

HOLIDAY HOME
PROPERTY MANAGEMENT PLAN



PROPERTY ADDRESS: _____

PROPERTY TRADING NAME: _____

Maximum Guests: _____

PROPERTY OWNER DETAILS

Name: _____

Address: _____

Phone: _____

Email: _____

I confirm I am the legal owner of the property listed above. I give permission for the property to be rented as short term holiday accommodation, and to be managed by the property manager listed below.

Signature: _____ **Date:** _____

PROPERTY MANAGER DETAILS

Name: _____

Address: _____

Phone: _____

Email: _____

Property after hours contact information

Name: _____

Phone: _____

Details of where bookings are made:

Internet (please specify): _____

Other (please specify): _____

DUTIES OF PROPERTY MANAGER

General Information: The Property Manager will supply readily visible in the kitchen or living area of the home the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route).

Other duties include:

- Liaise with tenants for the occupancy and vacation of the premises;
- Ensure the correct maximum number of people is staying overnight in accordance with planning approval conditions;
- Ensure the premise is approved and registered with the Shire of Jerramungup as a Holiday Home provider;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Maintain a register of all people who utilise the premise, available for inspection by the Shire of Jerramungup upon request;
- Ensure the premise is clean and maintained to a high standard;
- Ensure rubbish and recycling bins are put out and collected as required.

I agree to manage the property listed above and in doing so will be responsible for the duties listed above.

I also confirm that I:

- **Am a person/company that will have day-to-day management of the holiday home; and**
- **Will specifically respond to complaints pertaining to guest behavior made before 1am within a two hour timeframe; and**
- **In relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.**

Signature: _____

Date: _____

DATE:

HOLIDAY HOME **FIRE AND EMERGENCY PLAN**

PROPERTY ADDRESS: _____

FIRE SAFETY INFORMATION:

The following floor plan of premises clearly identifies the location of:

- Hardwired smoke alarms;
- Fire blanket (in kitchen);
- Exit Lighting (if required);
- Fire Extinguishers; and
- External Taps/Garden Hose Locations; and
- A fire evacuation route leading to the nearest main road; and

Please attach a floor plan for each level of the premise with the above clearly located and identified.

The above information is to be clearly displayed in accordance with the Property Management Plan.

EMERGENCY CONTACT DETAILS:

FOR ALL EMERGENCIES DIAL 000

Property Manager:	
Jerramungup Police:	9835 0222
Shire of Jerramungup:	9835 1022
Jerramungup Nursing Post:	9835 1004
Bremer Bay Nursing Post	9837 4026

EMERGENCY PROCEDURE:

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

<u>ABC Radio:</u>	558AM
<u>DFES:</u>	www.fesa.wa.gov.au/alerts 1300 657 209
<u>Shire of Jerramungup:</u>	www.jerramungup.wa.gov.au

HOLIDAY HOME **CODE OF CONDUCT**

PROPERTY ADDRESS: _____

The following Code of Conduct governs tenant behavior and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

NOISE AND NUISANCE: The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behavior. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

VEHICLE PARKING: The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

SHIRE REGULATIONS: The tenants agree to all Shire regulations, including noise and fire limitations.

FIRES: The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where your stay coincides with collection days.

TERMINATION OF ACCOMMODATION: If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours notice at the Property Managers discretion. No refunds will be made.

FIRE EVACUATION ROUTE

*Map of Locality
(Insert).*

The map of the property is to clearly show (or detail) the nearest Emergency Evacuation Point.

The primary route used to evacuate the locality in the event of an Emergency which must lead to a main road.

PROPERTY ADDRESS:

LEGEND

Subject Property

Roads to be used in the first instance for Emergency Evacuation

FLOOR PLANS OF PREMISE

PROPERTY ADDRESS:

*UPPER FLOOR PLANS
(Insert).*

*LOWER FLOOR PLANS
(Insert).*

LEGEND

Hardwired smoke alarms Fire blanket (in kitchen)

Exit Lighting (if required)

Fire Extinguishers

You are here.