



## ONBOARDING DETAILS

### Tax Information:

- Full Name:
- Business/Disregarded entity name:
- US tax ID number (EIN or SSN?)
- Tax Classification:
  - Tax classification will be **Individual/sole proprietor, Partnership, S-corp, C-Corp, LLC, LLC S-Corp, LLC C-Corp, or Trust**
- Personal Address:
- City:
- State/Zip:

### Bank Information:

\*This should be the account where you would like your booking payouts to be sent.

- Bank Name:
- Account Holder Name:
- Checking or Savings:
- Account Number:
- Routing Number:

### Account Information:

- Date of Birth:
- State/City of residence:
- Preferred email contact:

### WIFI:

- Carrier:
- Router Location:
- Wifi Name:



- Wifi Password:

### **Trash**

- Trash + Rec. Pick up day(s) and protocol:

### **Cleaning Service Contact**

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### **Entry Door Code/Lock**

\*Please list the location of the entry door for guest and cleaner use, as well as the code (if keypad) or combination (if master lock).

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After these items have been completed, please send an email to [hello@staylocalconnect.com](mailto:hello@staylocalconnect.com) with "Subject: Step One Completed" so that we can email you the temporary login details for your Airbnb account. In the meantime, please move on to working on documents #2 and #3. Thank you!