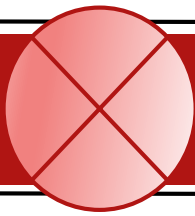


# Boutique Accommodation Tasmania Mellows & Devine

Services	Full Management	Owners Vacation Leave	Housekeeping, Linen & Key Delivery Services
Marketing and rate management through several booking sites to maximize potential.	√	√	
Accommodation payments and reconciliation.	√	√	
Confirmation of bookings and access security codes.	√	√	
Marketing of property	√	√	
Weekly quality control checks	√	√	
Security of property and guests	√	√	
Housekeeping services – Kitchen: Stove, dishwasher, cupboards, utensils, splash-back and rubbish. Wash floors	√	√	√
Housekeeping - Living Area: Wipe and dust all surfaces Vacuum, cleaning of windows and any outdoor areas.	√	√	√
Housekeeping - Bedroom (s) Wipe and dust all surfaces Vacuum, cleaning of windows and any outdoor areas.	√	√	√
Housekeeping - Bathrooms & Toilets Wipe and cleaning of all services, glass and mirrors. Cleaning of tiles and monthly anti-mould. Cleaning of fans, washing machines and dryers Removal of any lint	√	√	√
Electrical: Replacement of any standard light bulbs.	√	√	√
Amenities: Coffee, tea, hot chocolate, long life milk and sugar Cookie snacks Shampoo, conditioner, soap, and personal hygiene products Toilet paper and tissues Garbage bags Dish cloths and tea-towels Washing machine detergent and dishwashing liquid.	√	√	√
Linen Commercial:			
High quality cotton rich linen, triple sheeting on all beds. Pillowcases, towels, hand towels, bathmats and face-washers.	√	√	√
Services: After every check out	√	√	√



# Boutique Accommodation Tasmania Mellows & Devine

Services: Long Stay's Full room service every fifth (5) day.	√	√	√
Weekly revenue and booking report presented to owners	√	√	
Owners return paid out on the 15 <sup>th</sup> day of each month	√		
Owners invoiced and payment settled on the 15 <sup>th</sup> day of each month		√	√

## Option 1. Full Management:

A profit and loss will be provided monthly showing revenue and expenses associated with managing the property:

### Revenue

#### Less the following operational expenses:

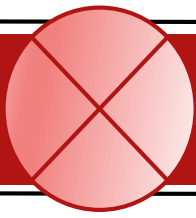
- Utility consumption
- Housekeeping
- Linen
- Amenities
- Bank charges & fees
- Booking fees
- Light bulbs

Expenses not included in operating profit and responsibility of owner or management company:

- Property Mortgage
- Body Corporate
- Gardening
- Insurance
- Structural maintenance and improvements
- Depreciation
- Painting, plumbing and electrical
- Annual safety and emergency service checks
- Installation of services
- Signage
- Outside lighting not fixed to the building

### Fees:

Owner 75% of operating profit. Management Company 25% of operating profit.



# Boutique Accommodation Tasmania Mellows & Devine

## **Option 2. Owners Vacation Leave:**

Every property owner deserved a vacation but at times feel they cannot leave their business. We offer full financial management, bookings and housekeeping services to let you leave your property and know it's fully managed with a positive financial return.

### **Fees:**

Payment is 25% of full revenue during the time of your vacation.

## **Option 3. Housekeeping, Linen Services and Key Delivery Services**

Guest ready means having all of the necessary items there for your guests when they arrive. We make sure your place is always fully stocked with essentials. As a property Owner you know that having fresh linens and towels for your guests upon their arrival is critical to a great guest experience. We can take care of this for you.

Our team of expert cleaners come from the high-end hotel housekeeping background. All cleaners are carefully selected, background checked, interviewed, and have been professionally trained prior to servicing any of our clients' homes. For Studio and one bedroom cleanings, we send one uniformed cleaner. For two bedrooms and up, we send two cleaners. Regardless of your home size, our cleaners will arrive at the location, ready to sweep, mop, wipe down and straighten. We have a system of checks and balances in place to ensure quality control and a professional job.

### **Fees:**

Studio Apartment	\$95
1 Bedroom	\$125
2 Bedroom	\$175
3 Bedroom	\$200
4 Bedroom	\$250