than one bed in a room? Click **+ Add Bed (2)**. Then click **Next**.

Bedroom Configuration
Specify the bed types in each bedroom

Bedroom 1
Double x 1
+ Add Bed

Bedroom 2
1 Double x 1
2 Single x 1
+ Add Bed

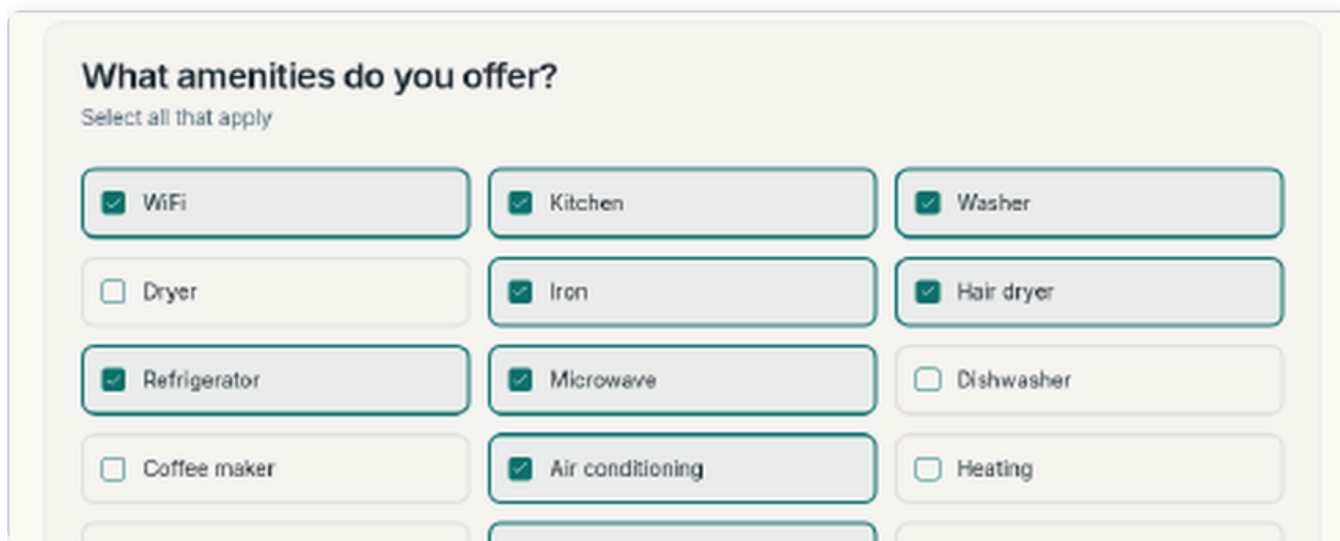
← Back Next →

Bedroom 2 has one double bed and one single bed.

Check: the **Beds** number and the beds in your bedrooms are set separately. Make them match.
Example: 3 beds = 1 bed in Bedroom 1 + 2 beds in Bedroom 2.

Step 4 of 8 Amenities

1. Tick everything your property has. For example: WiFi, Kitchen, Washer, TV, Air conditioning, Pool, Balcony, Free parking, Elevator, Workspace, Hair dryer, Iron, Ocean view.
2. Scroll down to see the full list. Then click **Next**.

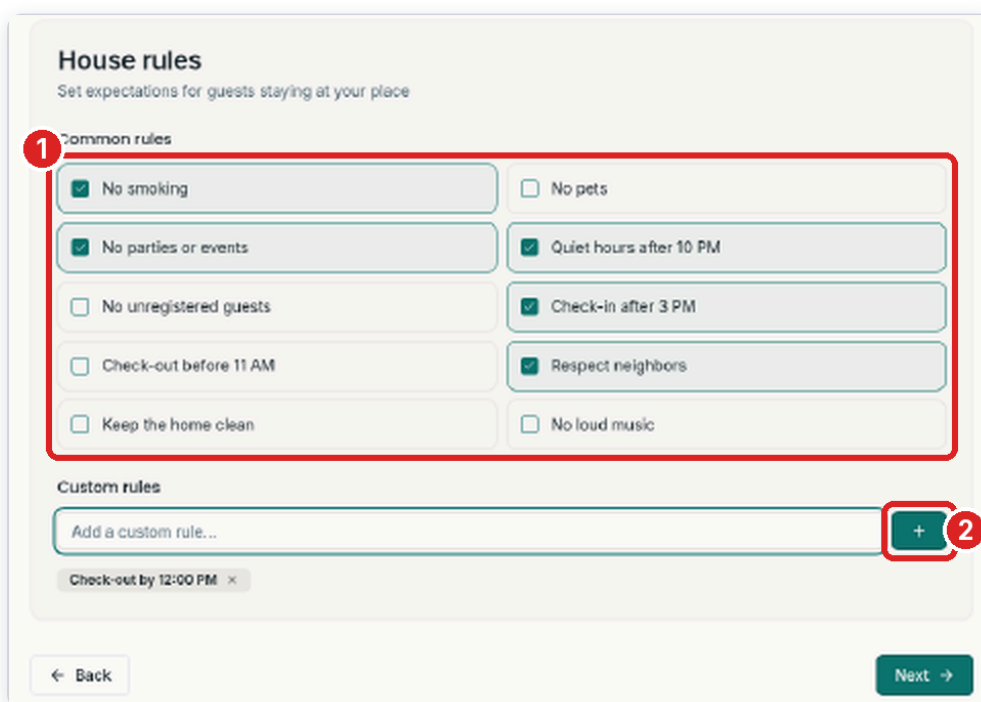


Ticked items show a green check mark.

Be honest: only tick what you really have. Guests will expect it.

Step 5 of 8 House rules

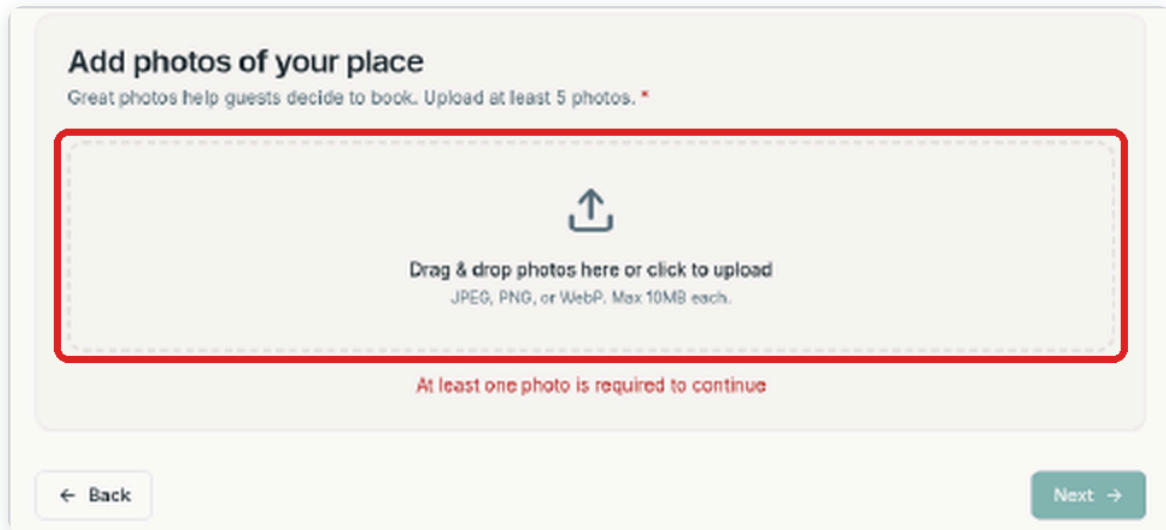
1. Tick your rules, for example **No smoking**, **No parties or events**, **Check-in after 3 PM (1)**.
2. Have another rule? Type it under **Custom rules** and click **+** (2). Then click **Next**.



Example custom rule: "Check-out by 12:00 PM".

Step 6 of 8 Photos

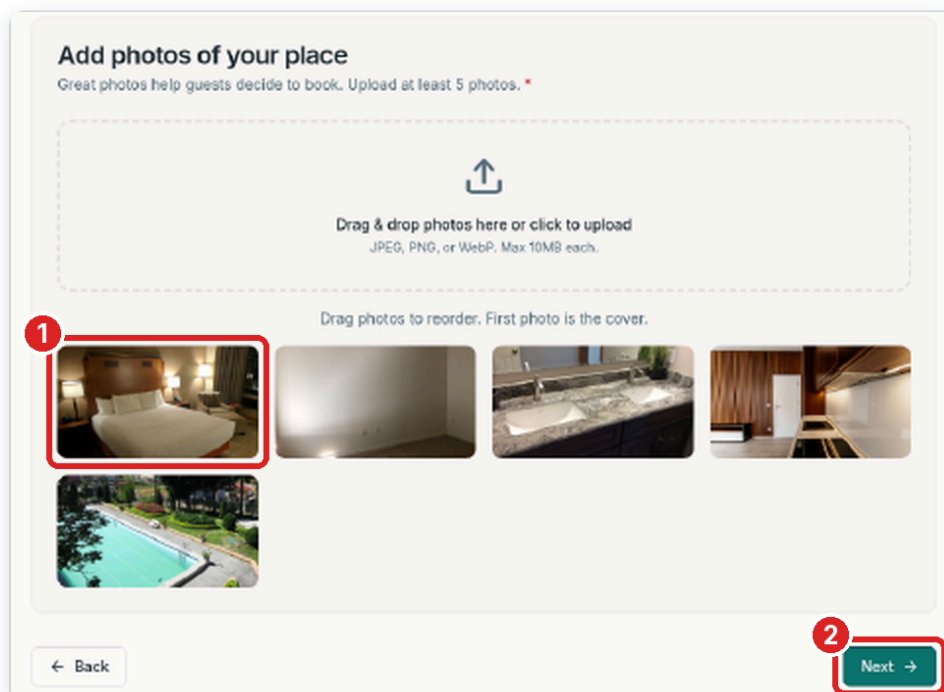
1. Click the upload box, or drag your photos into it.
2. Upload **at least 5 photos**.



The empty photo box.

Step 6 of 8 Photos (continued)

1. The **first photo is your cover photo (1)**. Drag photos to change the order.
2. Click **Next (2)**.



5 photos uploaded. The bedroom photo is the cover.

Photo tips: take photos in daylight with lights on. Hold the phone sideways (landscape). Show every room. Use real photos of your own property.

Step 7 of 8 Pricing

1. Type your price for one night in Saudi Riyals **(1)**. Example: **450**.
2. The calculator shows what the guest pays and what **you earn (2)**. Then click **Next**.

SR **450** ¹
per night

Pricing Calculator

What guests pay

Your nightly rate	SAR 450
Guest service fee (15%)	+ SAR 67.5
Total guest pays	SAR 517.5

per night, before taxes

↓

Your earnings

Your nightly rate	SAR 450
Host service fee (15%)	- SAR 67.5
You earn	SAR 382.5

²

Price SAR 450: the guest pays SAR 517.5, you earn SAR 382.5.

How the fee works: STAYO adds a 15% service fee for the guest ($450 + 67.5 = 517.5$) and takes a 15% service fee from your price ($450 - 67.5 = 382.5$). You can change your price later.

Step 8 of 8 Final details

1. **Cleaning fee** (optional) **(1)** and your **Check-in / Check-out time** **(2)**.
2. Choose a **Cancellation Policy** **(3)**, for example "Flexible – full refund up to 24 hours before".
3. Optional: click **Upload Document** **(4)** to add proof of ownership (deed, utility bill or rental agreement).

The screenshot shows the 'Final details' form with the following elements:

- Final details**
Add cleaning fee, check-in times, and policies
- Cleaning fee (optional)**
1. Input field containing '\$ 0'
- Check-in time**
2. Input field containing '03:00 PM' with a clock icon
- Check-out time**
Input field containing '11:00 AM' with a clock icon
- Self Check-in Instructions**
Provide instructions for guests to check themselves in (e.g., door code, lockbox location, key pickup)
Enter the door code 1234 on the keypad. The lockbox with the key is located next to the main entrance...
- Cancellation Policy**
3. Dropdown menu showing 'Flexible - Full refund up to 24 hours before'
- Property Verification Document**
Upload a document proving property ownership (deed, utility bill, or rental agreement)
4. 'Upload Document' button with a document icon
- Accepted formats: PDF, JPG, PNG, DOC (max 10MB)
- Navigation: '← Back' button and 'Publish Listing' button

The Final details page.

Check-out time: it starts at 11:00 AM. Change it if your check-out time is different.

Step 8 of 8 Self check-in and publish

1. Write **Self Check-in Instructions (1)**: where the key or lockbox is, and how guests get the code.
2. Check everything. Then click **Publish Listing (2)**.

The screenshot shows a form titled 'Self Check-in Instructions' with the subtitle 'Provide instructions for guests to check themselves in (e.g., door code, lockbox location, key pickup)'. A red box with a '1' highlights the text area containing the instruction: 'Self check-in: a lockbox with the key is next to the main entrance. The access code will be sent to you in the booking chat on the day of arrival. Our team is available 24/7 for support.' Below this is a 'Cancellation Policy' dropdown menu set to 'Flexible - Full refund up to 24 hours before'. Underneath is a 'Property Verification Document' section with an 'Upload Document' button and a note about accepted formats: PDF, JPG, PNG, DOC (max 10MB). At the bottom left is a 'Back' button, and at the bottom right is a 'Publish Listing' button, which is highlighted with a red box and a '2'.

Instructions filled in. Click Publish Listing.

Privacy: do not write your real door code here. Send it to the guest in the booking chat on the day of arrival.

Publish and approval

Your listing is sent to the STAYO team for review.

3.1 Click once and wait

1. The button changes to **"Saving..."**.
2. Publishing takes about **30–40 seconds**. Please wait.

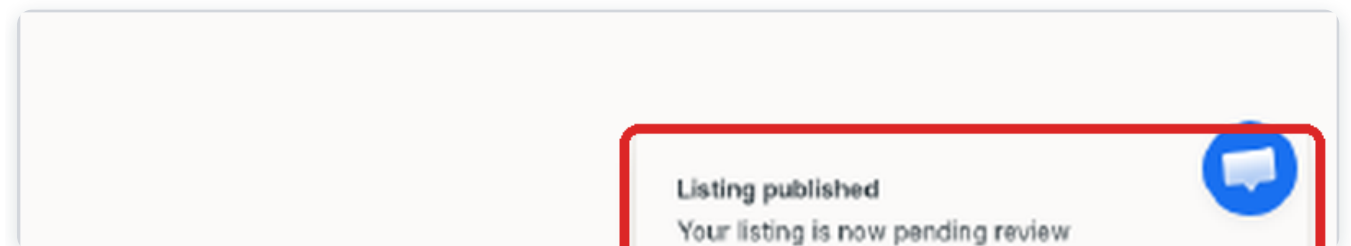


The button shows "Saving..." while your listing uploads.

Important: click **Publish Listing only once**. Do not close the page or click again. Clicking again can create a second copy of your listing.

3.2 Listing published

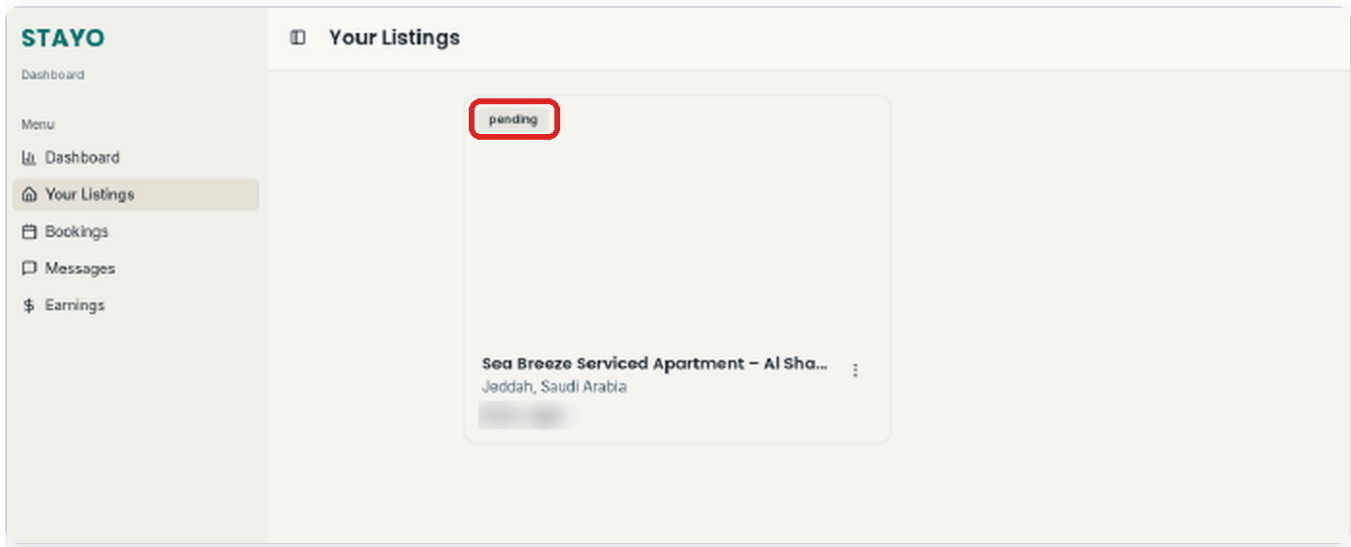
1. You will see the message **"Listing published – Your listing is now pending review."**



The success message (bottom right of the screen).

3.3 Wait for approval

1. Go to **Your Listings** in the left menu. Your property shows a **"pending"** label.
2. The STAYO team checks your listing. When it is approved, guests can find and book it.



Your new listing with the "pending" label.

Want to change something? Open **Your Listings** and click the **:** button on your listing card to see more options. You can also contact STAYO Support.

Tips for a great listing

- **Great photos get more bookings.** Use bright, clear, landscape photos. Show every room, the bathroom, the kitchen and the view.
- **Pick a strong cover photo.** Use your best room or view as the first photo.
- **Write a clear title.** Say the type of home and the area. Example: "Family Villa with Pool – Al Malqa, Riyadh".
- **Describe the area.** Mention nearby places: the Corniche, malls, the Haram, the airport or main roads.
- **Set a fair price.** Look at similar places in your area. You can change your price at any time.
- **Keep your details correct.** Beds, guests and amenities must match the real property.
- **Make check-in easy.** Give clear self check-in instructions and correct check-in and check-out times.
- **Reply quickly.** Check **Messages** and **Bookings** often. Fast replies build trust with guests.
- **Keep it clean.** A clean home brings good reviews and more guests.

Need help?

Our team is happy to help you with your listing.

1. Go to **www.stayo.net**.
2. Click **Support** at the top right of the page.
3. Tell us your name, your listing title and what you need help with.



The Support link on the STAYO website.

Thank you for choosing STAYO. We look forward to welcoming guests to your property.