

# Management Plan – 25 Lantern Way, Clarkson

## **Parking**

- All guests and visitors are to park either in the garage or on the driveway. Parking on the lawn, verge or road reserve is not permitted.

## **The maximum number of guests to be accommodated:**

- The maximum number of guests is six (6) guests.
- Non-registered guests are allowed, subject to prior approval and not exceeding the maximum number of guests (6). For example, if grandparents were to visit for a short while or the kids were to have sleepovers from friends, they would be allowed if not exceeding 6 guests in total.

## **Pets:**

- Pets are allowed subject to approval. This will be granted on a case to case basis after assessing the size, nature and likelihood for noise and damage.

## **Expected behavior and obligations of guests and noise-control:**

- Guests and Visitors must not create noise which is offensive to occupiers of neighboring properties, especially between 10pm and 8am and during arrival and departure at any time throughout the occupancy.
- Offensive noise is prohibited and may result in termination of permission to occupy the Property, eviction, loss of rental paid and extra charges for security and other expenses which may be deducted from the Security Deposit or Bond under the Terms and Conditions; and
- Guests and Visitors must not engage in anti-social behavior and must minimize their impact upon the residential amenity of neighbours and the local community.

## **Complaints Management Procedures:**

- All complaints are firstly to be reported to the owner, [REDACTED] at [REDACTED] (call, text or whatsapp) or [REDACTED]
- The phone number has already been provided to the adjoining neighbours on both sides.

## **Check-in and check-out procedures:**

- Unless prior approval has been obtained, check-in is after 2pm and check-out is before 10am.
- Keys are to be found and left in the key-safe which is installed on the wall near the front door.

## **Waste management**

- Guests are to put the green and recycling bins out on the verge for collection on the designated days. The information has been provided to guests as to which days those are for each of the bins, and which products can go in the recycling bin and which can't.
- No rubbish should be visible outside the property – all rubbish to be placed in the bins.

**Ongoing maintenance of the property, including cleaning and general (internal and external) maintenance**

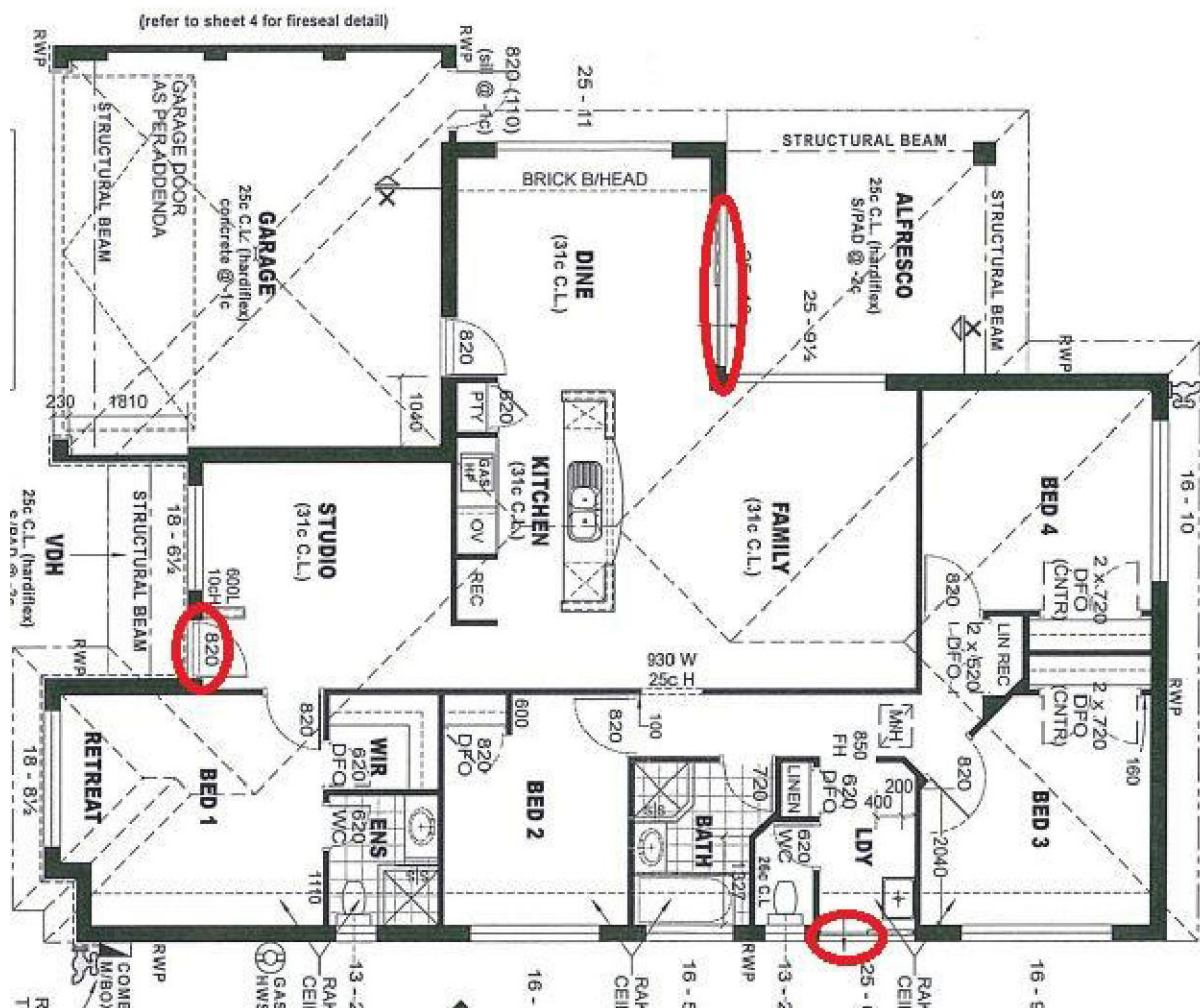
- The owner is responsible for the ongoing maintenance of the property, maintenance of the lawns and gardens as well as internal maintenance.
- The owner organises a cleaner to clean the property after each vacate.
- The lease agreements which are not through Airbnb or Stayz, includes a clause that laws should be kept short where the lease term is a long one (for example 2 months). A lawnmower is provided. If this is not done, the owner generally sends a gardener to mow the lawns after discussion with the tenants.

### Details regarding emergency maintenance procedures

- First contact for emergency maintenance is the owner.
- If the owner can't be contacted, a friend of the owner who assists with maintaining the property [REDACTED] [REDACTED] can be contacted to assist.
- If neither the owner nor [REDACTED] can be contacted for a number of hours and given a reasonable time to respond, depending on the severity of the situation, the tenants may engage a service provider to take care of the situation for the cost of the owner in order to minimize damage to the property.

### Details regarding emergency evacuation procedures

- A chart is provided to the guests with emergency exits indicated.



## Guest Register

[illegible]