

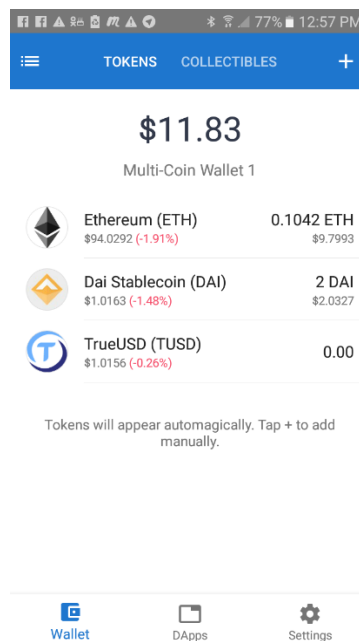
StayBit – Landlord

Setup

- 1) Install Trust Wallet (<https://trustwallet.com>) to your smartphone. Follow directions to set up a new wallet. Write down 12 word phrase to recover your funds in the event of loss of your phone.

NB! You will not need to create an account on StayBit system. Your wallet address is your account. Even if somebody else gets an access to your contract's ID and PIN, they will not be able to post any transactions and receive payment.

- 2) Fund your wallet with about \$5-10 worth of ETH. You will need ETH to close Rental Contracts. Click on "Ethereum (ETH)" in the list of coins and on the next screen click on "Receive" button. You will be able to see your Ethereum wallet address and its QR code. Use this address as a destination address when sending funds from the exchange.



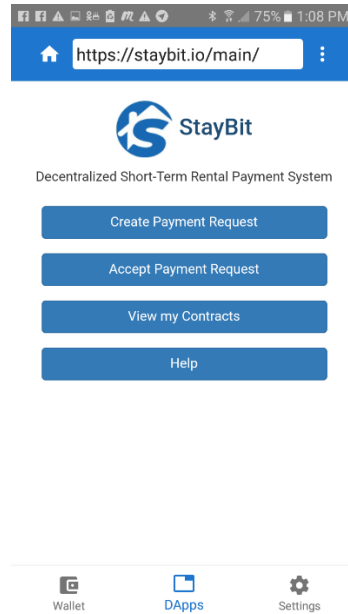
NB! Transaction fees may go up and down, depending on network congestion and price of ETH.

Answering Booking Inquiry

- 3) Once you received a new booking inquiry and you have settled price and availability with your prospective guest, you will need to create a new Payment Request:

3.1) Open DApp browser in your Trust Wallet by clicking on "DApps" pictogram in the bottom menu bar.

3.2) Type **staybit.io/main** in the DApp browser's address bar. Once the page loads, add this URL to the Bookmarks.



3.3) Click on “Create Payment Request” button. Payment Request page has three steps:

3.3.1) Step1/3

Enter your and your guest's E-mail addresses, separated by comma. You can include more than two addresses.

Enter Memo – any text helping you to identify your property or booking details, for example “2 bedroom house with a view”.

Select stable coin you would like to receive as a payment. Right now only two options are available “TrueUSD” and “DAI”.

Click “Next” button.

https://staybit.io/main/

Main Menu Account: 0x7a39078...
Network: Main

Create Payment Request

Step 1/3

Recipient E-Mail(s) *

Memo *

Token *

TrueUSD

Wallet DApps Settings

3.3.2) Step2/3

Enter Rent per Day, Security Deposit and select type of Cancellation Policy. Right now only two options are available "Flexible" and "Moderate".

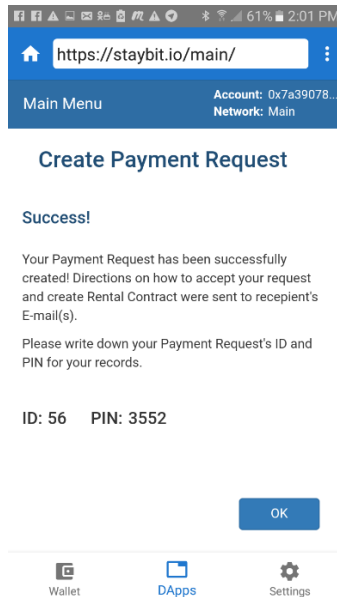
Click "Next" button.

3.3.3) Step 3/3

Select booking dates and time zone.

Click "Next" button.

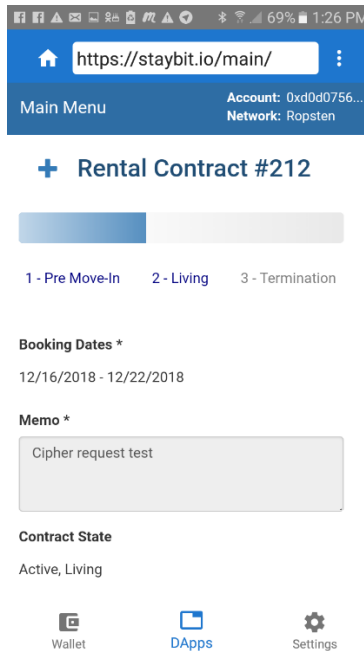
If creating Payment Request was successful, you will see a notification with request's ID and PIN number. You will also receive notification by E-mail. Write down ID and PIN for your records.



Creating Payment Requests is free, you do not have to pay transaction fees.

Booking - Viewing Rental Contract

- 4) When your guest accepts Payment Request and creates Rental Contract from it, you will receive E-mail notification.
- 5) You can view your Rental Contract by clicking "View my Contracts" from the StayBit's main menu. Your new Rental Contract should appear in the list, its ID will be the same as Payment Request's ID.
- 6) When you open Rental Contract page you will see minified view with the progress bar. If you click on the plus sign on the top of contract page, you will see more detailed data.
- 7) On the contract page you can view its state and posted events: deployment, move-in, closing, etc.



Check In Day

- 8) **NB! When your guest arrives, make sure that he confirmed check in, otherwise Rental Contract will assume that your guest cancelled and had a no show. In the event of now show you will be entitled only for the cancellation fee and your guest will receive the rest of funds back. When your guest confirms check in, you will receive E-mail notification and contract page will change contract state from “Pre Move-In” to “Living”.**
- 9) If you had a now show and you cannot contact your guest, please note that in order to receive cancellation fee, you will have to wait till the next day to close your Rental Contract.
- 10) If your guest checks in later than the date specified in the contract, you still will be able to receive the whole rent amount.

Check Out Day – Receiving Payment / Security Deposit

- 11) When your guest moves out you will have an option to claim security deposit. There will be a text box next to “Close Contract” button, where you will need to type the additional amount to withhold from your guest in the event of required extra cleaning or repairs.
- 12) **NB! If you do not close Rental Contract within two weeks after check out date, then your guest will receive an option to close contract themselves, and in this case you will lose an opportunity to receive security deposit.**

Cancellations

- 13) Your guest will have an option to cancel Rental Contract at any time, except a two week window after check out date. If cancellation took place close to check in date, then you will receive a cancellation fee, depending on chosen cancellation policy.
- 14) If your guest checked in and wants to check out early, then he or she should initiate cancellation first. When you receive cancellation request through E-mail notification and event on the contract page, then you should confirm early check out by closing contract. Do not initiate early cancellation by yourself – you may lose an opportunity to claim security deposit.