

Corporate Housing Booking Checklist

CHECKLIST



What to know before requesting furnished housing options for employees, interns, relocations, or project teams.

Use this checklist to gather the details that help a housing provider recommend the right furnished apartments, lease terms, locations, budget structure, and support model. Fill in what you know, flag what is still flexible, and share it with your housing partner before requesting options.

Use this checklist to track preferences and where you're flexible. Share it with your housing partner so they can match you with the right apartments, lease terms, and budget.

Request Snapshot

Request by		Company/program	
Primary market(s)		Target move-in date	
Estimated stay length		Number of travelers/units	
Budget guidance		Decision deadline	

1. Stay Details

Start with the basic parameters. These details help narrow availability and avoid mismatched options. Start with essential details to narrow availability and increase relevancy.

Check	Planning Item	Notes/details to confirm
<input type="checkbox"/>	Destination city or market	Include preferred neighborhoods, suburbs, or boundaries when known.
<input type="checkbox"/>	Move-in and move-out dates	Note whether dates are firm, flexible, staggered, or likely to change.
<input type="checkbox"/>	Estimated length of stay	Include minimum term needs and whether extensions are likely.
<input type="checkbox"/>	Number of employees and units	Clarify whether employees need individual apartments or can share larger units.
<input type="checkbox"/>	Unit type and bedroom count	Studio, 1-bedroom, 2-bedroom, 3-bedroom, single-family home, or other setup.

2. Location, Commute and Access

Corporate housing works best when location supports the reason for the stay. Specify ideal locations for project housing.

Check	Planning Item	Notes/details to confirm
<input type="checkbox"/>	Office, project site, campus, or training address	Provide the primary destination address and any secondary locations.
<input type="checkbox"/>	Maximum commute tolerance	Define ideal drive time, public transit access, walkability, or shuttle needs.
<input type="checkbox"/>	Transportation needs	Parking, EV charging, airport proximity, public transit, or rental car considerations.
<input type="checkbox"/>	Schedule considerations	Shift work, early starts, rotating crews, weekend work, or after-hours access.

3. Employee and Traveler Needs

Small details can make a major difference in comfort, compliance, and employee experience. Help your provider understand priorities to create the best possible experience.

Check	Planning Item	Notes/details to confirm
<input type="checkbox"/>	Pet requirements	Type, breed, weight, pet fees, and any property restrictions.
<input type="checkbox"/>	Family or dependent needs	School proximity, extra bedrooms, family-friendly amenities, or crib/highchair needs.
<input type="checkbox"/>	Accessibility needs	Elevator access, first-floor units, accessible parking, or mobility considerations.
<input type="checkbox"/>	Work-from-home needs	Reliable internet, desk space, quiet environment, or meeting-friendly layout.
<input type="checkbox"/>	Must-have amenities	Laundry, full kitchen, gym, pool, outdoor space, security, package handling, or housekeeping.

4. Budget, Billing, and Reporting

Clarify what you want included in the rate so your partner can give you accurate options to compare.

Check	Planning Item	Notes/details to confirm
<input type="checkbox"/>	Budget range or policy limit	Monthly budget, per diem guidance, project budget, or relocation allowance.
<input type="checkbox"/>	Rate inclusions	Furniture, housewares, utilities, internet, parking, taxes, fees, and cleaning expectations.
<input type="checkbox"/>	Billing contact and approval process	Who approves, who receives invoices, and whether a PO or cost center is required.
<input type="checkbox"/>	Reporting needs	Consolidated billing, project codes, employee lists, cost summaries, or occupancy reporting.
<input type="checkbox"/>	Payment preferences	Direct bill, credit card, ACH, client-paid, employee-paid, or split billing.

5. Lease Flexibility and Change Management

Flexible terms are often the difference between a smooth program and administrative stress. Provide details about your flexibility to ensure a frictionless solution.

Check	Planning Item	Notes/details to confirm
<input type="checkbox"/>	Minimum stay requirements	Confirm whether the stay requires 30+ days, month-to-month flexibility, or a fixed term.
<input type="checkbox"/>	Extension likelihood	Note who approves extensions and how much notice is typically available.
<input type="checkbox"/>	Early departure needs	Ask how early departures, date changes, and termination notices are handled.
<input type="checkbox"/>	Staggered move-ins or move-outs	Important for intern groups, project teams, training cohorts, or phased relocations.
<input type="checkbox"/>	Guest changes	Clarify whether travelers may rotate in and out of the same unit during a project.

6. Program Type and Scale

Different housing programs require different levels of planning, support, and coordination. Share program details, compliance requirements, and desired amount of support.

Check	Planning Item	Notes/details to confirm
<input type="checkbox"/>	Relocation or new-hire support	Consider family needs, school timing, lease flexibility, and proximity to the new workplace.
<input type="checkbox"/>	Intern or training program	Plan for consistent locations, group proximity, safety, budget control, and arrival coordination.
<input type="checkbox"/>	Project team or workforce housing	Prioritize scalability, commute, reporting, parking, and flexible extension management.
<input type="checkbox"/>	Multi-city or global program	Confirm whether one provider can support multiple markets with consistent service and billing.
<input type="checkbox"/>	Compliance requirements	Government, per diem, insurance, procurement, risk, security, or documentation needs.

7. Service and Support Expectations

The right provider should make the housing process easier for both the company and the traveler. Set expectations by understanding processes.

Check	Planning Item	Notes/details to confirm
<input type="checkbox"/>	Dedicated point of contact	Identify who coordinates options, approvals, move-ins, extensions, and issue resolution.
<input type="checkbox"/>	Move-in communication	Confirm arrival instructions, keys/access, parking, Wi-Fi, and emergency contacts.
<input type="checkbox"/>	Maintenance process	Ask how service requests are submitted, tracked, and escalated.
<input type="checkbox"/>	After-hours support	Confirm whether travelers have 24/7 support for urgent needs.
<input type="checkbox"/>	Employee communication support	Templates, check-in instructions, local information, or arrival guides.

Questions to Ask Before You Book

Question	Why it matters
What is included in the quoted rate?	Helps compare total cost instead of looking only at the base monthly rate.
What lease terms are available?	Confirms minimum stay, extension rules, early departure options, and notice requirements.
How are pets, parking, and utilities handled?	These details can affect both traveler satisfaction and total program cost.
What happens if dates or headcount change?	Important for relocations, intern programs, and project-based work with shifting timelines.
Can the provider support multiple employees or markets?	Determines whether the solution can scale beyond a one-off stay.
What reporting or invoicing can be provided?	Supports finance, procurement, project tracking, and internal visibility.
What support is available after move-in?	Ensures travelers know who to contact when issues, questions, or emergencies arise.

Quick Fit Guide

Housing need	Prioritize	Watch for
Employee relocation	Lease flexibility, family needs, commute, school timing, furnished setup	Date changes, temporary-to-permanent transitions, pet needs
Intern program	Group proximity, safety, budget control, move-in coordination, consistent experience	Staggered arrivals, parking limits, shared-unit expectations
Project team	Scalability, jobsite proximity, reporting, parking, extension management	Rotating crews, shifting timelines, project codes
Traveling employee with a pet	Pet-friendly inventory, clear fees, breed/weight restrictions	Limited availability and added approvals

Ready to Request Options?

Share this completed checklist with your housing partner or National Corporate Housing contact. The more detail you provide upfront, the easier it is to recommend furnished housing options that align with your timeline, budget, traveler needs, and business goals.