

Hostel Automation Priority Checklist

Ten automations worth setting up, ordered by payoff.

- ☐ Automate invoice generation on a fixed billing cycle.
- ☐ Automate the rent reminder ladder: pre-due, due-date, overdue.
- ☐ Automate payment-to-invoice reconciliation.
- ☐ Set a clear escalation trigger that hands off to a human.
- ☐ Automate monthly report generation.
- ☐ Put report review on a fixed calendar date — don't just automate generation.
- ☐ Leave disputed charges and deposit deductions as human decisions.
- ☐ Leave escalation conversations and serious complaints as human-handled.
- ☐ Review automation rules every 6–12 months against your current resident mix.
- ☐ Confirm every automated rule applies identically to all residents, with no silent exceptions.