



CHPA ROLE-BASED PROMPT LIBRARY:

SAMPLE PROMPTS BY DEPARTMENT

Replace the information in square brackets with the relevant details. Do not enter confidential, personally identifiable, or restricted information unless the AI tool has been approved by your organization for that use.

GUEST SERVICES

GUEST MAINTENANCE RESPONSE

Act as an experienced guest services professional for a corporate housing provider. Draft a response to a guest who reported the following maintenance issue:

- Issue: [describe issue]
- Date reported: [date]
- Action already taken: [action]
- Confirmed next step: [next step]
- Confirmed timing: [timing or "being arranged"]
- Temporary solution: [if applicable]
- Approved compensation: [details or none]

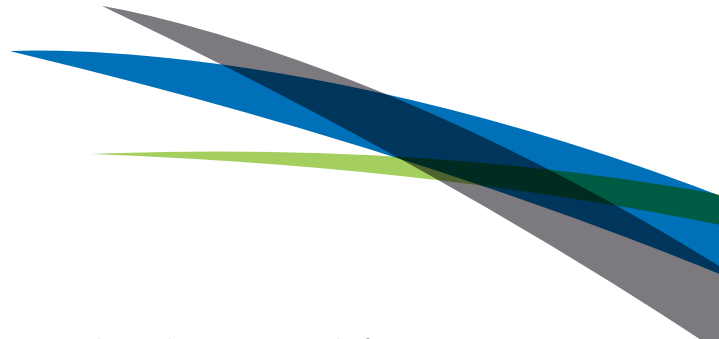
Acknowledge the concern, explain the next step clearly and use a calm, professional tone. Do not assign blame, admit liability, invent a timeline or offer compensation that has not been approved. Keep the email under 200 words.

At the end, list any facts that should be confirmed before the message is sent.

GUEST COMPLAINT DE-ESCALATION

Act as a senior guest relations manager for a corporate housing company. Draft a response to the following guest complaint:

[summarize the complaint, timeline, previous communication and action already taken]



Available resolution options:

[list approved options]

Write a response that acknowledges the guest's experience without becoming defensive or admitting liability. Clearly distinguish confirmed facts from matters still being investigated. Explain the next step and avoid making promises that have not been approved.

After the draft, identify any wording that should receive management review before sending.

OPERATIONS

CREATE AN SOP

Act as an operations process writer for a corporate housing company. Convert the following process notes into a draft standard operating procedure:

[paste process notes]

Organize the SOP into:

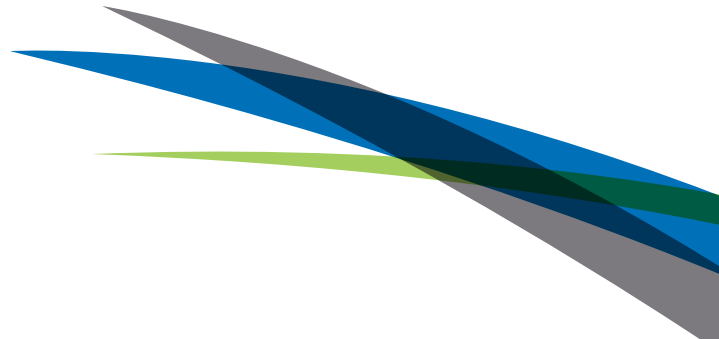
1. Purpose
2. Scope
3. Roles and responsibilities
4. Required systems, documents or information
5. Step-by-step procedure
6. Approval points
7. Exceptions and escalation procedures
8. Quality-control checks
9. Records to retain

Use clear, direct instructions and number each operational step. Do not invent company policies or system capabilities. Mark missing information as [CONFIRM] and provide a list of questions that must be answered before the SOP is finalized.

IDENTIFY WORKFLOW BOTTLENECKS

Act as an operational improvement consultant with experience in corporate housing. Review the workflow below:

[describe the steps, participants, systems, handoffs, approvals, timing and common problems]



Identify:

- Duplicate work
- Manual data entry
- Unclear ownership
- Excessive handoffs
- Approval delays
- Missing information
- Common causes of rework
- Tasks that may be suitable for templates, automation or AI assistance

Produce a summary of the current workflow, the five most significant bottlenecks, their likely causes, and a proposed improved workflow. Identify low-risk changes that could be tested immediately and any controls that should not be removed.

SALES AND BUSINESS DEVELOPMENT

DRAFT A CLIENT PROPOSAL

Act as a corporate housing sales manager. Draft a client proposal using the confirmed information below:

- Client type: [corporation, relocation company, insurer, government agency, etc.]
- Business need: [describe]
- Locations: [locations]
- Unit types: [types]
- Expected stay lengths: [lengths]
- Estimated volume: [volume]
- Required services: [services]
- Approved pricing: [pricing]
- Key differentiators: [differentiators]
- Important limitations: [limitations]
- Desired next step: [next step]

Structure the proposal with an executive summary, understanding of the client's needs, recommended solution, service model, pricing summary, implementation approach, differentiators and next steps.



Do not invent inventory, pricing, capabilities, service guarantees, client references or contract terms. Mark anything requiring confirmation as [CONFIRM].

PREPARE DISCOVERY QUESTIONS

Act as a consultative business development professional in the corporate housing industry. Prepare discovery questions for a meeting with:

- Prospect type: [type]
- Industry: [industry]
- Known housing needs: [details]
- Locations: [locations]
- Meeting participants: [roles]
- Meeting objective: [objective]

Develop questions covering the current housing program, volume, seasonality, guest profiles, locations, property requirements, service expectations, billing, reporting, technology, compliance, challenges and decision process.

Prioritize the 12 most important questions and make them sound conversational rather than like a formal questionnaire.

MARKETING

CREATE A LINKEDIN POST

Act as a B2B content strategist for a corporate housing company. Create a LinkedIn post about: [topic]

Audience:

[relocation professionals, travel managers, HR leaders, property partners, corporate housing providers, etc.]

Key message:

[message]

Supporting facts or examples:

[facts]

Write in a knowledgeable but approachable tone. Focus on useful insight rather than promotion. Use a strong opening sentence, short paragraphs and one thoughtful call to action. Keep the post between 150 and 250 words.



Do not invent statistics, market claims, client results or quotations. Provide three possible opening lines followed by the recommended final post.

REPURPOSE APPROVED CONTENT

Act as a content marketing specialist for the corporate housing industry. Using only the approved source content below, repurpose it into:

1. A LinkedIn post
2. A 150-word newsletter introduction
3. Three short social media posts
4. A five-point sales talking sheet
5. A short webinar description

Source content:

[paste approved content]

Target audiences:

[list audiences]

Preserve the meaning of the original source, adjust the tone for each channel, and do not add unsupported claims. Identify any statement that should be fact-checked before publication.

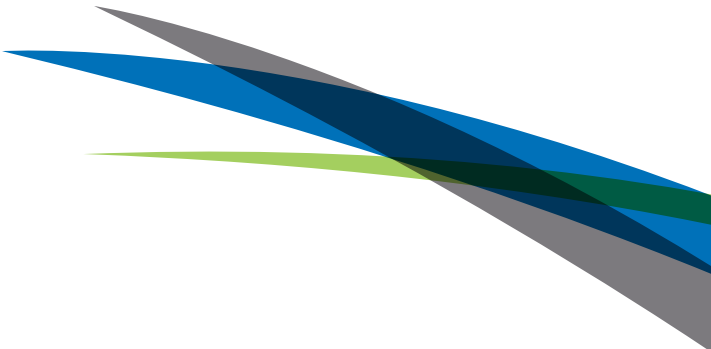
HOUSING AND SUPPLY CHAIN

COMPARE APARTMENT OPTIONS

Act as a corporate housing specialist. Compare the apartment options below against the client's requirements.

Client requirements:

- Location: [location]
- Move-in date: [date]
- Length of stay: [length]
- Unit type: [type]
- Maximum budget: [budget]
- Parking: [requirement]

- 
- Pets: [requirement]
 - Accessibility: [requirement]
 - Required amenities: [amenities]
 - Priority factors: [rank priorities]

Apartment options:

[paste confirmed property information]

Produce a comparison table, the main advantages and limitations of each option, a ranking based on the client's stated priorities, a recommended option and a list of missing information.

Do not assume availability, rates, fees, amenities, distances, accessibility features or cancellation terms that are not included.

SUMMARIZE A HOUSING REQUEST FOR SUPPLIERS

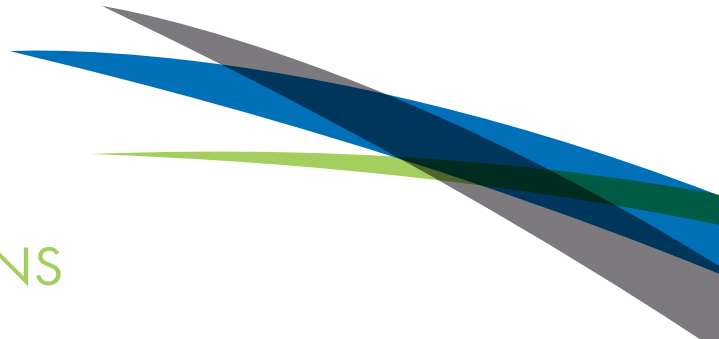
Act as a housing sourcing coordinator for a corporate housing provider. Convert the client request below into a concise supplier availability inquiry:

[paste request]

Organize the inquiry by:

- Market or preferred area
- Move-in and move-out dates
- Number and type of units
- Budget
- Required amenities
- Parking
- Pet requirements
- Accessibility requirements
- Billing requirements
- Response deadline

Remove unnecessary client-identifying information. Clearly distinguish required features from preferred features. Ask suppliers to confirm total pricing, taxes, fees, availability, cancellation terms and payment requirements.



PROPERTY AND OWNER RELATIONS

EXPLAIN A REPAIR CHARGE

Act as a property relations manager for a corporate housing company. Draft an email explaining the following repair charge to a unit owner:

- Repair issue: [issue]
- Why the repair was necessary: [reason]
- Urgency: [routine or urgent]
- Work completed: [work]
- Vendor cost: [cost]
- Additional approved fees: [fees]
- Relevant agreement language: [paste exact wording]
- Previous communication: [summary]
- Desired outcome: [outcome]

Explain the facts clearly and chronologically. Connect the work to the operation or protection of the unit. Avoid defensive language, legal conclusions and any statement that is not supported by the agreement or invoice.

At the end, identify any statements that should be verified before sending.

DRAFT A LEASE-RENEWAL COMMUNICATION

Act as a senior owner relations professional for a corporate housing provider. Draft a lease-renewal email using the information below:

- Current monthly rent: [amount]
- Proposed monthly rent: [amount]
- Proposed term: [term]
- Other proposed changes: [changes]
- Business rationale: [rationale]
- Response deadline: [date]
- Alternative if an agreement is not reached: [alternative]
- Relationship context: [context]



Use a respectful and transparent tone. Explain the rationale without overstating market conditions. Clearly distinguish the proposed terms from the current agreement and avoid presenting the proposal as a threat or ultimatum.

Conclude with a constructive next step. List any figures, dates, notice provisions or contractual statements that should be verified.

LEADERSHIP

PREPARE A DECISION MEMO

Act as a strategic advisor to the leadership team of a corporate housing company. Prepare a decision memo using the information below:

- Decision required: [decision]
- Background: [background]
- Options being considered: [options]
- Financial implications: [details]
- Operational implications: [details]
- Stakeholders: [stakeholders]
- Risks: [risks]
- Deadline: [timing]
- Preliminary recommendation: [recommendation]

Structure the memo with:

1. Decision required
2. Executive summary
3. Background
4. Options considered
5. Evaluation criteria
6. Benefits and risks
7. Recommendation
8. Implementation considerations
9. Open questions



Clearly separate facts, assumptions and opinions. Identify any missing information that could materially change the recommendation.

CONDUCT SCENARIO PLANNING

Act as a strategic planning facilitator for a corporate housing company. Create three scenarios for the following business question:

[insert question]

Current situation:

[describe]

Time horizon:

[period]

Key variables:

[demand, pricing, supply, client concentration, labour costs, regulation, technology, etc.]

Known assumptions:

[assumptions]

Develop a conservative, base, and growth scenario. For each, provide the key assumptions, potential business impact, early warning indicators, recommended actions and major risks.

Conclude with actions that would be sensible under all three scenarios. Do not present the scenarios as forecasts.

FINANCE AND REVENUE MANAGEMENT

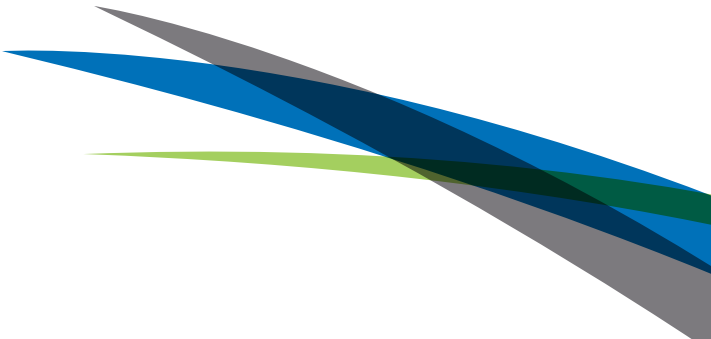
EXPLAIN A BUDGET VARIANCE

Act as a financial analyst for a corporate housing company. Prepare a budget variance explanation using the following confirmed data:

[paste data]

For each material variance:

- State the budget amount
- State the actual amount
- Calculate the dollar variance
- Calculate the percentage variance

- 
- Explain the confirmed operational driver
 - Distinguish recurring factors from one-time items
 - Identify any proposed corrective action

Produce an executive summary, a variance table, an explanation of the major drivers and a list of items requiring further investigation.

Do not invent explanations. Where the cause is unknown, label it as requiring investigation.

IDENTIFY REVENUE OPPORTUNITIES

Act as a revenue strategy analyst for a corporate housing provider. Review the following anonymized and validated business data:

[paste data]

Identify potential revenue or margin opportunities related to:

- Pricing
- Occupancy
- Length of stay
- Unit mix
- Client mix
- Ancillary services
- Supplier costs
- Seasonal demand
- Underused inventory

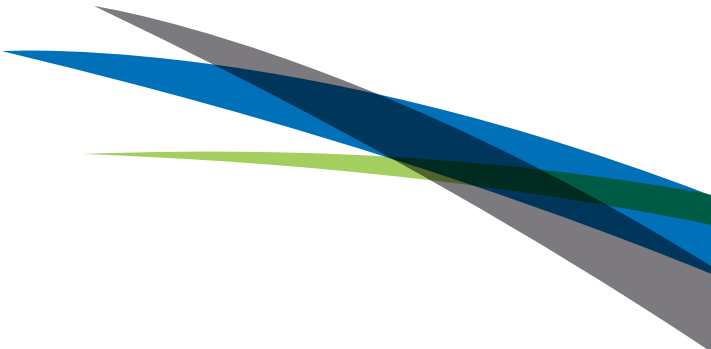
For each opportunity, provide the observation, possible explanation, data required to validate it, implementation difficulty, main risk and a low-cost test.

Do not assume correlation proves causation or recommend actions that conflict with contracts, regulations or approved pricing policies.

HUMAN RESOURCES AND TRAINING

DRAFT A JOB DESCRIPTION

Act as a human resources professional with knowledge of the corporate housing industry. Draft a job description using:

- 
- Job title: [title]
 - Department: [department]
 - Reports to: [role]
 - Purpose of the position: [purpose]
 - Main responsibilities: [responsibilities]
 - Required skills: [skills]
 - Required experience: [experience]
 - Schedule or working conditions: [details]
 - Performance measures: [measures]

Organize the description into role summary, responsibilities, qualifications, skills, working conditions and performance expectations.

Use clear and inclusive language. Do not add qualifications that are unrelated to the work or make legal claims about employment status. Identify any language that should be reviewed by HR or legal counsel.

CREATE AN ONBOARDING PLAN

Act as a training and development specialist for a corporate housing company. Create a 30, 60, and 90-day onboarding plan for:

- Role: [role]
- Department: [department]
- Main responsibilities: [responsibilities]
- Systems used: [systems]
- Key relationships: [relationships]
- Required policies and procedures: [policies]
- Expected performance milestones: [milestones]

Include learning objectives, training activities, job-shadowing opportunities, required system access, manager check-ins, practical assignments and measurable milestones.

Clearly identify which information must be provided by the employer before the plan can be finalized.



RISK, COMPLIANCE, AND LEGAL SUPPORT

COMPARE CONTRACT PROVISIONS

Act as a document-analysis assistant supporting a corporate housing company. Compare the following two contract provisions:

Provision A:

[paste wording]

Provision B:

[paste wording]

Produce:

1. A plain-language summary of each provision
2. The main differences
3. Obligations assigned to each party
4. Important deadlines, conditions or exceptions
5. Potential operational or financial implications
6. Questions to raise with qualified legal counsel

Do not provide a final legal conclusion or state that either provision is enforceable. Base the analysis only on the wording provided and clearly identify any ambiguity.

CREATE A COMPLIANCE CHECKLIST

Act as a compliance support analyst for a corporate housing company. Using only the policy, regulation, or contractual requirements provided below, create an operational compliance checklist:

[paste source material]

For each requirement, identify:

- Required action
- Responsible role
- Trigger or frequency
- Required documentation
- Approval or review requirement
- Evidence of completion

- Consequence of non-compliance, if stated in the source

Do not add requirements that are not present in the source material. Mark unclear items as [LEGAL OR COMPLIANCE REVIEW REQUIRED].

Conclude with a list of questions that should be reviewed by a qualified legal, privacy or compliance professional.