

How to export your data

About 10 minutes. One listing. You do not need to read any of the numbers — just download the files and take the screenshots.

CHECKLIST

1. **Airbnb Paid CSV** — required. Last 12 months.
2. **Pricing-tool monthly CSV** — if you use PriceLabs, Wheelhouse, Beyond, or similar.
3. **Screenshots** — booking conversion, Superhost/quality, and your pricing-tool settings (min / base / max).

Two listings = do this twice, then submit the intake form twice. Keep each file under 5 MB.

1. Airbnb Paid CSV (required)

1. Log into Airbnb as a **host**.
2. Open **Earnings**, then the **Paid** tab (not Upcoming).
3. Set the date range to **Last 12 months**. If the listing is newer than that, start at your first stay.
4. Click **Get report** (top right). A CSV downloads.
5. Upload that file as-is. Do not re-save it from Excel if you can avoid it.

The file includes Reservation and Payout rows. That is expected. I filter it.

2. Insights screenshots

1. In Airbnb, open **Performance** (Insights / conversion live here).
2. Select **this one listing** and set the range to the **last 12 months** (date chips at the top).
3. Screenshot **Conversion** → **Booking conversion** so the four rates at the top are visible (overall, first-page impression, search-to-listing, listing-to-booking).
4. Screenshot **Superhost** or **Quality** (Hospitality) — rating, response rate, stays.
5. Optional but useful: Occupancy and Booking lead time, same date range.

The Superhost card is Airbnb's own window. You cannot change it. Screenshot whatever it shows.

3. Pricing software (if you use one)

Export a **monthly** file for this listing (revenue, occupancy, ADR) covering the same 12 months, plus a screenshot of min / base / max and any last-minute or recency rules.

PriceLabs

Listing → Insights / Analytics → *Monthly Trends* → Export. Screenshot *Configure Prices* (min, base, max + Applied Customizations).

Wheelhouse

Listing → Performance / Analytics → export the 12-month or monthly CSV. Screenshot your strategy, min, and max.

Beyond

Reports → performance / monthly CSV. Screenshot guardrails (min / default / max).

Other tool (DPGO, Quibble, PMS): same idea — monthly revenue/occ/ADR + a settings screenshot. No pricing tool: skip this step and put your typical nightly rate on the form.

4. Send it

Upload everything on the intake form. One listing per submission.

If a file is missing I'll email within 24 hours. Otherwise the PDF is due in 72 hours.