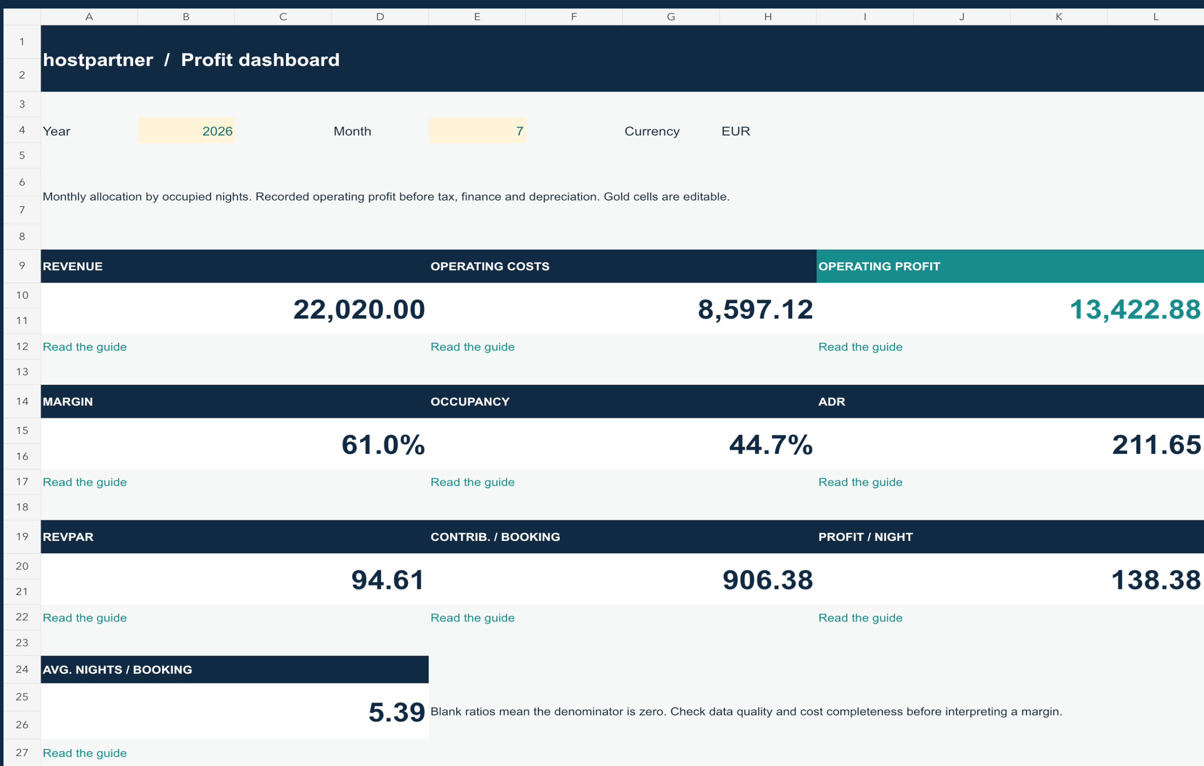
host partner

THE EXCEL PROFITABILITY CALCULATOR

Know what each stay contributes.

Your detailed guide to setting up the workbook, entering data and understanding your results.



Workbook preview with fictional example data. Figures are not performance promises.

USER GUIDE / WORKBOOK v3.0

21 SEPTEMBER 2026

01 / START HERE

Your route through the workbook

Keep the example file intact. Use a separate working copy for your own numbers.

The six-step routine

1. Read START HERE and save a working copy. **2.** Set up PROPERTIES and select the year. **3.** Enter blocked nights in AVAILABILITY. **4.** Add STAYS and EXPENSES. **5.** Resolve the checks on DASHBOARD. **6.** Review the month, compare properties and choose your next action.

What the calculator measures
Recorded operating profitability: revenue less the operating costs you enter. It does not calculate cash flow, net income, tax, VAT, financing, depreciation or accounting adjustments. It has no live platform connection.

02 / PREPARE

Create your working copy

The workbook already contains fictional records that demonstrate how to fill it in. Remove those inputs before relying on your own results.

Before entering your own data

1. Save the original. Keep an untouched example copy and create a working file such as Hostpartner-2026.xlsx. Use a spreadsheet application that preserves .xlsx formulas, validation and charts. This guide follows the Excel workbook; behavior in other applications has not been verified.

2. Clear example inputs only. Select the ranges below and use Clear Contents. Do not delete entire rows, columns, tables or sheets, and do not clear calculated columns. The sheets are not protected against accidental formula edits.

Sheet	Inputs to replace or reset
PROPERTIES	A6:G12: replace the seven example property records. Keep H6:H12, which contains checks.
START HERE	D39 fee model, D40 custom rate and D43 target payout. Keep D41 and D44 formulas.
STAYS	A6:D405; F:G, I:L and AJ:AK: clear example inputs. Keep E, H and M:AI formulas.
EXPENSES	A6:F405: clear the example expense records. Keep G:I, which contain formulas.
AVAILABILITY	D6:D89: reset all blocked nights to numeric 0, then enter actual blocks. Do not leave active-property rows blank.
DASHBOARD / PROPERTY VIEW	Set DASHBOARD!B4 to the year, E4 to month 1-12, and PROPERTY VIEW!B4 to a valid property name.

3. Choose the fee model. START HERE offers the common 15.5% single host fee, 16% for Brazil/Mexico, the legacy split fee and a custom rate. Verify the rate in your account. The model applies it to accommodation, cleaning and other host charges; taxes and a routine security deposit are excluded.

4. Check the target price. Published price = target payout / (1 - fee rate). To retain EUR 100 at 15.5%, the formula returns EUR 118.34. Multiplying by 1.155 would not fully gross up a fee charged on the new amount. Enter the property list next and use its dropdown values in STAYS and EXPENSES.

Gold means input
Edit the gold cells. Paste values only into designated inputs to preserve formatting and validation. A table expanding below its last row does not extend the fixed calculation ranges: stay within 400 stays and 400 expenses.

03 / CAPACITY

Properties and available nights

Complete the property list before entering transactions. Then establish how many nights were actually available to sell.

PROPERTIES field	What to enter
A / Property name	One unique, stable name per property. This is the key used to match transactions.
B-D / ID, City, Country	Your property identifier and location. Use a unique ID for your records; matching is based on the name, not the ID.
E / Currency	Choose EUR, USD or GBP. Use the same currency as E6 for every property. There is no automatic currency conversion.
F / Included?	Choose Active or Inactive. Active properties with valid checks can feed the results.
G / Notes; H / Data check	G is optional context. H is calculated; resolve Duplicate name or Check currency / status.

Inactive applies to the whole selected year
Do not use Inactive to represent a temporary closure or one unavailable month. It excludes that property from the entire selected-year analysis. Keep it Active and record blocked nights instead.

AVAILABILITY: only edit column D

Rows 6-89 contain 12 months for each of the 7 property slots. Month, property and calendar nights are calculated. Enter a whole-number count of blocked nights for each property/month, including owner use or closures when those nights were not sellable. Enter 0 when there are none.

Available nights = calendar nights - blocked nights. For a 31-day month with 4 blocked nights, availability is 27. With 18 occupied nights, occupancy is 18 / 27 = **66.7%**. Booked nights remain part of availability; do not also mark them as blocked.

The blocked count cannot exceed the calendar days in that month. The dropdown validation allows up to 31, but the row check also catches 31 in a 30-day month. It does not know the specific dates you blocked, so manually check that blocks and bookings do not conflict.

04 / RESERVATIONS

Enter a stay, field by field

Use one row per booking in STAYS, rows 6-405. Enter the full stay even when it crosses a month-end or year-end.

Input column	How to fill it in
A / Booking ID	A unique booking reference. Reusing it triggers Duplicate ID. Do not split a booking into multiple monthly rows.
B / Property	Select the property name from the dropdown. It must appear exactly once in PROPERTIES.
C-D / Check-in, Check-out	Real spreadsheet dates, without times. Check-out must be later than check-in. A 3 Jan arrival and 8 Jan departure equals 5 nights.
F / Accommodation revenue	Gross accommodation revenue for the full booking. Enter a number, not text. Do not use the net payout received from an OTA.
G / Cleaning fee charged	The cleaning amount charged to the guest. Keep it separate from accommodation revenue and from your cleaning cost.
H / Calculated platform fee	Fee-bearing subtotal x default or reservation-level rate. Do not overwrite the formula.
I-K / Cleaning, laundry, consumables	The actual booking-level costs for these items. Enter positive amounts; the formulas subtract them.
L / Other variable cost	Other costs attributable to this stay. Do not enter the same amount again in EXPENSES.
AJ / Other host charges	Pet, extra-guest or other host-set charges included in the fee-bearing subtotal.
AK / Fee-rate override	Optional rate for this reservation; blank uses the START HERE model.

Calculated fields: leave them intact

E calculates nights. **H** calculates the platform fee. **M** adds F + G + AJ (total revenue). **N** adds H:L (variable costs). **O** calculates contribution. **P** is contribution / revenue. **Q** is contribution / night. **R** checks the row, **S** controls inclusion, and **T:AI** support allocation and overlap checks.

05 / WORKED EXAMPLE

Follow one booking through the maths

This example comes from the first booking in the supplied workbook: MARINA LOFT, booking ML-2601-01.

Example input	Amount / value
Check-in / check-out	3 January 2026 / 8 January 2026 = 5 nights
Accommodation + cleaning fee charged	€850 + €85 = **€935 total revenue**
Platform + cleaning + laundry + consumables	€144.93 + €70 + €30 + €18 = **€262.93 variable costs**
Booking contribution	€935 - €262.93 = **€672.07**
Contribution per night / booking margin	€672.07 / 5 = **€134.41**; €672.07 / €935 = **71.9%**
January utilities, recorded in EXPENSES	€145; the property-month operating profit becomes **€527.07**

The €144.93 platform fee is 15.5% of the €935 fee-bearing subtotal. The booking contributes €672.07 before other property costs. After €145 utilities, operating profit is €527.07 and margin is 56.4%.

A booking spanning two months

Illustrative input: check-in 30 January, check-out 3 February. Four nights are occupied: 30-31 January and 1-2 February. If total revenue is €800 and variable costs are €200, each night receives €200 revenue and €50 variable cost.

Allocated result	January	February
Occupied nights	2	2
Revenue / variable costs	€400 / €100	€400 / €100
Contribution / bookings in month	€300 / 1	€300 / 1

Allocation follows occupied nights
The calculator spreads all booking revenue and variable costs evenly across the stay, including cleaning fees and cleaning costs. It does not use payout dates or nightly rate variations. A crossing booking counts in both months, so monthly booking counts are not additive unique-booking counts.

06 / EXPENSES

Record each operating expense once

Use EXPENSES for property-level operating costs that have not already been entered against a stay.

Column	What to enter
A / Date	The recorded date of the expense. This determines its reporting month. Enter an actual spreadsheet date.
B / Property	Select the property the expense belongs to. Shared costs must be allocated to individual properties before entry.
C / Category	Choose Utilities, Internet, Insurance, Software, Supplies, Maintenance, Laundry, Rent, Management or Other.
D / Description	A clear label that lets you trace it, such as January utilities or Repair - invoice 104.
E / Amount	A numeric, non-negative cost in the workbook currency. Enter the amount once.
F / Frequency	A descriptive label, such as Recurring. This does not create future expense rows.
G-I / Calculated fields	Month, Data check and Included. Do not replace their formulas.

Recurring and shared costs

Recurring: for a €40 monthly internet charge, enter a dated €40 row for each month incurred. One January row labelled Recurring only contributes to January.

Shared: if €120 of software cost is shared equally by three properties, enter three €40 rows with the same date and a description of the allocation. Keep a record of your allocation rule so the costs reconcile to €120.

Avoid double counting

If a €70 cleaning cost is entered in STAYS!I6, do not repeat it in EXPENSES. A category being available does not mean the amount belongs in both sheets. Variable booking costs and other operating expenses are combined on the dashboard.

An expense stays in its recorded month
A cost dated 31 January stays in January. It is not spread over a booking or over future months. This workbook does not automatically amortise annual invoices or perform accounting-period adjustments.

07 / MAIN DASHBOARD

Read your monthly position

Choose the reporting year in B4 and month number in E4. The ten indicators summarise the selected month across included properties.

hostpartner / Profit dashboard

Year	2026	Month	7	Currency	EUR

Monthly allocation by occupied nights. Recorded operating profit before tax, finance and depreciation. Gold cells are editable.

REVENUE	OPERATING COSTS	OPERATING PROFIT
22,020.00	8,597.12	13,422.88
Read the guide	Read the guide	Read the guide

MARGIN	OCCUPANCY	ADR
61.0%	44.7%	211.65
Read the guide	Read the guide	Read the guide

REVPAR	CONTRIB. / BOOKING	PROFIT / NIGHT
94.61	906.38	138.38
Read the guide	Read the guide	Read the guide

AVG. NIGHTS / BOOKING	
5.39	Blank ratios mean the denominator is zero. Check data quality and cost completeness before interpreting a margin.
Read the guide	

Read in this order

1. Check the period and currency. Month 7 means July, not a year-to-date view. Currency is drawn from the first property. **2. Scroll to CHECK BEFORE YOU DECIDE.** Resolve invalid records and review overlaps before interpreting results. **3. Compare revenue, operating costs and operating profit.** Then use margin and per-night metrics for context.

4. Inspect the charts and property comparison. The year chart shows the months of the selected year. The property comparison below the checks uses the selected month. Future months with no entered records are empty activity, not forecasts.

Example, not a target: July shows €22,020 revenue, €8,597.12 costs, €13,422.88 operating profit and 61.0% margin. Fictional inputs, not a forecast.

08 / DEFINITIONS

What the 10 indicators mean

Use the same month, property scope and currency when comparing results. Portfolio ratios are calculated from summed amounts, not averages of property percentages.

Dashboard indicator	Calculation and interpretation
Revenue	Accommodation revenue + cleaning fees charged, allocated to the month by occupied nights. It is not the net platform payout.
Operating costs	Allocated variable booking costs + other expenses recorded for the month.
Operating profit	Revenue - operating costs. This is before the excluded items such as tax, financing and depreciation.
Margin	Operating profit / total revenue. How much of recorded revenue remains after recorded operating costs.
Occupancy	Occupied nights / available nights. Availability deducts blocked nights, not booked nights.
ADR	Accommodation revenue / occupied nights. Cleaning fees charged are excluded from the numerator.
RevPAR	Accommodation revenue / available nights. With consistent denominators, it equals ADR × occupancy (as a decimal).
Contrib. / booking	Contribution allocated to the month / bookings with occupied nights in that month. Contribution is revenue less variable costs, before other expenses.
Profit / night	Operating profit / occupied nights. Other operating expenses are included, unlike contribution per night in STAYS.
Avg. nights / booking	Occupied nights in the selected month / bookings overlapping that month. For crossing stays, it reflects that month’s nights, not the full stay length.

Blank does not always mean missing data
On DASHBOARD and PROPERTY VIEW, a zero denominator produces a blank ratio. In MONTHLY DATA, the equivalent ratio can display 0. Inspect its numerator and denominator before interpreting either display. A zero-revenue month can still carry an operating loss.

09 / DRILL DOWN

Compare properties fairly

Use the portfolio dashboard to locate a question, PROPERTY VIEW to inspect one rental and MONTHLY DATA to trace the calculations.

PROPERTY COMPARISON / selected month

Property	Revenue	Costs	Profit	Margin
OLD TOWN HOUSE	3,900.00	1,294.50	**2,605.50**	66.8%
MARINA LOFT	5,250.00	2,708.75	**2,541.25**	48.4%
GOTHIC FLAT	3,150.00	957.25	**2,192.75**	69.6%
CENTRAL STUDIO	3,140.00	1,068.70	**2,071.30**	66.0%
BEACH HOUSE	2,690.00	843.96	**1,846.04**	68.6%
SOL STUDIO	1,700.00	593.50	**1,106.50**	65.1%
RIVER APARTMENT	2,190.00	1,130.46	**1,059.54**	48.4%

In the supplied July example, MARINA LOFT produces €5,250 revenue and €2,541.25 operating profit. OLD TOWN HOUSE produces €3,900 revenue and €2,605.50 operating profit. Higher revenue alone does not identify the stronger operating result.

PROPERTY VIEW

Select a property in B4. The metric cards use the same year and month selected on DASHBOARD. The year chart shows that property's monthly pattern. Selecting a property does not change the portfolio dashboard's scope. Check that the selected property is Active and valid before reading its results.

MONTHLY DATA

Rows 6-89 contain one row per property slot and month: 7 × 12 = 84 rows. This is the calculation layer, not an input sheet. Do not type over its formulas.

Columns	What you can verify
A-B	Reporting month and property name.
C-G	Total revenue, variable costs, other costs, operating profit and accommodation-only revenue.
H-K	Occupied nights, available nights, bookings in month and contribution.
L-Q	Margin, occupancy, ADR, RevPAR, contribution per booking and profit per night.

Trace a surprising figure
Check the property and month, then C - D - E = F. Review STAYS, EXPENSES and availability. Compare totals; do not average monthly margins to create an annual margin.

10 / DATA QUALITY

Resolve warnings before deciding

The dashboard counts invalid records or configuration issues separately from overlapping stay rows. These are different kinds of checks.

Message / location	What to fix
Missing ID / STAYS R	A partly filled booking row has no booking ID. Add the reference or clear all its input cells.
Duplicate ID / STAYS R	A booking ID appears more than once. Correct the reference or remove the duplicated inputs; do not create a second monthly row for the same stay.
Unknown / duplicate property / STAYS R	The property name is missing, does not match, or appears more than once in PROPERTIES. Use the dropdown and fix duplicate names.
Invalid dates / STAYS R	Use numeric dates with no time component; check-out must be after check-in.
Check amounts / STAYS R	Accommodation revenue must be numeric. Any nonblank value in F:L must be numeric and no amount may be negative.
Duplicate name / PROPERTIES H	Give each property a unique name and update its matching transaction inputs.
Check currency / status / PROPERTIES H	Match currency to E6 and select a valid Active or Inactive status. Do not rely on the check alone to validate every field.
Invalid blocked nights / AVAILABILITY F	Enter an integer from 0 to that month's calendar-night count. Blank or text values are invalid for populated property rows.
Check date / property / amount / EXPENSES H	Check the date, exact property name, category and numeric non-negative amount.
Review overlap / STAYS AF	Two valid bookings for the same property overlap. Check dates or duplicates. Check-out on the next booking's check-in date does not overlap.

Invalid stay and expense rows are excluded. A row with OK can still be excluded when its property is inactive or invalid; inspect Included (STAYS S or EXPENSES I). **Overlap warnings do not exclude rows.** Both rows can still inflate occupied nights. The dashboard counts affected rows, not unique overlap incidents. Fixing one issue can reveal the next issue in that row.

Source: PROPERTIES!H6:H12; AVAILABILITY!F6:F89; STAYS!R6:AF405; EXPENSES!H6:I405.

11 / TROUBLESHOOTING

When the result looks wrong

Use this checklist before changing formulas. An OK check confirms only the rules implemented in the workbook, not that every real-world cost has been captured.

Symptom	Check next
My stay or expense is missing	Check the selected year/month, exact property name, Active status and Data check. Review Included. Confirm the record is within rows 6-405.
Occupancy is above 100%	Review overlaps, duplicate stays and blocked-night counts. The workbook does not compare individual blocked dates with reservation dates.
Profit looks too high	Check missing invoices, repeated monthly expenses not entered, amounts entered as text, invalid expense rows, and excluded properties.
Profit looks too low	Check whether net payouts were used as revenue while fees were also deducted, or cleaning/laundry costs were entered in both input sheets.
Changing a name removes results	Property names are matching keys. Update the name consistently in PROPERTIES, STAYS and EXPENSES, and select it again in PROPERTY VIEW.
The month changes unexpectedly	Confirm DASHBOARD B4 and E4. Its year also drives the availability calendar; changing it does not create a new set of blocked-night inputs.
A ratio is blank or 0	Inspect revenue, occupied nights, available nights or booking count, as appropriate. Different sheets use different zero-denominator displays.
Numbers are stale or show formula errors	Ensure calculation is enabled in your spreadsheet application. Recalculate. If a formula was overwritten, recover it from the untouched original or a backup; do not replace the result with a hardcoded number.

Limits that require a different process
There are 7 property slots, 400 stays and 400 expenses. No refund/cancellation workflow, tax model, currency conversion or automatic reservation import is built in. Do not assume adding rows extends the fixed formulas. For more capacity, arrange a reviewed workbook change before entering extra records.

Source: inspected formulas, fixed ranges and warning logic in the supplied workbook.

12 / OPERATING ROUTINE

Close a month. Preserve a year.

A consistent review matters more than checking a single attractive metric. Keep the records and assumptions behind each result.

Your monthly review

1. Complete the inputs. Record new stays and all incurred expenses. Add this month’s recurring costs as new expense rows. Update blocked-night counts for all active properties.

2. Validate. Resolve invalid records and review overlapping stays. Check for missing costs and duplicate invoices manually; the workbook does not detect every omission or duplicate expense.

3. Set the period. Confirm the year and month on DASHBOARD. Review revenue, costs and operating profit together, then margin, occupancy, ADR and RevPAR.

4. Compare. Read the property table and inspect an unusual property in PROPERTY VIEW. Trace the month in MONTHLY DATA. Compare like-for-like periods and cost coverage.

5. Record one action. Note the observation, the supporting figures, the next action and the date for reviewing it in your own review log. For example: verify an unusually high laundry cost against the invoices.

6. Save a dated backup. Keep the live working copy and a separate month-end snapshot. Check the file opens and retain the supporting booking and expense records.

Starting a new analysis year

Save a separate annual copy **before** changing DASHBOARD!B4. The availability dates recalculate to the new year, but your blocked-night inputs remain in their existing slots. Reset those inputs and enter the new year’s actual blocks.

For a clean annual file, use an untouched copy and follow page 3. Add the property list and include full bookings that overlap the new year, even if their check-in occurred in the previous year. Enter the full booking amounts once; the formulas allocate only the relevant nights to the selected year. Enter expenses for the new year by their recorded dates.

Keep comparison rules stable
Do not remove or deactivate an old property simply to hide it in a later month: that changes its inclusion for the full year. Keep historical annual files intact and document any deliberate change in scope.

13 / REFERENCE

From a metric to your next question

READ & ACT connects the workbook to 10 Hostpartner articles. These require an internet connection; article content does not refresh automatically inside Excel.

Topic in READ & ACT	Use it when you need to...
Profitability	Review revenue and recorded costs together.
Operating profit	Check which costs are missing before interpreting the remaining amount.
Operating costs	Separate booking-level costs from property-level expenses.
ADR	Understand accommodation-only revenue per occupied night.
RevPAR	Read price and occupancy together.
Occupancy	Review availability, blocked nights and overlaps.
Booking contribution	Separate contribution from profit after other operating costs.
Property comparison	Compare the same month, currency and cost scope.
Spreadsheet setup	Revisit the order for entering properties, stays and expenses.
Monthly review	Review the ten indicators and select a next action.

Before relying on your own results

Confirm that example inputs have been replaced; your year and currency are correct; active property names match all transactions; blocked nights are complete; stay and expense checks are clear; overlaps have been reviewed; all costs are entered once; and a backup is saved.

About this guide
Prepared for the Hostpartner Excel profitability calculator v3.0 supplied with example data. Sheet names, fee controls, cell references and behavior were checked against the downloadable workbook. Worked calculations were independently verified. This guide does not certify compatibility with every spreadsheet application.

Hostpartner · Know what each stay contributes.