



Base de conocimiento > Property Management > Owner Information > How to create an Owner Reservation Using Hostify ☎

## How to create an Owner Reservation Using Hostify ☎

Customer Service - 2025-04-04 - Comentarios (0) - Owner Information

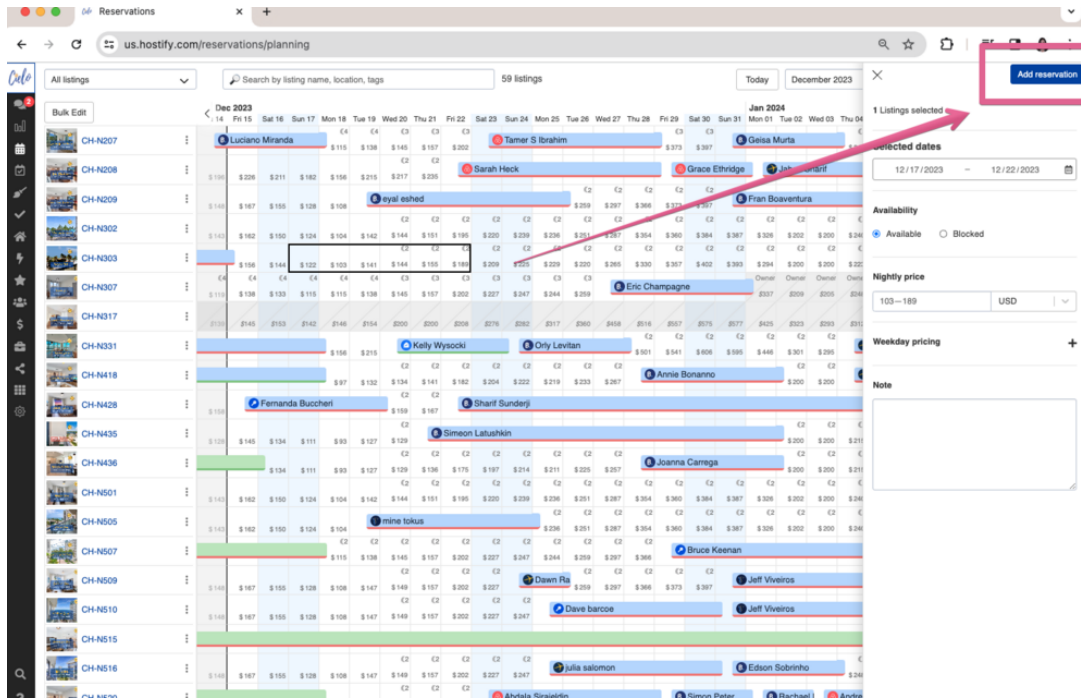
### 1. Go to Multicalendar.

The screenshot shows the Hostify Multicalendar interface. The top navigation bar includes the Hostify logo, a search bar, and a date selector for December 2023. The main area displays a calendar grid with reservation blocks for various listings. A red arrow points to the 'Bulk Edit' button in the top left corner of the calendar view.

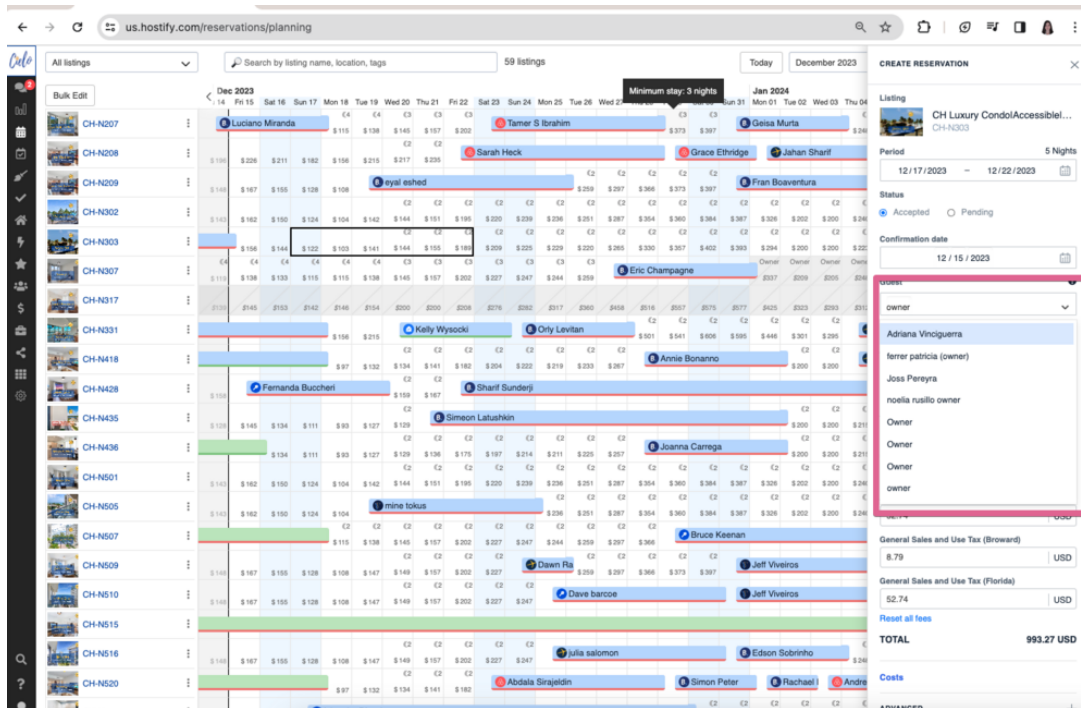
### 2. Select the unit and drag the mouse to choose the dates

The screenshot shows the Hostify Multicalendar interface. The top navigation bar includes the Hostify logo, a search bar, and a date selector for December 2023. The main area displays a calendar grid with reservation blocks for various listings. A red arrow points to the 'Bulk Edit' button in the top left corner of the calendar view.

# 1. Click On "Add Reservation"



# 1. Select the Owner



# 1. Set The prices to zero

The screenshot displays the Hostify reservations planning interface. The main area shows a calendar grid for December 2023 and January 2024, with various reservation bars and owner names. On the right, a 'CREATE RESERVATION' sidebar is open, showing a pricing breakdown table with fields for Accommodation, Cleaning fee, and taxes, all currently set to 0.00 USD.

Category	Amount	Unit
Accommodation	0.00	USD
Cleaning fee	0.00	USD
Accommodations Tax (Broward)	0.00	USD
General Sales and Use Tax (Broward)	0.00	USD
General Sales and Use Tax (Florida)	0.00	USD
<b>TOTAL</b>	<b>0.00</b>	<b>USD</b>

1. Click on "Add Reservation"

1. Click on Advanced

Change Source to Owner and add any notes you would like

The screenshot shows the 'Advanced' reservation form. The 'Source' field is highlighted with a red box and contains the text 'Owner'. The 'Notes' field is also highlighted with a red box and is currently empty.