

Short term rental MANAGEMENT PLAN

ADDRESS: Unit 3 / 15 King George Street Victoria Park 6100

DATE: 25/03/2025

1. BACKGROUND

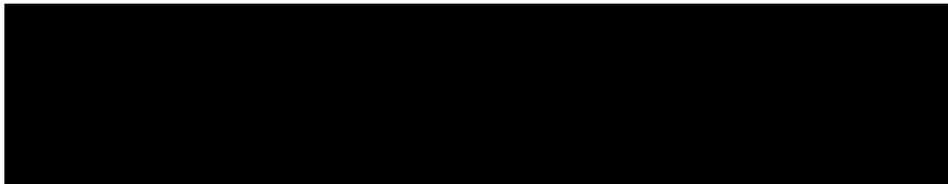
This is a studio apartment, located in Victoria Park, with 1 bed and 1 bathroom – suitable for no more than 2 guests.

2. OBJECTIVES OF MANAGEMENT PLAN

1. To ensure the safe and responsible operation of the short-term rental property.
2. To minimise any potential disturbance to neighboring residents.
3. To establish clear procedures for property maintenance and guest management.
4. To comply with the Town of Victoria Park's Local Planning Policy No. 31.

3. MANAGEMENT STRATEGIES

3.1 MANAGER



10. Availability: Available 24/7 for emergencies. Typically respond to guests within one hour for urgent matters.
11. Any changes in management will be updated in a revised management plan within two weeks and submitted to the Town.

3.2 CHECK-IN/CHECK-OUT

Standard check-in time: 3:00 PM

Standard check-out time: 11:00 AM

Guests will receive self-check-in instructions via a secure online link to retrieve keys from an on-site lockbox.

Early check-in/late check-out may be granted upon request, subject to availability.

3.3 MITIGATION AND COMPLAINTS PROCEDURE

- Guests must adhere to quiet hours from 10:00 PM to 7:00 AM.
- No loud music, parties, or excessive noise permitted at any time.
- Complaints can be reported to the manager via direct contact.
- Complaints from neighbors will be addressed immediately, with guests receiving a warning or eviction for repeated disturbances.
- Complaints Management Form will be provided to all adjoining property owners and tenants.

3.4 USE AND MAINTENANCE

- Guests must follow the House Rules, which include restrictions on noise, waste disposal, and appropriate use of shared spaces.
- Regular cleaning and maintenance will be scheduled between guest stays.
- Any damages must be reported by guests immediately and will be addressed promptly.

3.5 SAFETY, HYGIENE AND SECURITY

3.5.1 SAFETY

- Smoke alarms are installed and tested regularly.
- Fire extinguisher and fire blanket available in the kitchen.
- First aid kit provided in the bathroom.

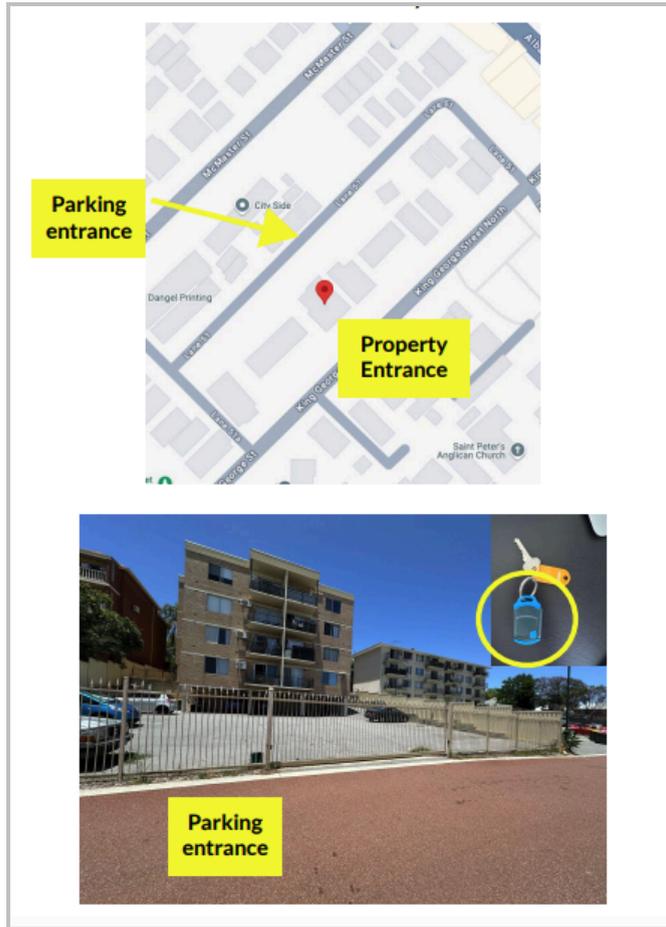
3.5.2 HYGIENE AND COMFORT

- Fresh linen and towels provided for each guest stay.
- Proper waste disposal measures in place carried out by the housekeeper.
- Kitchen equipped with refrigerator safe food storage options.
- Air conditioning and heating available for guest comfort.

3.5.3 SECURITY

- Secure door locks with key.
- Guests are required to lock doors when leaving the premises.

3.6 CAR PARKING



Only one vehicle per guest booking permitted. There is no designated space within the complex, they're welcome to park in any space so long as to not obstruct other vehicles or public pathways. No street parking is permitted.

Visual and written instructions will be provided to guests upon check-in date.