

## How to create an Owner Reservation Using Hostify ☎

Customer Service - 2025-04-06 - Commentaire (1) - Owner Information

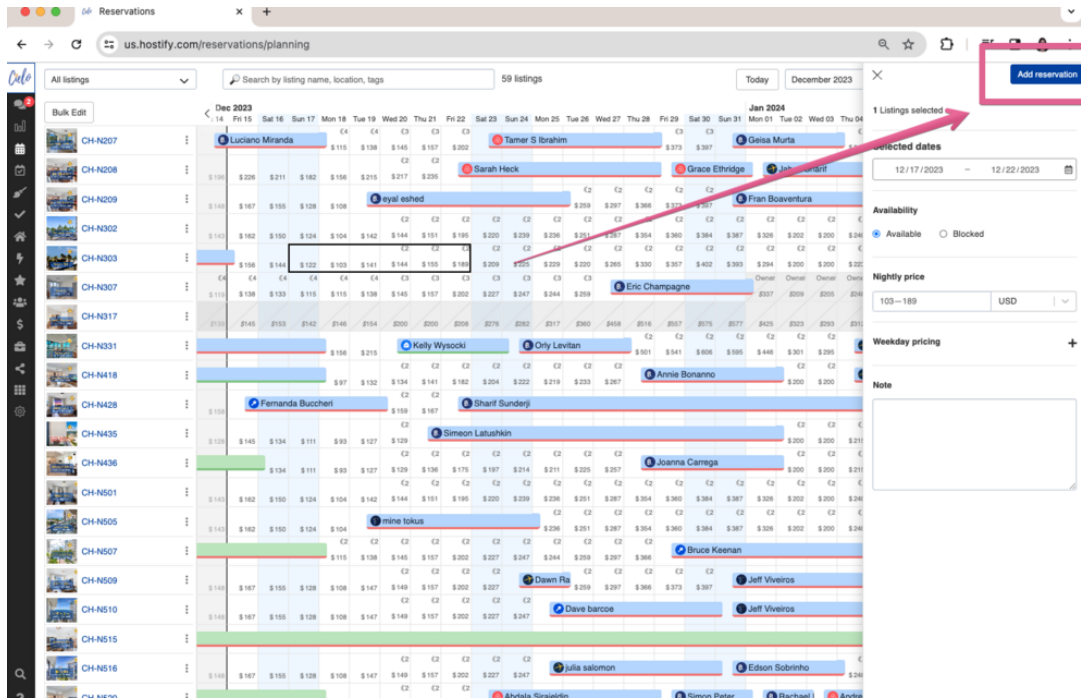
### 1. Go to Multicalendar.

The screenshot shows the Hostify Multicalendar interface. The main area displays a calendar grid for December 2023 and January 2024. The grid is populated with reservation data for various units, including names like Luciano Miranda, Sarah Heck, Grace Ethridge, and others. A red arrow points to the 'Bulk Edit' button in the left sidebar. The right sidebar contains a panel for '1 Listings selected' with options for 'Selected dates', 'Availability', 'Nightly price', and 'Weekday pricing'.

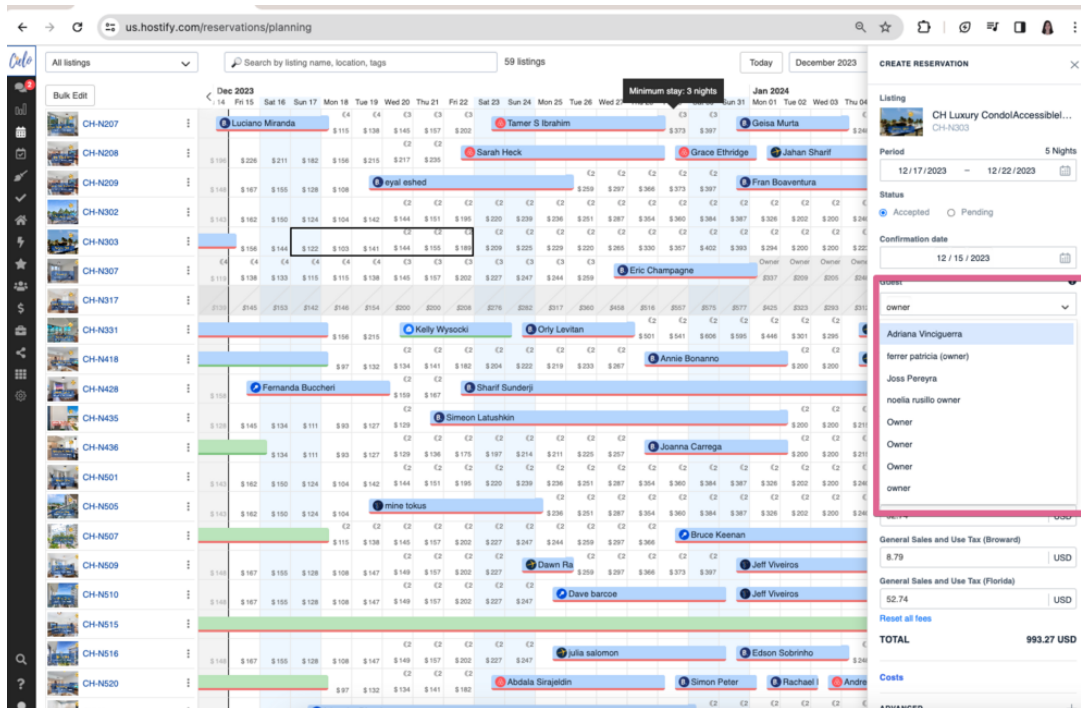
### 2. Select the unit and drag the mouse to choose the dates

The screenshot shows the Hostify Multicalendar interface. The main area displays a calendar grid for December 2023 and January 2024. A mouse cursor is shown hovering over a date in the grid, and a tooltip indicates 'Minimum stay: 2 nights'. The right sidebar contains a panel for '1 Listings selected' with options for 'Selected dates', 'Availability', 'Nightly price', and 'Weekday pricing'. The 'Save' button is visible at the bottom right of the sidebar.

# 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.