

LISTING YOUR PROPERTY ON STAYZ



The sign-up process

To make it easy for you to get down to the business of generating bookings, we've outlined the simple steps you need to follow to set-up your listing on Stayz. If you complete all of the steps below quickly, you can be up and running within two business days.

1. Go to stayz.com.au and click on the 'add property' tab

- ▶ <http://www.stayz.com.au/property-wizard/create>

2. Enter your details and agree to the Terms and Conditions

Following this, you will receive two emails containing:

- ▶ Login details for the Stayz owner admin system
- ▶ The invoice for your annual listing fee

3. Login to owner admin and complete the mandatory fields

- ▶ Add text
- ▶ Add photos (minimum of 6)
- ▶ Add pricing



Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
* Weekly Property Price	\$ 2000				
Nightly Property Price	\$				
Weekend Property Price (per weekend)	\$				
Mid-week Property Price (per night)	\$				
* Minimum Nights Stay	7				
* Maximum Nights Stay	59 Default maximum stay is 59 nights.				
* Property Sleeps	5				
* Number of Beds	2				
Change Over Day	none				
Extra Adult Price Per Night	\$				
Extra Child Price Per Night	\$				
Last Change Discount					

STEP 1

Add pricing information in zones (this is helpful if you want to set several different prices for different times of year)

You need to set either:

A full weekly price (7 nights) as well as a nightly property price

OR

A full weekly price (7 nights), a weekend price and a midweek price.

Extra Description (e.g. linen)	Price
linen	\$50
	\$

I charge GST

[Add more Extras](#)

STEP 2

Add any additional costs e.g. linen.

Select pricing zone:	Zone 1	Weekly Property Price:
Pricing start date:	21 Sep 2009	Nightly Property Price:
Pricing end date:	22 Sep 2009	Weekend Property Price:
Please note: end date refers to checkout date		Mid-Week Property Price:
<input type="button" value="save"/>		
Dates saved		
01-Dec-2009 to 30-Mar-2010 Zone 1 <input type="button" value="edit"/>		
School Holidays	Zone 1 Zone 2 Zone 3	
Public Holidays	Zone 4 Zone 5 Zone 6	
Sep. 2009		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		
T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S		
Oct. 2009		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		
T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S S		

STEP 3

Allocate specific dates to any zones you have set-up in Step 1.

Select the zone from the drop down menu followed by the dates that apply to that zone and select save.

The zones will show up on the calendar below.

Your pricing is currently active

STEP 4

Please enter pricing for the next 18 months.

Dates saved in the next 18 months:

- 01-Dec-2009 to 30-Mar-2010 (Zone 1)

Dates not saved in the next 18 months:

- 21-Sep-2009 to 01-Dec-2009
- 30-Mar-2010 to 21-Mar-2011

Make pricing active to the public: [Make active](#) [Enter remaining dates](#)

Make your pricing active.

Stayz will display a per night "FROM" price on your listing which is calculated from the lowest nightly price entered across any of your zones. This could be either:

- ▶ Nightly
- ▶ Midweek
- ▶ Weekend divided by 2
- ▶ Weekly divided by 7

4. Verify your property

For the security of Stayz guests we require formal documentation that provides proof of ownership or authority to manage the property on behalf of the owners. All documentation provided is stored in a secure online system.

If you are an owner

Formal documentation to be supplied:

- ▶ A copy of your most recent council rates notice in your name
- ▶ A copy of your photo identification in the form of a drivers licence or passport

If you are a property manager

Formal documentation to be supplied:

- ▶ A copy of your signed management agreement with the owner
- ▶ A copy of the most recent council rates notice
- ▶ A copy of your photo identification in the form of a drivers licence or passport.

Please note that additional supporting documentation may be requested if necessary.

5. Get ready to receive bookings

Once your invoice is paid, customer service will approve your property and send you email notification when you are live on the site and ready to accept bookings!

Here's how your final listing will look...

"We have been very happy with the website and would certainly recommend to anyone wanting to list a holiday property."

- Sarah Watts. Jones Beach House, Kiama

The screenshot shows a Stayz listing for 'Pavilions House on the Beach' in Ciburra Beach, NSW. The listing features a large photo of a modern interior with a hammock and a view of the ocean. The price is listed as \$225 per night. A 'Check Availability & Price' widget is visible, showing a calendar for September 2009. The widget includes a 'Request Booking' button and a note about a 5% discount for stays before 28 Sep 2009. The listing also includes a '7 Days, 7 Ways to Enjoy your Stay!' section with a 'Watch dolphins and whales from lounge' feature.

If you have any questions regarding the process, we're here to help! Please contact Stayz Customer Support at support@stayz.com.au or **1300 550 251** Monday to Friday AEST.

