

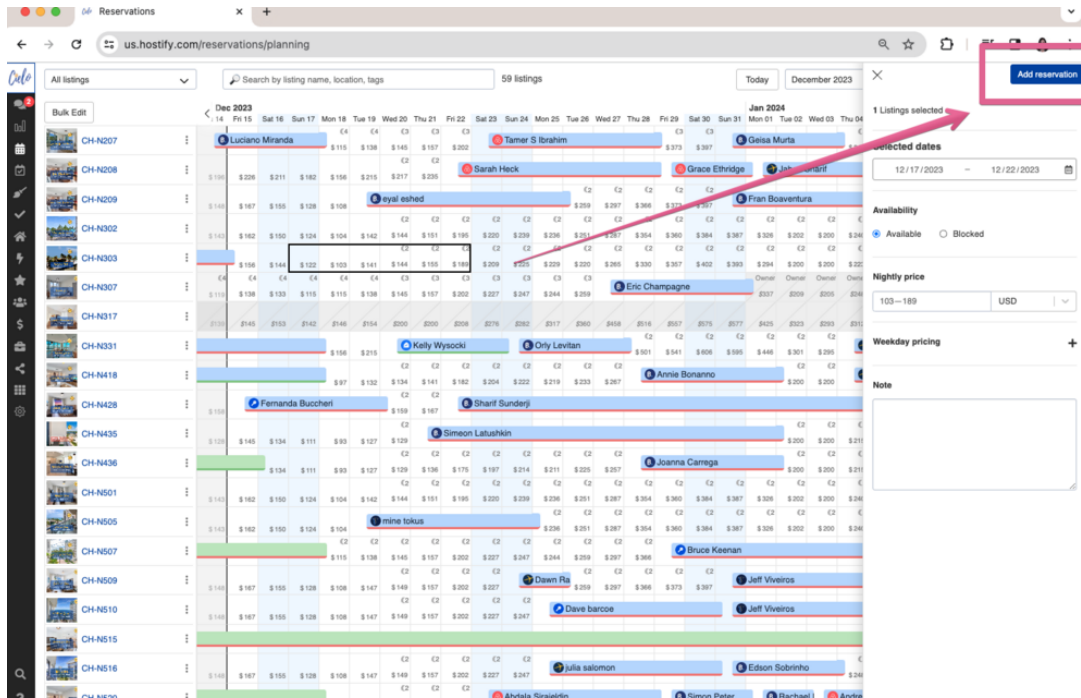
## How to create an Owner Reservation Using Hostify ☎

Customer Service - 2025-01-30 - Commentaire (1) - Owner Information

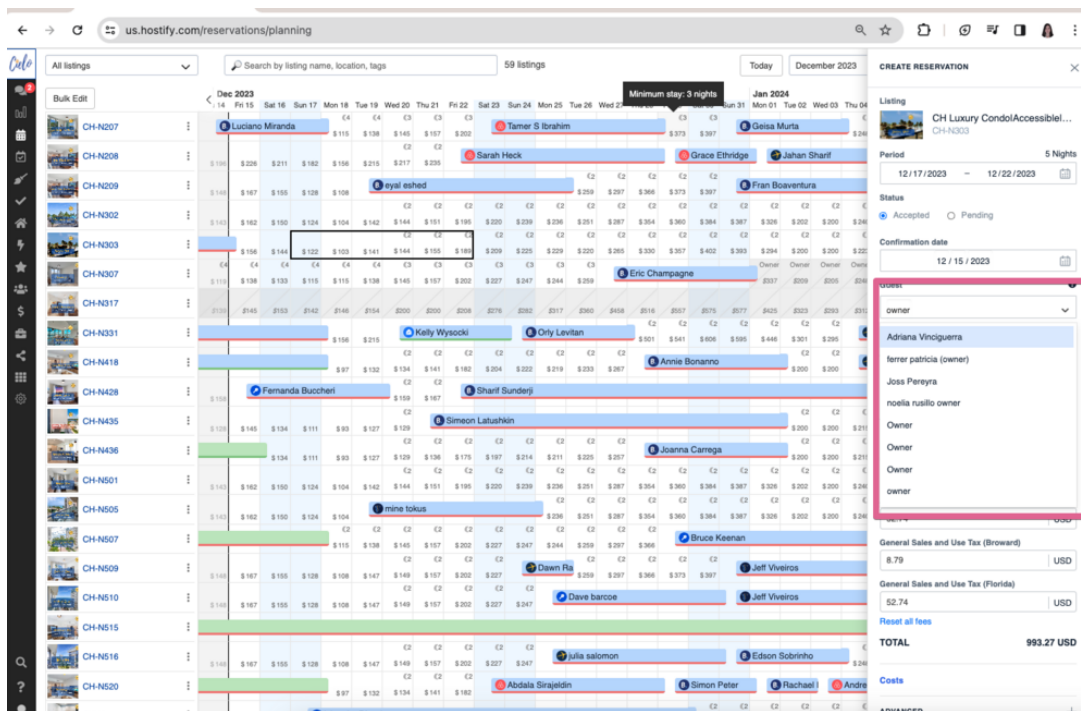
### 1. Go to Multicalendar.

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

# 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 columns for Accommodation, Cleaning fee, Accommodations Tax, and General Sales and Use Tax. The 'Source' field in the sidebar is highlighted with a red box.

1. Click on "Add Reservation"

1. Click on Advanced

Change Source to Owner and add any notes you would like

The screenshot shows the 'Costs' section in the Hostify interface. The 'Source' field is set to 'Owner' and is highlighted with a red box. Below it, the 'Notes' field is also highlighted with a red box. The 'Deposit' field is empty.