**MANAGEMENT PLAN**

**1. PROPERTY ADDRESS:**

**2. PROPERTY MANAGER DETAILS:**

Name:

Address:

Phone Number:

Mobile:

Email:

**3. DETAILS OF RESERVATION ARRANGEMENTS (PLEASE TICK ALL APPLICABLE):**

 Internet (please specify)

 Property Manager

 Other (please specify)

**4. DUTIES OF PROPERTY MANAGER:**

* Supply, readily visible in the kitchen, dining or living area of the house, the Code of Conduct, the Management Plan and the Fire and Emergency Plan;
* Ensure guests are aware of the the Code of Conduct (Annexure A), the Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route);
* Ensure that an A3 laminated copy of the Fire Evacuation Route Plan is displayed in a prominant place near a front or back door, living area or kitchen of the house.
* Ensure that the maximum number of people staying overnight for each booking of the premises is consistent with planning approval conditions;
* Maintain a record / register of all bookings, available for inspection by the Shire of Shark Bay upon request;
* Ensure the premises are clean and minatained to a high standard;
* Ensure bed linen is clean and replaced upon tenant vacation; and
* Ensure rubbish and waste disposal bins are put out and collected as required.

**5. MAINTENANCE AND ACCESSIBILTY**

|  |  |
| --- | --- |
| Who will be responsible for ensuring that a fire extinguisher will be provided?  |  |
| Who will inspect the premises reguarly to ensure that the smoke alarms and fire extinguisher are in working order?  |  |
| What arrangements are in place for cleaning the house before each booking?  |  |
| Is there a working outdoor hose available to guests?  |  |
| If windows are fitted with locks, are the keys provided to guests?  |  |
| Are guests given keys to all external lockable doors, including security doors?  |  |
| What arrangements are in place for maintenance of external yard areas?  |  |

**6. COMPLAINTS PROCEDURE BY PROPERTY MANAGER:**

- All Guests will be provided with a Code of Conduct.

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