



**Guest Record**

The following criteria is required to be recorded by the operator:

The full name and email address of the guest who provided payment for the booking. Associated guests, such as family members, do not need to provide their names/emails but must be recorded under the number of guests for the booking.

Example: Cooper Lywis books a short term rental for his family. His family members are not required to provide their names/emails but must be identified as a part of his booking. Below is an example of the guest record for Cooper's stay.

Name	Email	Arrival	Departure	# of Guests
Cooper Lywis	chw@gmail.com	10/15/2019	10/19/2019	4