

Kumusta!

Hello! We are glad you are here.

A welcoming home. A confident first impression.

YOUR FILHOME HOST HANDBOOK



A practical guide to a stronger listing

You know what makes your property a good place to live. Filhome helps you present it clearly, work through verification and manage the steps from an enquiry to a confirmed stay.

01**Prepare**

Gather the details and photos students need.

02**Get ready for review**

Work with the inspection and verification process.

03**Welcome your tenant**

Manage requests, leases and rental payments.

Show the home you would want to see

Walk through the property as if you were visiting for the first time. Notice the entrance, the sleeping area, the bathroom, storage and shared spaces. A complete, honest presentation helps people decide whether the home suits them.



A few clear steps. A more confident start.

1

Build a useful listing

Confirm your email and complete your account details. Add an accurate location, rent, deposit, facilities and house rules. Check dates and availability before publishing or responding to a booking request.

2

Let each photo do one job

Upload separate JPEG, PNG or WebP images, up to 8MB each. Use the strongest clear photo as the cover. Show different rooms and useful details; avoid collages, repeated angles, heavy editing and photographs that hide important limitations.

3

Prepare for the inspection

Coordinate access with the assigned inspector. Make the areas to be inspected available and explain anything that needs attention. Inspectors can record private visit evidence or add suitable public listing photos. Complete requested corrections before approval.

GOOD TO KNOW

Clear information saves conversations later. Explain what is included, what is shared and which rules matter before someone makes a request.

Understand your rental money

Filhome reserves the deposit separately. The rental fee defaults to 10% of each rent payment, including the first month, and is adjustable by admin. Each checkout keeps its original rate. Your wallet shows the rent available for withdrawal after the Filhome fee.

Example at 10%: PHP 5,000 rent - PHP 500 Filhome fee = PHP 4,500 host rent. A separate PHP 5,000 deposit remains reserved; it is not charged this rental fee.

You have got this.

Here are the details people often want to check before moving on.

Does accepting a request finish the booking?

No. Follow the lease and initial-payment steps shown in the dashboard. Check the final booking status before treating a request as a confirmed tenancy.

Where can I find the agreement later?

Your Account area includes My lease copies, including past agreements. Open a copy to print or save as PDF, or download its HTML version with the stored signatures.

How do I handle a problem?

Use messages for practical arrangements with your tenant and Support for an issue needing Filhome assistance. Give the booking reference, relevant dates and a clear explanation.

Before you welcome a tenant

- ☐ Recheck the booking status and agreed move-in date.
- ☐ Confirm access, keys and arrival arrangements.
- ☐ Make sure the listing still matches the property.
- ☐ Keep your lease copy and payment records accessible.

Make your next listing count.

A little care in the details helps a prospective tenant understand your home before they visit.

[Open your host dashboard](#)

Salamat sa pagiging bahagi ng Filhome.

Thank you for being part of Filhome.