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**

**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).

After these items have been completed, please send an email to 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!