

Hostel Management System Setup Checklist

Twelve steps to move a hostel or PG from spreadsheets and WhatsApp to a system that runs on its own.

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- ☐ Digitize your room and bed inventory — room number, sharing type, floor, and live bed-level status.
 - ☐ Set a base price per bed or room type, with defined rules for discounts and security deposits.
 - ☐ Fix a single monthly billing date for the whole property, not per-resident move-in anniversaries.
 - ☐ Turn on online payment collection with a direct pay-by-link option — no bank details or screenshots.
 - ☐ Automate the reminder ladder: a pre-due nudge, a due-date reminder, and an overdue notice.
 - ☐ Digitize KYC collection and move rental agreements to e-signature.
 - ☐ Give residents a self-service portal or app for invoices, payments, and complaints.
 - ☐ Set up maintenance and complaint tracking with a clear owner assigned to every ticket.
 - ☐ Log visitors digitally, with the resident being visited notified automatically.
 - ☐ Define staff roles and property-scoped access before you add a second property.
 - ☐ Build a monthly reporting cadence: occupancy, collection efficiency, ageing, and expenses.
 - ☐ Set a review date 90 days out to check adoption and refine the workflow.