![airbnb logo]

1. Login to your Airbnb Dashbaord and switch to Hosting
2. Click Menu from top bar
3. Select Earnings from the dropdown menu
4. Scroll down and click on "**Show all paid**"

Paid

Status	Date	Amount	Payout method	Transactions
Sent	Feb 19			1
Sent	Nov 29, 2023			1
Sent	Nov 21, 2023			2

Show all paid

5. Click on "**Get report**" at the bottom right hand corner.

Paid

Search paid | All dates ∨ | All listings ∨

Status	Date	Amount	Payout method	Transactions
Sent	Feb 19			1
Sent	Nov 29, 2023			1
Sent	Nov 21, 2023			2
Sent	Aug 29, 2023			1
Sent	Aug 28, 2023			1
Sent	Aug 16, 2023			1
Sent	Aug 14, 2023			1
Sent	Aug 7, 2023			1

Get report

6. This window will pop up. Click "**Deselect All**"

Get report

Choose how to export

Open on your device ●

Email ○

What to include   Deselect all

Date
When the transaction was sent ✓

Arriving by date
An estimate based on average processing time for your payout method ✓

Type
Description of the transaction, ex. Reservation, Experience, Adjustment ✓

Confirmation code ✓

Cancel   Create report

7. Scroll through the list of "What to include" and select the following options:
   a. Arriving by date
   b. Type
   c. Start date for reservation
   d. End date for reservation
   e. Nights
   f. Guest
   g. Gross earnings

8. Once you have selected the above options, click "**Create Report**". It will generate a "CSV" file (similar to Excel). This report will have **ALL** reservations that have ever been made, so you will need to modify the report to your needs, whether that be reservations for the specific quarter, or resversations by month. Gather the total of Nights rented and the total of the Gross Earnings that you need for your report and proceed to MuniRevs to complete your reporting form

Arriving by date	Type	Start date	End date	Nights	Guest	Gross earnings
2/23/2024	Payout					
	Reservation	2/16/2024	2/18/2024	2	Guest	647
12/6/2023	Payout					
	Reservation	11/19/2023	12/10/2023	21	Guest	912.6
11/28/2023	Payout					
	Resolution Payout	11/19/2023	12/10/2023	21	Guest	30
	Reservation	11/19/2023	12/10/2023	21	Guest	3075.5
9/5/2023	Payout					
	Resolution Payout	8/25/2023	8/27/2023	2	Guest	25
9/1/2023	Payout					
	Reservation	8/25/2023	8/27/2023	2	Guest	593
8/23/2023	Payout					
	Reservation	8/14/2023	8/21/2023	7	Guest	1645.7
8/18/2023	Payout					
	Reservation	8/11/2023	8/13/2023	2	Guest	643
8/11/2023	Payout					
	Reservation	8/4/2023	8/6/2023	2	Guest	703