



**Discover our 3-step  
compliance protocol**



# ABOUT US

National corporate housing provider on a mission to bring our corporate clients exceptional stays everywhere.

With our quality stays and our long standing relationships with top corporate clients in tech, consulting, and construction companies, Akashia has consistently brought satisfaction to our customers as well as positive reviews to our leasing partners.



# Why Does Akashia Have a 3-Step Guest Compliance Protocol?

Akashia was founded on a core principle of trust and respect. As a short-term rental company, Akashia obtains leases in multifamily apartment communities alongside other tenants as neighbors.

Akashia strives to accommodate the best guests and want our tenant neighbors to feel safe and secure. Additionally, our protocol decreases the risk of theft, damage, and/or criminal activity.



# What is Akashia's 3-Step Guest Compliance Protocol?

01

Criminal  
Background  
Screening



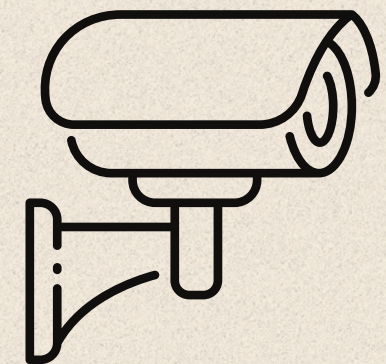
02

Comprehensive  
Rental  
Agreement



03

Preventative  
Security System

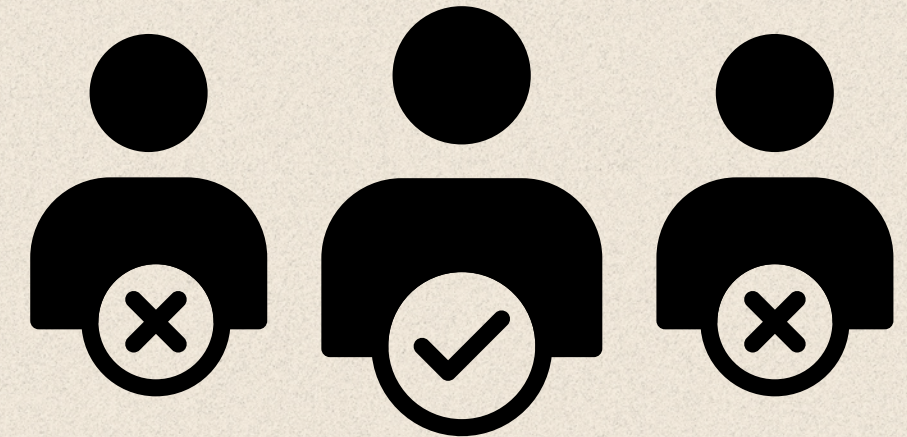


# 1. Criminal Background Screening

This is the first compliance step that occurs when a potential guest requests to book with Akashia.

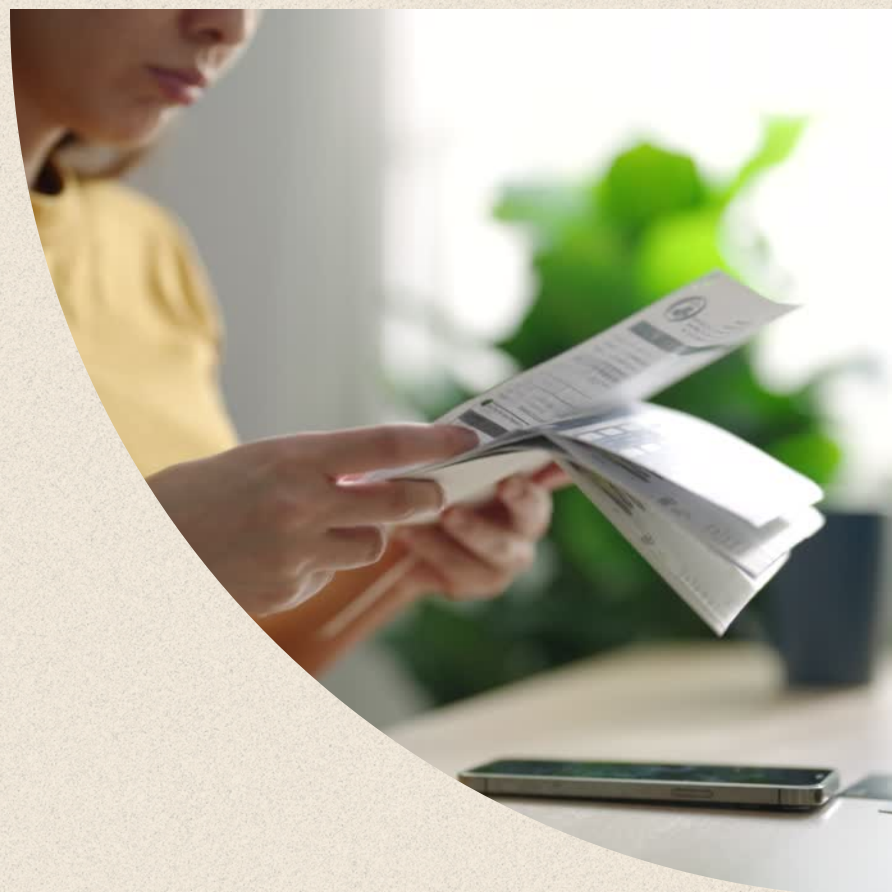
The primary guest on all Akashia reservations, regardless of the booking platform, is screened for criminal background.

A guest must successfully pass all levels of Akashia's screening process or their reservation will be canceled.



# How does Akashia Perform a Criminal Background Screening?

- Upon making a reservation, Akashia automatically sends an email requiring the guest to verify their identity and submit their information for a criminal background screen.
- The link provided takes them to Akashia's criminal screening tool, TransUnion Smart Move.
- The guest is asked for their full legal name, previous addresses, social security number and date of birth.
- A criminal background report is sent securely to Akashia where our Trust & Safety Manager analyzes the results and makes a decision based on Akashia's screening policy.



# What is Akashia's Screening Policy?

- No severe criminal convictions and sex offenses including but not limited to murder, terrorism, rape, assault, battery and child abuse.
- Our screening checks the OFAC list and public state and country criminal records as well as state and national sex offender registries.
- For lesser charges Akashia's screening policy takes several factors into account, such as the severity of the charge, when the charge was placed, and the type of offense

# How is a Criminal Background Screening Performed when Booked on Other Platforms?

All of our listings on Airbnb and VRBO require the guest to be ID-verified with a satisfactory background screening. Airbnb's verification process checks multiple facets of a guest's identity:

- A guest's first and last name and date of birth
- For United States residents, certain databases of public state and county criminal records are checked, as well as state and national sex offender registries for criminal convictions and sex offender registrations. For a guest who lives outside the United States, to the extent permitted by applicable laws and to the extent available, they may obtain the local version of background or registered sex offender checks.



# How is a Criminal Background Screening Performed when Booked on Other Platforms?



Multiple FCRA-compliant vendors are used to conduct felony conviction checks, national sex offender searches as well as global sanctions reviews including OFAC and terrorist watch lists.

These checks cover digitized criminal court records, department of correction records, wanted lists, global watchlist records, and all available state sex offender registries that exist online in the U.S.

In addition, they also cover domestic and foreign watch lists and sanction lists, such as domestic and international fugitives, FBI lists (i.e., terrorism, most wanted, white-collar criminals), Interpol, politically exposed persons, U.S. Dept of Treasury lists, Drug Enforcement Administration (DEA) lists, and many others.

# Sample Criminal Screening

**Criminal Report**

**Applicant Data as Entered**  
Name: Mark Hansen  
Requested By: Automation Criminal  
Property: Automation\_criminal  
Date/Time: 02/15/2016 4:27 PM (Mountain)

**MARK HANSEN**  
State: Colorado  
Aliases: No aliases found  
Physical Features: No physical features listed

**Summary:** Summarizes the total number of offenses listed on the report.  
More detail about each offense can be found below.

Incident(s)	Booking(s)	Arrest(s)
0	0	0
Court Action(s)	Sentencing(s)	Supervision(s)
1	0	0

**Comments:** Includes any additional information from the court about each offense.

**Court Action:** The Activity type field reflects the offense information contained in the record. The Court Record ID is the reference number the court uses to look up an offense.

**Court:** States where the court is.

**Court Charge:** The Charge Degree field provides certain information including the severity of the offense, the result of the charge and other information the landlord can use to conduct additional research.

**Court Charge:**  
Effective Date: 2015-12-05  
Charge Sequence Id: Charge Number: 1  
Charge Description: Exceeding Maximum Speed: 81 Mph In A Posted 55 Mph Zone  
CHARGE CLASSIFICATION  
Charge Degree: 5  
CHARGE DISPOSITION  
Charge Disposition Additional Information: Status: (Citation Number: 350CV5)  
Charge Disposition Date: 2015-12-05  
Disposition: Nolle Prosequi  
CHARGE STATUS  
Expiration Date: 2015-12-05  
CHARGE STATUTE  
Statute Code Id: TA.21.601.1

**Disposition:** 6-220 PBJ.

Applicants | Property Info | Services & Payment | Add Applicant

NAME	STATUS & ALERTS	RECOMMENDATION	REPORTS	RESIDENTSCORE	ACTION
Norman Hamilton <a href="mailto:nbhamilton94@gmail.com">nbhamilton94@gmail.com</a>	COMPLETED Score Factors Too many inquiries Insufficient payment activity over the last year Not enough balance decreases on active non-mortgage accounts Number of delinquent accounts is too high in proportion to total number of accounts	ACCEPT	CRIMINAL	778	
<b>Employment &amp; Income Information</b>					
Employment Status:	Employed	Other Income:	N/A		
Employment Income:	\$120,000.00 Per Year	Assets:	N/A		

Please click the following links to view sample screenings

[Exhibit A](#)

[Exhibit B](#)

[Exhibit C](#)

[Exhibit D](#)

# 2. Comprehensive Rental Agreement

This is the second compliance step that occurs when a potential guest requests to book with Akashia.

The primary guest on all Akashia reservations, regardless of the booking platform, must legally sign off on our agreement.

The guest's signature is legally binding with timestamps and IP address.

**RENTAL AGREEMENT**

**I. The Parties**

This Short-Term Rental Agreement ("Agreement") made on {BCRE} is between the following:

One (1) individual(s) known as {CFULL} with a mailing address the same as the Property Address. ("Guest(s)")

**AND**

A business entity known as Akashia Real Estate LLC (DBA "Akashia", "Akashia Bookings") with a mailing address of 2030 8th Ave Unit 802, Seattle, Washington 98121 ("Host").

Host and Guest(s) ("Parties") agree to the following terms and conditions:

**II. The Property**

The Guest(s) agrees to rent the residential dwelling with a mailing address of {PADDRM} ("Property"). The Property consists of {PBEDS} bedroom(s) and has {PBATHS} bathroom(s).

**III. Period and Guests**

The total amount of individuals allowed to stay at the Property for any period will be limited to {PMAXGUESTS} people. In addition, the Guest(s) are allowed to have a total number of 0 Overnight Guests on the Property.

**IV. Start and End Dates**

The term of this Agreement shall begin {BARR} and end on {BDEP} ("Rental Period").

**V. Rent**

The rent due by the Guest(s) to the Host shall be in the amount of {BTAMT} due in full before check-in. Payment must be made in full to ensure availability.

The total amount includes Accommodation Fare and Cleaning Fee.

**VI. Security Deposit**

If booked directly with Host and not through Airbnb, VRBO, or any similar site, the Guest(s) shall be obligated to pay a Security Deposit in the amount of 50% of booking amount (rent). Upon termination of this Agreement, Host shall return the Security Deposit within a reasonable amount of time or in accordance with State law, whichever is longest.

[Sample Rental Agreement](#) 

# 3. Preventative Security System

Akashia employs post-confirmation protocols to ensure safety of all community residents



Ring Camera for Front Door Surveillance

This protocol allows Akashia's Trust and Safety Manager to enforce occupancy, arms and behavioral rules.



### 3. Preventative Security System

Akashia employs post-confirmation protocols to ensure safety of all community residents

#### Smart Lock for Access Security

This protocol controls access to any Akashia unit by providing guests with a one-time code only valid for the duration of their reservation. A separate unique code and key is given to our Partners.

# 3. Preventative Security System

Akashia employs post-confirmation protocols to ensure safety of all community residents



## Noise and Smoke detector

This protocol allows Akashia's Trust and Safety Manager to enforce smoking and noise rules.



# THANK YOU

We look forward to partnering with you