



HOLIDAY RENTAL MANAGEMENT SPECIALISTS

Information & Application Form

HOLIDAY RENTAL MANAGEMENT & BOOKING SERVICE

Accommodated is a family-owned and operated company that specializes in providing exceptional property management services to property owners in the Blue Mountains. With over 13 years of experience in the holiday letting management industry, we have established ourselves as one of the most reliable and efficient property management companies in the region.

Our team is invested in the success of our clients, and we offer a boutique consultancy service to provide regular updates on how to position your property ahead of your short-term letting competitors. With our background in real estate and years of experience in the short-term stays industry, we have created a Property Management Product that we are extremely proud of.

We offer a comprehensive service that includes rigorous security checks, efficient and professional cleaning services, and seamless check-in for guests with our channel-managed booking systems. Our suite of services covers everything from laundry and repairs to finishing touches for the décor, providing property owners with a solid return on investment.

Our team looks after the entire operation regarding your property, including holiday rental management, live calendars and 24/7 instant booking facility via our channel-managed online travel agents, a listing on our eCommerce website, uniquely structured professional feedback to help leverage the potential of your property, maintenance scheduling, on-time payment scheduling for the mentioned services, regular onsite inspections, seasonally adjusted rates, consultations and complimentary professional lifestyle and interiors photography, secure payment gateway, and trust fund accounts established.

For owners, this means we manage your holiday rental property with the utmost care, looking after the entire operation regarding your property, which includes:

- Holiday rental management, including all guest relations, and emergency calls 24/7
- Live calendars and 24/7 instant booking facility via our channel-managed online travel agents, including Airbnb, Booking.com, VRBO, Stayz, and affiliates.
- A listing on our eCommerce website: www.accommodated.com.au
- Our uniquely structured professional feedback to help leverage the potential of your property
- Our team looks after all maintenance scheduling, which includes:
 - Cleaning, restocking and housekeeping supplies
 - Gardener and basic landscaping
 - Linen hire and laundry
 - Basic building maintenance and repairs
 - Purchases for the property
 - Building emergencies
- On-time payment scheduling for the above-mentioned services

- Regular onsite inspections by management and staff to ensure your property is well-maintained and well looked after by and for guests
- Seasonally adjusted rates, so you don't miss out on high-season profits and boost occupancy during slow periods
- Consultations and complimentary professional lifestyle and interiors photography
- Secure Payment Gateway established for processing funds
- Trust Fund accounts established, as well as delivery of owner payments and statements

We have identified a gap in the Short Term Holiday Accommodation market for more comprehensive and personalised management services for holiday property owners, and we provide the best opportunities to maximise your holiday home's potential to generate more revenue. Our level of care and personal touches ensure exceptional services to both homeowners and vacationer customers.

Our exclusively tailored services ensure a higher occupancy rate and a higher rental yield per nightly stay for your property. We have adapted over the years to incorporate changes within the short-term rental industry and have harnessed the best practices and cutting-edge technologies, while maintaining our personal and caring approach.

With channel-managed properties, your bookings are live across multiple travel sites and guaranteed in real-time, with funds going into trust accounts to ensure both sides of the guest transaction are covered. Managing a mid-range amount of properties has enabled us to create our boutique offering, which includes a mix of professional and secure property management services with technologies, automation, and teams in place to simplify the entire booking process. For guests, this means we act as a personal Short Term Holiday Accommodation host, offering one-on-one customer service.

If you're looking for the best managed accommodation in the NSW Blue Mountains, talk to Accommodated today.

Holiday Rental Expenses

REGULAR EXPENSES	
Accommodated Management Fee	15% of total bookings
Digital Admin Fee – Covers eCommerce Website, Channel Manager, Housekeeping App & Trust Accounting Systems	\$55 per month
Cleaning Service Fee	\$45 - \$55 per hour (approx.)
Online Travel Agent Fee	Approximately 15% commission for each online travel agent which is added on top of our system rate. Airbnb bills the guest directly and is withdrawn from the payout amount received. Booking.com and VRBO invoice at the end of the month and is invoiced to the owner.
Supplies & Consumables	As per supermarket cost
Linen Hire Service	Price list below
Laundry Service	\$10 - \$30 per load (approx.)
Garden Service	\$60 - \$70 per hour (approx.)
INTERMITTENT EXPENSES ***When Required***	
Deep Cleaning Service Fee	\$45 - \$55 per hour (Quarterly or as required)
Maintenance	\$50 - \$60 per hour or priced per job
Plumber	Priced per job
Electrician	Priced per job

Carpet Cleaner	Priced per job
Window Cleaner	Priced per job

Linen Hire Service (Price List 2022)

SUPPLY AND WASH	PRICE
SINGLE FLAT SHEET	\$ 1.94
SINGLE FITTED SHEET	\$1.08
QUEEN FLAT SHEET	\$ 2.16
KING FLAT SHEET	\$ 2.32
SINGLE STRIPED QUILT COVER	\$3.45
QUEEN STRIPED QUILT COVER	\$4.20
KING STRIPED QUILT COVER	\$5.99
STRIPED PILLOW SLIP	\$ 1.33
L BATH SHEET	\$ 1.41
XL BATH SHEET	\$ 1.94
BATH MAT	\$ 1.13
HAND TOWEL	\$ 0.97
FACE WASHER	\$ 0.74
TEA TOWEL	\$ 0.52

OWNER DETAILS

Please fill out the word document form below, save as word document and return via email.

Owner Name 1:	
Address 1:	
Address 2:	
Suburb/City:	
Postcode:	
State:	
Email:	
Work Ph:	
Home Ph:	
Mobile Ph:	
Bank Name:	
Account Name:	
BSB:	
Bank Account Number:	

Owner Name 2:	
Address 1:	
Address 2:	
Suburb/City:	
Postcode:	
State:	
Email:	

Work Ph:	
Home Ph:	
Mobile Ph:	
Bank Name:	
Account Name:	
BSB:	
Bank Account Number:	

PROPERTY INFORMATION

Property Name:	
STRA Code:	
Address:	
Property Type:	
Number of Bedrooms:	
Number of Beds:	
Sleeping Capacity:	
Number of Living Rooms:	
Number of Dining Rooms:	
Number of Bathrooms:	Half, Full, Separate Toilet

BEDROOM CONFIGURATION

Please describe the number, type and size of beds and sleeping facilities for each room.

BED LOCATION	BED TYPE	QUILT TYPE
Bedroom 1:	King Bed, Queen Bed, Double Bed, King Single Bed, Single Bed, Bunk Bed (Single + Single), Trio Bunk Bed (Double + Single), Single Trundle, Single Floor Mattress	King Quilt, Queen Quilt, Double Quilt, King Single Quilt, Single Quilt
Bedroom 2:		
Bedroom 3:		
Bedroom 4:		
Bedroom 5:		
Bedroom 6:		
Rumpus:	Double Sofa Bed, Single Sofa Bed, Click-Clack Sofa Bed, Futon Fold-Out Bed, Day Bed	King Quilt, Queen Quilt, Double Quilt, King Single Quilt, Single Quilt
Lounge Room:		
Second Lounge Room:		
Sunroom:		
Other:		

PROPERTY DETAILS

Please fill in yes or no for each item below, stating the number of each, with a description of the type of facilities that is available for guest use.

FACILITY	YES/NO	NUMBER	DESCRIPTION
HEATING & COOLING			
Air Conditioning:			Reverse Cycle, Cooling Only, Climate Control
Ceiling Fans:			Location
Portable Fans:			Pedestal, Desktop, Floor
Central Heating:			
Heaters:			Gas Heater, Central Heating, Oil Heater, Radiator Heating, Reverse Cycle A/C, Ducted, Climate Control
Indoor Fireplace:			Gas Log, Combustion, Open
Other:			
CHILDREN'S FACILITIES			
Child Highchair:			
Cot:			Portable, Fixed
Children's Facilities:			Books, Toys, Furniture, Board Games
Trampoline:			
Children's Playground:			
Baby Safety Gates:			
Fireplace Screen:			
Other:			
KITCHEN			
Dining Table:			
Breakfast Bar:			
Dishwasher:			
Microwave:			
Toaster:			
Coffee Machine:			Pod Machine, Brand of Pods, Espresso Machine
Coffee Plunger:			
Kettle:			
Stove:			Gas, Electric, Ceramic, Induction
Oven:			Gas, Electric
Fridge:			Full, Double, Mini
Kitchenette:			No Cooking Facility
Other Kitchen Appliances:			
BEDROOM			
Electric Blankets:			All Beds
Blankets:			King Blanket, Queen Blanket, Double Blanket, Single Blanket
Clothing Storage:			Hooks, Wardrobe, Rack, Drawers
Window Privacy:			Black-Out, Blinds, Curtains, Sheer
Other:			
LIVING ROOM			
Sofa:			Seats
Chairs:			
Other:			
DINING ROOM			
Dining Table:			Seats
Other:			
BATHROOM			
Hair Dryer:			

Walk In Shower:					
Shower Over Bath:					
Spa Bath:					
Separate Bathtub:					
Bidet:					
Sauna:					
Disability Facilities:					
Other:					
ENTERTAINMENT					
Internet /Wi-Fi		Service Provider	Username:		
			Password:		
			Location of Modem:		
Television:			Smart, Flat Screen, LCD, Plasma, Hi-Def	Size	Location
Free to Air:			Full Free to Air Channels		
Streaming Service:			Netflix, Stan, Binge, Kayo		
Cable:			Foxtel, Fetch		
Google ChromeCast:					
DVD Player:					
Sound System:					
Ping Pong Table:					
Pool Table:					
Entertainment:			Books, Board Games, DVD's, CD's		
Other:					
LAUNDRY					
Washing Machine:					
Dryer:					
Washer/Dryer Combo:					
Iron:					
Ironing Board:					
Other:					
OUTDOOR					
Garden:			Front Yard, Back Yard, Bush Block, Lawn		
Outdoor Areas:			Balcony, Terrace, Patio, Verandah		
Outdoor Furniture:					
Outdoor Firepit:					
Barbecue:			Gas Bottle, Mains-Connected, Coals		
Views:					
Pets Allowed:					
Pet Facilities:					
Fenced - Child/Pet Secure:					
Wheelchair Accessible:					
Pool:					
Outdoor Jacuzzi:					
Hot Tub:					
Location of Electrical Meter Box:					

Location of Water Meter:					
Parking:			Off-Street, On-Street, Carport, Garage, Driveway		
Entry Access:			Key Safe	Code	Instructions
			Digital Lock	Code	Instructions
Other:					
LOCATION					
Local Attractions:			Which		Distance
Walk to Shops:			Which		Distance
Nearest Village:			Which		Distance
Near Golf Course:			Which		Distance
Walking Tracks:			Which		Distance
Other:					
EVENTS					
Weddings:			Capacity		
Functions:			Capacity		
Other:					
DISABILITY SUITABILITY					
Stairs into Property:					
Stairs within the Property:					
Number of Floors/Levels:					
Disability Facilities:					
Other:					

PROPERTY DESCRIPTION

Please describe each area/room in detail, including furniture, facilities and items that are provided for the holiday let for inventory and description of the property.

Kitchen:	
Lounge Room:	
Second Lounge Room:	
Dining Area:	
Bedroom 1:	
Bedroom 2:	
Bedroom 3:	
Bedroom 4:	
Bedroom 5:	
Rumpus:	
Sunroom:	
Family Area:	
Bathroom 1:	
Bathroom 2:	
Bathroom 3:	
Outdoor Area:	
Patio:	
Verandah:	
Deck:	
Garden:	

Laundry/Facilities:	
Other:	

PROPERTY DESCRIPTION

Please describe the character, feel and personality of the holiday let including any interesting features or facts.

Authorised by (print name) _____

Signature (digital signature) _____ Date _____