



How to List Your Room on RoomPair

A simple step-by-step guide for hosts. Listing is free, you choose who stays, and you keep 100% of your rent.

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€0

to list

0%

commission

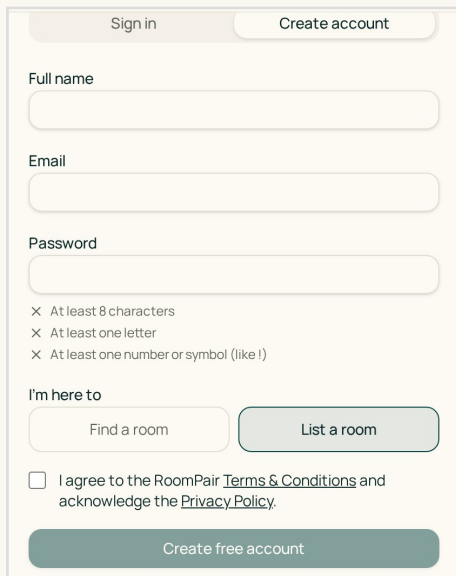
28+

night stays

Get started

1 Create your free host account

Go to roompair.ie and tap Sign in, then Create account. Choose "List a room", enter your name, email and a password, tick to accept the terms, and tap Create free account.

The screenshot shows the RoomPair sign-up interface. At the top, there are two tabs: "Sign in" and "Create account", with "Create account" being the active tab. Below the tabs are three input fields labeled "Full name", "Email", and "Password". Under the "Password" field, there are three validation messages, each preceded by a red 'X': "At least 8 characters", "At least one letter", and "At least one number or symbol (like !)". Below these fields is a section titled "I'm here to" with two buttons: "Find a room" and "List a room". The "List a room" button is highlighted. Below this is a checkbox with the text "I agree to the RoomPair [Terms & Conditions](#) and acknowledge the [Privacy Policy](#)". At the bottom is a large green button labeled "Create free account".

The RoomPair sign-up screen. Choose "List a room".

2 Verify your email

We send you an email. Open it and tap the link. You are signed in and taken to your dashboard. No email? Check your spam folder or tap Resend verification email.

3 Complete your host profile

Open Your profile and add your name, city and a short intro. Renters see this before they send a request.

Add your room

4 Start your listing

From your dashboard tap Create listing. The listing form walks you through one short page at a time. You can tap Save draft at any point and come back later.

5 Fill in each page

The pages are:

- ✓ Eligibility - confirm the room is in a home you live in
- ✓ The basics - a title and short description
- ✓ Location - your address (only an approximate area is shown publicly)
- ✓ Stay & availability - available-from date and minimum stay of 28 nights or more
- ✓ Rent & bills - monthly rent, deposit and what bills are included
- ✓ Room details - bed size, bathroom, kitchen and laundry access, furniture
- ✓ House rules - quiet hours, pets, smoking, couples and guests
- ✓ Amenities - tick what the home offers
- ✓ Photos - clear, bright photos of the room and shared spaces
- ✓ Review & submit - check everything, then submit

Verification

6 Submit your room for verification

After you submit your listing, open Verify this room. Everything is checked together in one step by a real person on our team.

7 Confirm your identity

Upload a photo of your passport or driving licence, and a bill or statement showing the property address in your name.

8 Record your room video

The Verify this room page shows your personal verification code. Start a video, say the code out loud, then walk through the room and shared spaces in one continuous take with no cuts. Upload it, tick the confirmation box and submit.

9 Wait for RoomPair approval

Our team reviews your documents and room together. We email you when there is a decision. If we need anything else, you will see a note from our team on the verification page.

10 Your room goes live

Once approved, your room appears in search and renters can send you requests.

Bookings

11 A renter sends a booking request

You get an email and the request appears under Requests from renters. Requests are for 28 nights or more.

12 Review the renter, then accept or decline

Look at the renter's profile and message them if you have questions. Then tap Accept or Decline. Please reply within 24 hours, or the request expires.

13 You pay nothing and keep 100% of your rent

Hosts pay €0 and RoomPair takes 0% commission. The renter pays RoomPair a one-off booking fee only after you accept. Rent is paid directly to you.

Need help?

If you would prefer, RoomPair can help you through the listing process. Contact us at support@roompair.ie.

Start today at roompair.ie