

SHORT-TERM PROPERTY MANAGEMENT PLAN

Property: 25 Westminster St, East Victoria Park, WA 6101
Name – [REDACTED]



PURPOSE

This Short-Term Property Management Plan outlines the intended use and operational details of the property at 25 Westminster St for short-stay accommodation. The plan ensures that the operation of the property will not adversely impact neighbouring residents and complies with the expectations of the Town of Victoria Park.

PROPERTY USE & DESCRIPTION

- **Proposed Use:** Short-term accommodation (e.g., Airbnb, holiday rental)
- **Maximum Occupancy:** 5 guests
- **Accommodation Type:** Entire House (dwelling)
- **Length of Stay:** Minimum 7 nights, maximum 4 weeks
- **Location:** the property is 200M from Albany Hwy intersection providing excellent access to public transport, local restaurants, Park Centre Shopping center and other local specialty shops. All considered tourist potential with the foreshore, South Perth and the city center all in close proximity.

PROPERTY MANAGEMENT

- **Manager Details:**
 - Name: [REDACTED]
 - Contact Number: [REDACTED]
 - Email: [REDACTED]
 - Location: [REDACTED]
- **Response Time:** The property manager will respond to any issues within **1-2 hours**.

GUEST CODE OF CONDUCT

All guests must agree to the following, and this information is set up in the profile/listing on Airbnb:

- No parties or events are permitted, stated on the site.
- No loud noise between 10pm–7am
- No more than 5 visitors at any time

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- Waste must be disposed of in designated bins on collection days
- Parking is only permitted in allocated bays/driveway
- Smoking is not permitted inside the property
- No pets are permitted at the property

SECURITY AND ACCESS

All guests must agree to the following, and this information is set up in the profile/listing on Airbnb:

- **Check-in/Check-out:** Self-check-in with secure key lockbox / keypad
- **Security Measures:** motion sensor lighting in the back yard
- **Guest Identification:** Verified through hosting platform prior to check-in
- **Window locks:** fitted to all windows
- **Security System:** system installed with motion sensors within the house, can be activated and deactivated with the supplied PIN code.
- **Gate lock installed:** key is provided for those that require disabled access via the side of the property

WASTE MANAGEMENT & CLEANING OF THE PROPERTY

- Bins will be placed on the verge the evening before collection and returned within 24 hours
- Instructions on recycling and waste separation are provided in the welcome guide
- Property manager will monitor bin usage and arrange additional pickups if needed, periodically checking with those staying longer than 7 nights
- There is a minimum of 3 days between rentals ensuring appropriate time for deep cleaning & drying cleaning of linen.
- Cleaning fee is charged for each stay.
- For longer term, beyond 7 days, cleaning is offered on a weekly basis to ensure the property is well maintained.

PARKING

- On-site parking for 2 vehicles at the front
- No street parking is encouraged or necessary
- Clear directions will be provided to guide guests

EMERGENCY AND SAFETY

- Smoke alarms and fire extinguishers installed and maintained
- Emergency contact numbers and evacuation plan clearly displayed in the property
- First aid kit available on-site

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NEIGHBOURHOOD AMENITY

- Regular inspections will be conducted to ensure compliance
- The property will be maintained in a clean and tidy condition, there is a gardener that tends to the lawns and garden each month.
- The owner & manager have, and will continue to, liaise with neighbours and address complaints promptly. Neighbours on both sides of the property are currently aware of the dwelling being utilised for short term rental.

COMPLAINT HANDLING

- A dedicated contact number is available 24/7
- Complaints will be acknowledged within 1 hour and resolved within 24 hours
- A log of complaints and resolutions will be kept for review

COMPLIANCE

The use of the property as short-term accommodation will comply with:

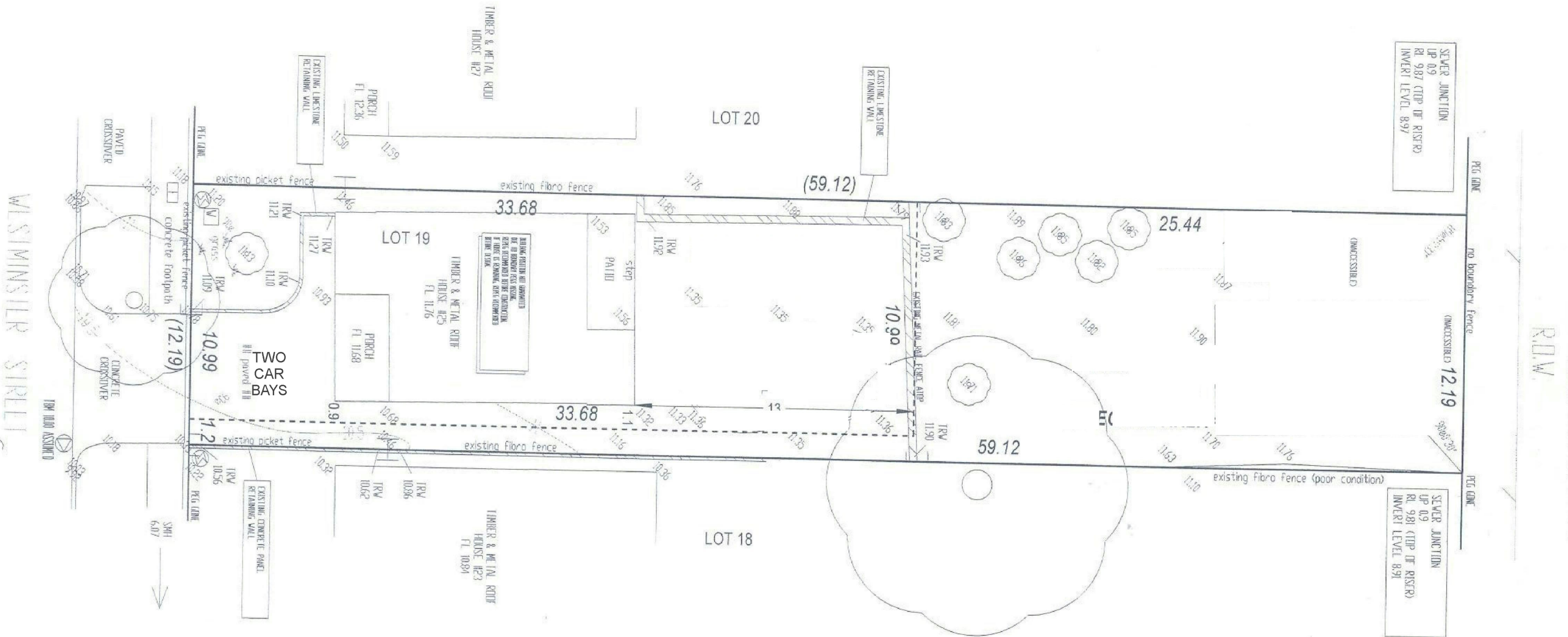
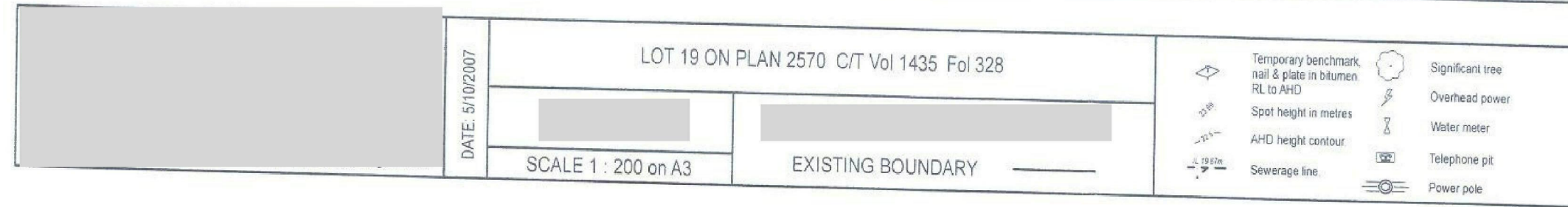
- The Town of Victoria Park's Local Planning Scheme
- Short Stay Accommodation Guidelines
- Relevant State and local health and safety regulations

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SIGNED



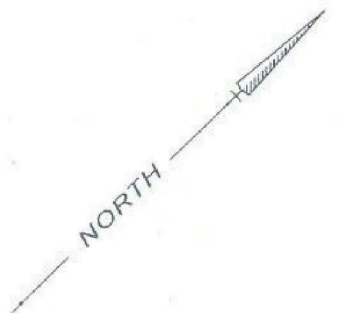
25 WESTMINSTER STREET,
EAST VICTORIA PARK

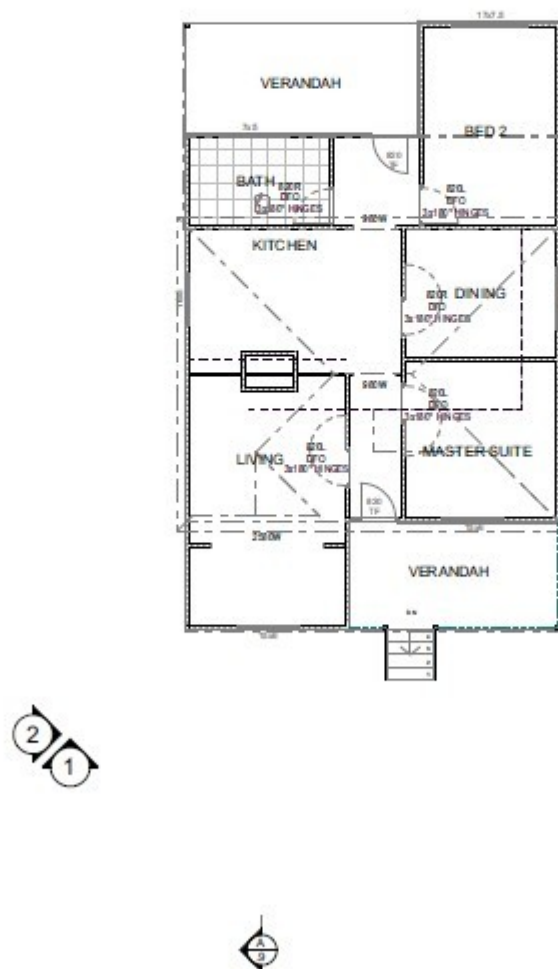


**Site Plan -
Proposed Unhosted Short-Term Rental Accommodation -
25 Westminster Street, East Victoria Park**



TOTAL AREA = 721m²





**House Floor Plan -
Proposed Unhosted Short-Term Rental Accommodation -
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