

## **Property Management Plan for: 29 Conway Street, Beachlands**

**Name of Business:** Beachlands Short Stay

**Property Address:** 29 Conway Street, Beachlands WA 6530

**Property Owner:**

**Property Manager:**

**Maximum occupancy:** 6 people

**Bedding configuration:** 4 Queen sized beds

### **Facilities & Carparking:**

Short term accommodation provided for 6 guests for between 2 and 90 nights. Facilities provided: 4 Bedrooms, Lounge room, dining/kitchen area, 2 bathrooms, laundry, 2<sup>nd</sup> toilet and 4 car garage. Off-street parking and fenced garden area.

### **Day to Day Management:**

Contactless check-in will be available to guests, with a lock box near the front of the building. The Property Manager will be available via mobile phone to assist guests get settled if necessary.

Check in will be between 3pm and 9pm and check out time will be before 10am.

Security cameras are installed on the front and side of the building to ensure short term accommodation rules are followed by guests and the property is secure during periods when the property is not inhabited.

On departure keys will be placed in the lock box by the guests.

All cleaning will be contracted and managed by the Property Manager. The property will be cleaned, and garbage disposed of within 2 days of the guests vacating the property. Any waste will be included with the normal domestic waste collection and will be put out each week by the Property Manager.

Gardening will be contracted to ensure the garden and surrounding areas remain neat and tidy at all times.

### **Fire Management & Emergency:**

A site plan is displayed in the accommodation showing exits (accommodation has its own front and rear doors) and evacuation area in the event of an emergency.

Accommodation is fitted with wired smoke detectors and a fire extinguisher. Additional emergency information is provided in the "Information" folder provided in the accommodation.

**Nuisance, Noise and Complaint Management:**

A sign providing the contact phone number of the Property Manager will be placed next to the front door should a disturbance of any sort need to be reported and dealt with.

It is a condition of occupancy, through Short Term Rental channels, that guests are not allowed to hold parties. They must be quiet and sensitive to people living in neighbouring properties with quiet hours between 10.00pm and 7am each day.

Serious breaches would result in the Property Manager visiting the guests and requiring them to vacate the property. In this event a refund will be given to the guests. In the unlikely event we receive a complaint from a neighbour obviously we would immediately act to stop any current disturbance.

We reinforce and give advance notice to guests through the booking channels that they must adhere to the rules and occupy the accommodation quietly to avoid disturbing the neighbours. We don't envisage the neighbourhood will be disturbed at all.