

Hostel Billing Setup Checklist

Ten steps to a billing structure that handles opt-outs and refunds without manual rework.

- ☐ List every charge type you bill: rent, deposit, food, utilities, one-time fees.
- ☐ Give each variable or optional charge its own invoice line item.
- ☐ Fix a single billing date for the whole property.
- ☐ Set the pro-ration formula for partial first and last months.
- ☐ Define deposit deduction categories in writing before move-in.
- ☐ Set a fixed deposit refund timeline in days.
- ☐ Turn on automatic payment-to-invoice reconciliation.
- ☐ Decide how overpayments are handled — credit vs refund.
- ☐ Confirm any statutory or tax line items are itemized, not folded into rent.
- ☐ Review the ageing report monthly, not just total dues collected.