



**GC STAYZ**

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## GC STAYZ PROPERTY MANAGER APPLICATION FORM

### Property Owner

Name:

Address:

Telephone:

Rental property address:

Strata manager:

### Property Manager

Name: GC Stayz Suzanne Slater

Address: 120/10 Albert Avenue, Broadbeach 4218

Telephone: 0429 966 508

### Property Pricing

Week Day Rates

Weekend Rates

High season (per night or week):

High season dates:

Shoulder season:

Shoulder season dates:

Low season:

Security deposit: 25% Total Booking



## Guest Restrictions

Minimum stay (min 2 nights):

Maximum number of guests:

No children under the age of:

Non-smoking: Non - Smoking

No pets: No Pets

## Manager Fees

### ONE OFF FEES

Set up Fees \$1,200.00 Bond Clean, Maintenance check, Professional Photos (the owner gets to keep and can use when selling their property)

Emergency Fees up to \$500.00

### ONGOING FEES

Property Management Fee - 20% (of booking revenue per booking)

Cleaning & Social Advertising - 4.5% (of booking revenue per booking)

Management Services ("Services")	Y/N	Additional Fees
List property on holiday rental websites (professional photographs, pricing advice, styling advice, etc.)	Y	N
Manage guest bookings (timely response to enquiries, collect deposit/final/security payments, update calendars, ensure signed holiday rental agreements, etc.)	Y	N
Inspect property prior to guest arrival (clean and dust free, beds are made, towels on racks, toilet rolls filled, etc.)	Y	N
Provide guest "Welcome Pack" (milk, tea, coffee, dishwasher soap, laundry powder, cleaning cloth, garbage bags, etc.)	Y	N
Handover keys on arrival (explain any security arrangements, confirm departure time, agree details of return of keys, etc.)	Y	N
Meet and greet guests (show them parking, garbage, laundry, dishwasher, TV remotes, fire extinguishers, fuse box, etc.)	Y	N

On call during guest's stay (telephone questions, arrange extra cleaning and repairs, complaints, emergencies, etc.)	<b>Y</b>	N
Collect keys on departure	<b>Y</b>	N
Inspect property after guest departure (use checklist, garbage taken out, dishes cleaned, lights and appliances off, windows closed, doors locked, report any damage or repairs, etc.)	<b>Y</b>	N
Return security deposit after property inspection	<b>Y</b>	N
Organize cleaners between guest bookings	<b>Y</b>	Y
Organize repairs (use approved service providers, make payment directly if within authorized spending limit)	<b>Y</b>	WITHIN \$300
Organize regular maintenance (garden, pool, handyman, etc.)	<b>N</b>	N
Organize linen service (sheets, towels, kitchen towels, etc.)	<b>Y</b>	N
Replace broken items and re-supply apartment basics (glasses, cutlery, toilet paper, light bulbs, salt & pepper, etc.)	<b>Y</b>	UP TO \$100
Pay property owners regular expenses (council rates, body corporate fees, insurance, utilities, invoices, etc.)	<b>N</b>	N
Organize collection and forwarding of owner mail	<b>N</b>	N
Manage and resolve any disputes that may arise	<b>Y</b>	Y
Other (e.g. concierge service, event bookings, shopping, etc.)	<b>N</b>	N

Please complete this form and email it to Suzanne Slater, GC Stayz: [enquiries@gcstayz.com.au](mailto:enquiries@gcstayz.com.au)

