

Co-Hosting Client Intake Form

Owner Information

Legal Name: _____

Business Name (if any): _____

Address: _____

Phone: _____ Email: _____

Government ID on file? Yes No (optional)

Property Details

Property Address: _____

Type: House Condo Cabin Other: _____

Sleeps: ____ Bedrooms: ____ Bathrooms: ____

Parking details: _____ Unique risks (waterfront, stairs, animals, etc.): _____

Insurance (Owner Responsibility)

Insurer: _____

Broker/Agent Name: _____ Phone: _____

Policy #: _____ Expiry: _____

Coverage confirms STR use? Yes No Unsure

Liability limit: \$_____

Notes/Exclusions: _____

Permits/Licensing/Permissions (Owner Responsibility) Municipal STR licence/permit #:

_____ Issuing authority: _____

Expiry: _____ Zoning compliant? Yes No Unsure

Condo/HOA/landlord permission obtained? Yes No N/A

Business number/GST/PST (if applicable): _____

Emergency Contacts

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Nearest local contact who can attend within 60 minutes:

Name: _____ Phone: _____

Utilities & Shut-Offs

Electrical panel location: _____

Water shut-off: _____

Gas shut-off: _____

Septic/Well notes (if applicable): _____

Heating/Cooling type + instructions: _____

Access Permissions (Owner Responsibility)

Smart lock/door code policy: _____

Lockbox location/code: _____

Key copies held by: _____

Permission for 3oSixSouth to share access instructions with guests: Yes No Permission

for cleaners/maintenance access coordination: Yes No Platforms & Accounts

Airbnb listing link / ID: _____

VRBO listing link / ID: _____

Other channels: _____

Co-host permissions granted? Yes No (Airbnb/VRBO/etc.)

House Rules & Policies

Quiet hours: _____

Smoking: Allowed Not allowed

Pets: Allowed Not allowed

Parties/events: Allowed Not allowed

Minimum age to book: _____

Cancellation preference: _____

Owner Acknowledgement (Initial):

___ Owner is solely responsible for money handling, taxes, insurance, permits, permissions, and compliance.

___ Owner authorizes 3oSixSouth to manage Platforms and guest communications within granted access.

___ Owner understands Platform terms govern Platform use and enforcement.

Owner Signature: _____ Date: _____