

**Management Plan  
For  
19 Duncombe Grove Quinns Rocks**

Management plan for the short term accommodation at 19 Duncombe Grove Quinns Rocks

Any issues or complaints regarding this property should be forwarded to the Property manager/Property Owner at the contact below

All issues will be responded to within 24 hours. Urgent matters will be attended to immediately. Any complaints received by the property manager will be actioned appropriately with the complainant notified once the issue has been resolved. The complainant will be notified of the measures that have been undertaken to resolve the issue.

**Rubbish**

Guests are to dispose of all rubbish in bins provided and the owner will take out the bins on Monday evenings for Tuesday morning. When the guest is residing in the residence on a Monday evening they are required to place the Green bin on the verge of the property. In the instance this doesn't happen and the bin is in disarray the property owner will organise the removal of any rubbish.

**Parties**

There are strictly no parties permitted at the residence. Any parties will result in cancellation of the duration of the stay, a fine of \$500 and any damages caused to the property.

A motion detector security camera is installed on the property at the entrance to monitor the comings and goings of guests, every motion sends a photo to the property owner, any unauthorised visitors will be asked to leave via phone call or text to the guest.

**Noise**

Excessive noise is banned at all times. The property is located in a residential area therefore any noise that would otherwise disturb the neighbours is not permitted. There cannot be any heavy machinery at the property. There is a house noise curfew of 10pm and abuse of this house rule may result in the termination of the stay.

**Pets**

One dog or a maximum of two dogs can be permitted on the property with the approval by the property owner. Any dogs must not be left alone at the property at any time during the stay. Barking must be kept to a minimum. Excessive barking causing neighbour complaints may result in the cancellation of the duration of the stay.

**Parking**

There are two allocated parking locations on the property, the first is the garage and the second is the grassed area directly beside the garage. Only two vehicles are permitted to park on the premises at all times.

**Guest occupancy**

There is a maximum occupancy restriction of 4 guests (and 2 children) permitted in the property with the sleeping arrangements being a queens size bed in two rooms and two childrens single

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beds in the third room. All guests occupying the premises must provide their details to the property manager before entering the property.  
No visitors are permitted during the stay.

#### Check in & Check out

Check in's will be at 2pm and check outs at 10am. The guests will be notified that the property is ready via email or text message and a pin code will be sent to them for lock box at the property with the key. The owner will be notified by the motion security camera when the guest arrives.

#### Duration of stays

The minimum stay will be three days and a maximum of thirty days. Any stay may be terminated for abuse of the house rules or illegal activity resulting in police attendance.