

## **9 Pipefish Management Plan**

### **BOOKING REQUIREMENTS**

We anticipate approximately one booking per week and our average trip length is between 6-8 nights. This is based on the average performance of our listings in our portfolio. We specify a mandatory minimum stay length of two (2) nights as we find this significantly deters any unwanted targeting for parties or gatherings. We also have a booking cut-off time after 7:00pm so that we can't allow last minute and late-night bookings to occur from opportunistic and likely undesirable guests.

### **CAR PARKING**

The property comes with four (4) allocated car-bays. Two (2) bays are located in the secured garage and the other two (2) are located in the driveway in front of the garage.

As stated in our online listing, in the house rules section under 'Things to Know' is our parking information, it is also listed again in the 'Space' section of the listing & guest handbook, it states:

- Please only park inside the double garage of the property.
- Off street parking is not allowed.

### **GUEST SCREENING PROCEDURE**

When a guest requests or books a stay at this property, we can view or determine whether the guest's profile includes their required verification steps:

- Contact details including full name(s), phone number & e-mail address
- Acceptance of our stipulated house rules
- Confirmed payment
- Profile photo (if set)
- Government issued ID (such as driver's licence or passport)
- Written reviews/recommendations from other hosts
- Overall star rating which can be categorised for items such as observance of house rules, cleanliness & communication
- Their reason for visiting Perth & booking the property

### **SHORT TERM RENTAL HOUSE RULES as Listed**

- No parties or events allowed.
- No pets allowed.
- No smoking allowed.
- No unregistered guest allowed.
- Please don't eat or drink in the bedroom.
- Please respect the noise curfew.
- No illegal substances allowed on the premises.
- Please take the trash out before you leave.
- Please do your dishes.
- Please don't rearrange the furniture.

- Please take care of the furnishings. You have to pay the damage that exceed the security deposit.
- Please respect the check in and check out time.
- Please turn off the A/C when you go out.
- Quiet time is 9 pm to 6 am.

### **MAXIMUM NUMBER OF GUEST**

- The maximum number of guest allowed is 6 at any one time.
- Only registered guest are allowed to stay on the property.
- No pets allowed.

### **CHECK IN AND CHECK OUT PROCEDURE**

At the time of booking online, guest are to review and agree the house rules with specifically state. Check in time is 3 pm to 7 pm only. Guest are provided with a digi number for the door lock that will be send to there registered mobile device. The door lock can monitor the time and the people who went inside the property. The house is monitored by RING cameras. 1 in the front door, 1 in the garage and 1 in the driveway. It will monitor how many people are coming in and out of the property. My virtual assistant will send a message reminding the guest about the house rules once checked in.

Check out time is 10 am or earlier. Unless other arrangement have been made with the manager

### **EBOOK AND HANDBOOK**

When a guest checks in, they are encouraged to read our 'Guest Handbook' which provides them with all the important information they need to know to have an enjoyable, safe & respectful stay. This lists the property managers contact details, emergency contact details, emergency plan, house rules, parking rules, bin collection days, public transport, nearby amenities, sights, and attractions in the area and more. Guests will also always have access to the Airbnb platform during their stay and are required to communicate with their property managers on this platform so all details pertaining to their booking are documented. The Airbnb platform also provides guests with the hosts contact details. The guest handbook which we have created is very comprehensive which significantly mitigates any risk and issues regarding the stays.

### **COMPLAINTS PROCEDURE**

We are contactable 24/7 and our phone numbers and e-mail addresses are provided to our guests upon confirmation of booking and are also advertised in the property for easy access. We are more than happy to provide these contact details to nearby neighbours for us to be even more effective in managing our properties.

In our online Airbnb listing, which the guest(s) must agree to before booking with us and the also included in the guest handbook, we have extensively listed our house rules in respect to the property and other nearby residents of the surrounding area & amenity. Priority is given to adherence of our noise and parking policy.

If guests fail to adhere to our house rules, they will be at risk of having their booking cancelled immediately. We, police, security, rangers, or other engaged professionals may attend in person to have the guest/s removed, lockbox code and door lock/s may also be required to be changed depending on the circumstances.

If we receive any complaints about guests, they will be dealt with immediately upon receipt of said complaint. We will contact the guests informing them of the situation and any breach of house rules and based on severity of the breach then the reservation may be terminated.

Guest must not create noise which is offensive and excessive to occupiers of neighbouring properties especially between 9pm and 7am Monday to Saturday and 10pm – 9am on Sunday and public holidays, during arrival, and during departure, and at any time throughout the occupancy.

### **GARBAGE AND RECYCLING**

Rubbish and recycling items are to be disposed in accordance with the local council policies, strata by-laws & procedures and in the correct allocated bins for weekly collection on Wednesday.

Any excess rubbish must not be left in sight of a public area and is removed by housekeeping. Guests are notified & reminded to place all rubbish & recycling in the allocated bins at the complex.

### **HOUSE SECURITY DEVICES.**

The house is monitored by MINUT, RING CAMERAS and YALE digital door lock.

**MINUT** - It can monitor noise levels and get notifications if the noise level is too high. It can also monitor the number of people in the property as well as the mold level.

**RING CAMERAS** - 3 ring cameras is installed on the property. 1 in the front door, 1 in the garage and 1 in the driveway. Ring sends notification and record a video once a motion is detected.

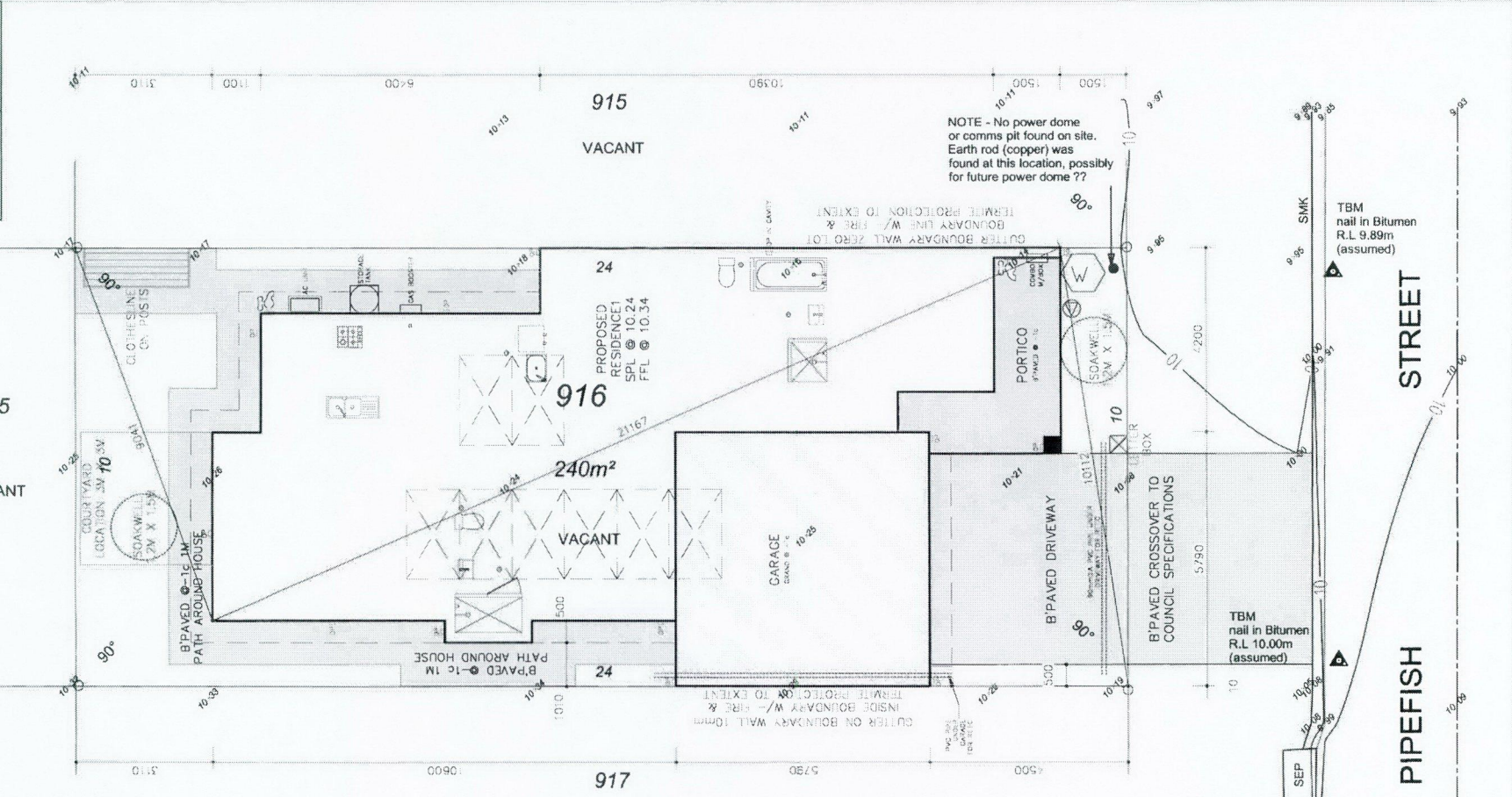
**YALE digital lockdoor** - It can monitor the people coming in and out of the property as well as there timings.

THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT

DATE: \_\_\_\_\_ BUILDER: \_\_\_\_\_ OWNER: \_\_\_\_\_

**SITE PLAN**

SCALE: 1:100 PAGE NO: 2 OF 8



**BOUNDARY LINE**

EXISTING BUILDING

SIDE ENTRY PIT

LIMESTONE SET WALL

ROAD CENTRELINE

KERB

EDGE OF CONCRETE

SEWER MAIN

**SERVICE RECORDS**

WATER

GAS

ELECTRIC - UNDERGROUND

TELSTRA

SEWER

REMEMBER TO CALL "DIAL BEFORE YOU DIG" BEFORE SEARCHING FOR ANY UNDERGROUND SERVICES

PRECALL 1100 FOR FURTHER INFORMATION

**LEGEND**

▲ SITE DATUM

○ COMMS MARKER

○ COMMS PIT

○ POWER DOME

○ SEWER MANHOLE

○ SEWER ID

○ WATER METER

○ WATER VALVE

○ DRAINAGE MANHOLE

○ STORMWATER GATE

○ GAS MARKER

○ FIBO POINT

○ FIRE HYDRANT

○ POWER POLE

□ FOUND AND SURVEYED

□ PARTIAL ONLY SURVEYED

□ CONSTRUCTION DATES

□ NOT FOUND

□ NOT AVAILABLE

FINAL DESIGN SUBJECT TO SITE SURVEY, ENERGY EFFICIENCY ASSESSMENT AND COUNCIL APPROVAL

**SOAKWELLS**

+ ALL STORMWATER DISPOSAL TO BE CONTAINED ON SITE TO 2 x 15000l x 1200g SOAKWELLS + SOAKWELL LOCATIONS MAY BE ADJUSTED AT PLUMBERS DISCRETION TO BCA & COTA AUTHORITY REQUIREMENTS

**FOOTINGS**

+ PIER & POST FOOTINGS @ -3c

+ GARAGE FOOTINGS @ -3c

SITE SURVEY ONLY. The information shown on this drawing is current at the date of survey. Boundary information, Easements ETC. to be verified from the Certificate of Title, Plan/Diagram or a boundary Repeg. Boundary position approximate only. Location of boundary pegs or fences in relation to the boundary lines are not guaranteed. Sewer, drainage may vary from the Schematic representation, clearances to be checked on site. Service information to be confirmed with the relevant authorities. For underground services ring "DIAL BEFORE YOU DIG" for confirmation.

**PSS GROUP**  
PRECISION SURVEYING SOLUTIONS

PO BOX 1972 MALAGA WA 6944

PHONE: (08)9303 2407  
FAX: (08)9303 2406

WEB: WWW.PSSGROUP.COM.AU  
EMAIL: ADMN@PSSGROUP.COM.AU

REV	DATE	BY	DESCRIPTION
A	05/01/2015	TM	ISSUE FOR REVIEW
0	07/01/2015	AH	ISSUE FOR USE

SCALE @ A1: 1:100

0 5 10

FILE REFERENCE: 20150105-14000202TM

DOCUMENT NUMBER: 14000-201-CWC-G01-133-001

SURVEYED: TM DATE: 05/01/2015 DRAFTED: TM DATE: 05/01/2015 REVIEWED: AH DATE: 07/01/2015

HORIZ DATUM: TITLE: SITE SURVEY LOT 916 PIPEFISH STREET ALKIMOS - DSD1507CUR01

VERT DATUM: ASSUMED

LOT NUMBER: 916

PLAN/DIR: DP77074

CURT/TITLE:

AREA	
GROUND FLR:	165.39sqm
GARAGE:	32.69sqm
PORCH:	8.83sqm
GF TOTAL:	146.91sqm
ROOF AREA:	154.81sqm
ROOF PERIM:	58.2m

FINAL DESIGN SUBJECT TO SITE SURVEY, ENERGY EFFICIENCY ASSESSMENT AND COUNCIL APPROVAL

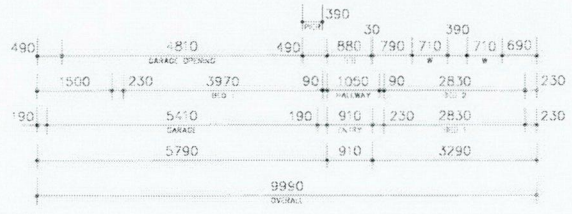
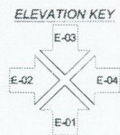
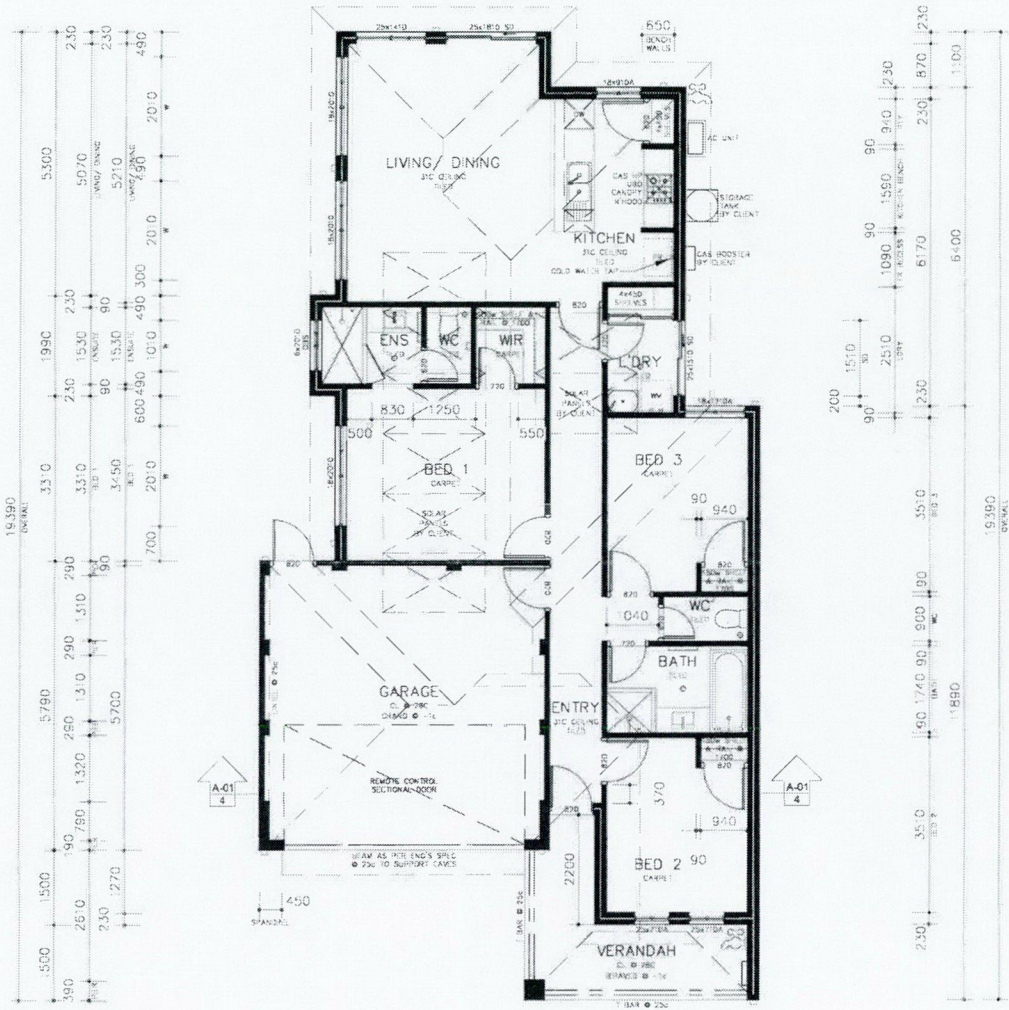
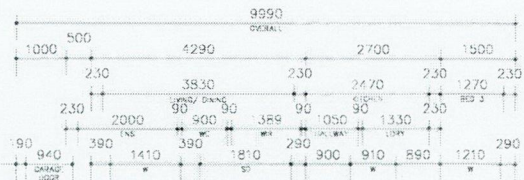
NOTE  
ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL ENGINEERS DETAILS, ALL RELEVANT AUSTRALIAN STANDARDS & THE BUILDING CODE OF AUSTRALIA

NOTE  
DO NOT SCALE FROM THESE DRAWINGS. CHECK ALL DIMENSIONS ON SITE PRIOR TO SETTING OUT AND COMMENCEMENT OF ANY WORK

SLIDING ROBE NOTE  
+ ROOF CARPENTER TO ENSURE DOUBLE PLATED SOFFIT FOR CEILING FIXERS  
+ CEILING FIXER TO PROVIDE SOFFIT CEILING TO WARDROBES FOR SLIDING DOORS

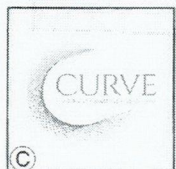
INCLUSIONS  
+ RENDERED BRICKWORK TO FRONT ELEVATION ONLY  
+ 2bc CEILING THROUGHOUT UNLESS OTHERWISE NOTED

INSULATION NOTE  
+ FOIL BASED INSULATION THROUGHOUT EXTERNAL CAVITY WALLS



### FLOOR PLAN

*Biflex chemical spray to ASS660.1 3 Home Guard physical barrier to all boundary walls*



CLIENT:  
DATE:  
CLIENT:  
DATE:  
BUILDER:  
DATE:

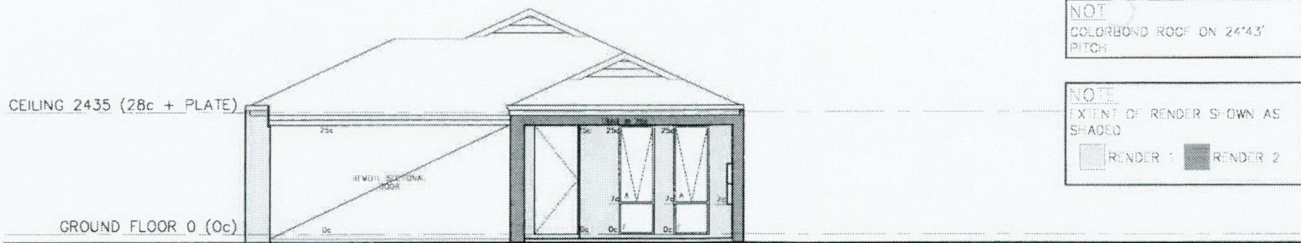
CLIENT NAME: **K. MORRIS & H. M. MORRIS**  
SITE ADDRESS: **LOT 916 PIPEFISH STREET  
ALKIMOS  
CITY OF WANNEROO**

JOB No: **DSD1507CUR01**  
SCALE: **1:100**  
PAGE No: **3 OF 8**

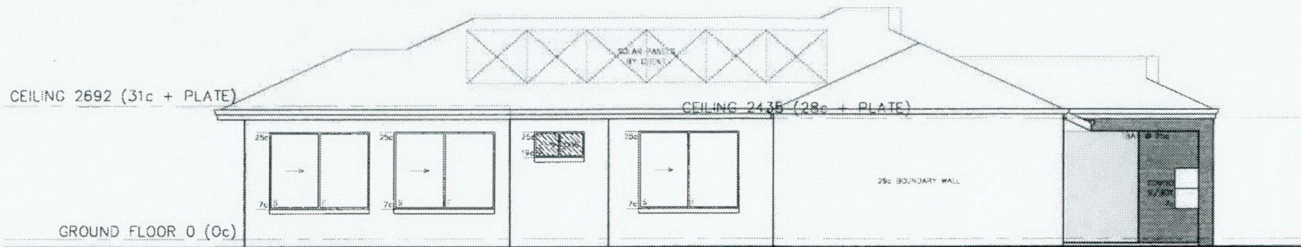
UNIQUE		
DRAWN	DATE	DESCRIPTION
WV	1/11/15	WANNEROO ADDRESS
WV	25/11/15	CLIENT NAME ADDED
WV	2/12/15	ADDRESS & SITE PLAN ADDED
WV	3/12/15	FINAL DRAWING ADDED
WV	3/12/15	ENTRY SETTING ONLY ADDED
WV	11/1/16	REVISIONS ADDED

NOTE  
COLORBOND ROOF ON 24°43' PITCH

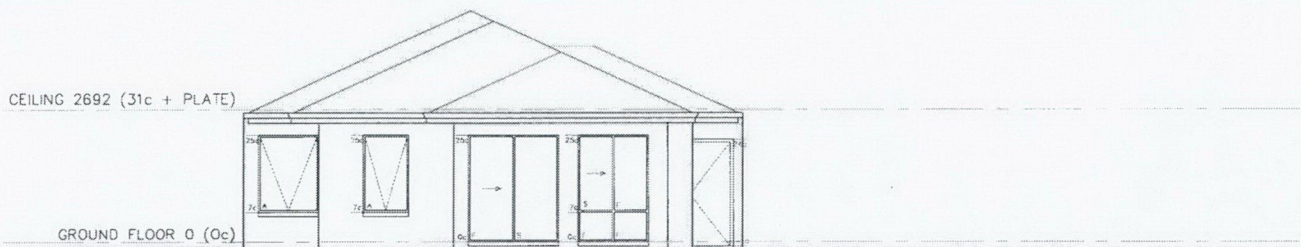
NOTE  
EXTENT OF RENDER SHOWN AS SHADED  
RENDER 1 RENDER 2



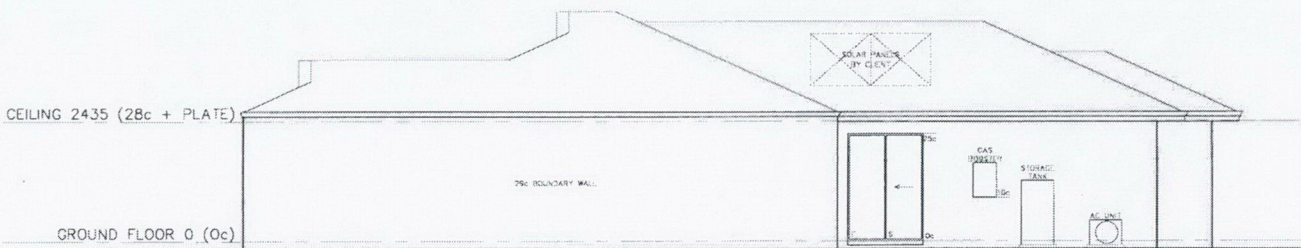
**ELEVATION 1**



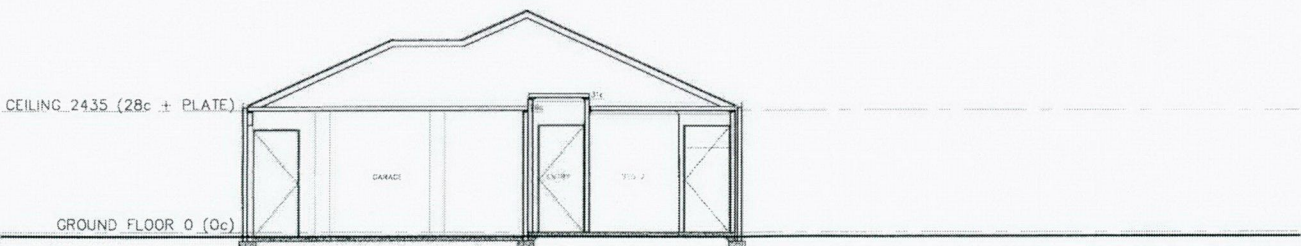
**ELEVATION 2**



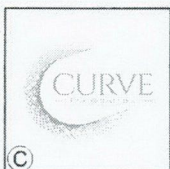
**ELEVATION 3**



**ELEVATION 4**



**SECTION A-01**



CLIENT:  
DATE:  
CLIENT:  
DATE:  
BUILDER:  
DATE:

CLIENT NAME: **K. MORRIS & H. M. MORRIS**  
SITE ADDRESS:  
**LOT 916 PIPEFISH STREET  
ALKIMOS  
CITY OF WANNEROO**

JOB No:  
**DSD1507CUR01**  
SCALE:  
**1:100**  
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UNIQUE		
DRAWN	DATE	DESCRIPTION
DM	11/11/18	WORKING DRAWINGS
DM	20/11/18	PLAN NAME UPDATED
DM	2/12/18	ADDENDA & 50% PLAN ADDED
DM	13/12/18	UTILITY ORGANISATION ADDED
DM	1/1/19	ENERGY EFFICIENCY ADDED
DM	10/1/19	ENVIRONMENTAL ADDED