



## OPERATIONS MANAGEMENT PLAN – UNHOSTED SHORT-TERM RENTAL ACCOMMODATION

<b>Property address:</b>			
Address:			
<b>Host/managers contact details:</b>			
Name:			
Phone:			
Email:			
Provide details of afterhours and emergency procedures:			
Signature:			
<b>Accommodation details:</b>			
Maximum number of guests:		Maximum number of visitors:	
Minimum night stay requirements:		Will a host be present on site?	
Guest arrival time:		Guest departure time:	
Provide details of what portions of the dwelling will be available for and used by guests:			
Detail how reservations/bookings can be made:			
Provide details of check in and out procedures:			

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Describe the content and location of associated signage:	
<b>Guest screening and information:</b>	
Provide details on how the host intends to screen prospective guests:	
How guests will be provided the code of conduct and parking arrangements:	
How guests will be made aware of emergency contact and procedures:	
<b>Noise and amenity:</b>	
Provide details on what measures will be in place to minimise noise impact to neighbouring properties:	
Provide details of what measures will be in place for minimising the impact of antisocial activity to neighbouring properties:	
Provide details of what measures will be in place to protect the privacy of neighbours:	
Provide details on how guests will be notified of their responsibilities and expectations:	

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Waste:	
Detail how waste will be managed by guests and/or the property manager:	
Complaints handling procedures:	
Explain how contact details of the manager will be provided to neighbours:	
Provide details on how complaints will be handled and expected response time:	
Provide any process for notification or eviction of guests:	
Pets:	
Detail whether pets are permitted, and if so, how will they be managed:	

## Disclaimer:

*This template is produced by the City of Vincent in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this template. Verification with the original Local Laws, planning schemes and other relevant documents is recommended for detailed references.*