# ONBOARDING PROCESS

STAYMARQUIS
WHERE HOME MEETS HOSPITALITY

### CREATE ACCOUNT

Visit **www.staymarquis.com/signup** to create an account. From there, you can proceed to enter property details and other information needed to build out your property listing.

**1**

### ACCOUNT MANAGER INTRODUCTION

Your Account Manager will schedule a call to introduce themselves, learn about you and your property, and provide an overview of StayMarquis' services.

**2**

### ON-SITE REVIEW

A StayMarquis representative will visit your home to perform a quality assessment and to verify property-specific details. A report will be provided informing you of any required or recommended items that should be addressed prior to renting your home.

**3**

### DISCUSS STRATEGY

Your Account Manager will schedule a call to review your property's availability, pricing recommendations and strategy.

**4**

### CAPTURE PHOTOGRAPHY

StayMarquis' photographer will visit your home to capture new photography for your listing, a cost covered by StayMarquis. Additional content may be captured including drone photos, video, floor plan, and 3D tour depending on your property's service level and settings.

**5**

### APPROVE LISTING

You will receive an email to confirm your listing is accurate, availability and pricing is correct, all fees are set and reconfirm the Promotion Agreement. Upon confirmation, your listing will 'Go Live'.

**6**

### COMPLETE WELCOME BOOK

You will complete informational materials that will be made available to your guests including access instructions, house rules, check-out instructions, and other information pertaining to your property. This may be complete after the listing is live, but must be complete before your first check-in.

**7**

**GO LIVE**