

# BOOKING PROCESS



## RENTER "REQUESTS" TO BOOK

When a renter is interested in booking a home, they will select their dates, enter their credit card information, agree to the Booking Agreement, and "Request" to book.

1



## MARQUIS VETS RENTER

Marquis will thoroughly vet the renter, gathering pertinent information including their group make-up, number of people, age range, if they plan to bring pets, among others. Marquis will also perform a Google and social media search checking for any red flags. Background checks may be ordered upon request.

2



## MARQUIS SENDS OWNER DETAILS OF BOOKING

Marquis will relay to the owner information as it pertains to the renter, along with the economics of the rental opportunity, at which point the owner can "Approve", "Decline" or request for more information.

3



## OWNER "APPROVES" BOOKING

If the owner chooses to "Approve" the booking, the renter's credit card is charged, the Booking Agreement is automatically countersigned (digitally), and the corresponding dates for the property become unavailable. The renter and owner will receive a confirmation email summarizing the details.

4



## MARQUIS TRANSFERS FUNDS TO OWNER

At the time the renter pays in full (which is always prior to their check-in), Marquis will disburse funds owed to the owner holding back Marquis' commission.

5



## COMMUNICA- TION WITH THE RENTER

In the "Elite" program, Marquis introduces the owner to the renter at the time the renter pays in full. In the "Marquis" program, Marquis maintains communication with the renter before, during and after their stay so the owner never has to get involved.

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**BOOKING  
COMPLETE**

