

Owner Questionnaire

Owner full name	
Listing address	
Property type	House Unit Apartment Other:

Q 1		Owner login username and password (if any)	
1.1	Airbnb username		
	Airbnb password		
1.2	Booking.com username		
	Booking.com password		

Q 2		Room rate and minimum stays	
2.1	Minimum room rate per night <i>Note: Room rate refers to the amount that the guest will pay, not the amount received by the owner.</i>	\$	
2.2	Minimum stay, if required		Nights
2.3	Minimum room rate for special period, if required <i>Special period: public holiday, school holiday etc.</i>	\$	
2.4	Specific period minimum stay, if required		Nights
2.5	Would you authorize us to set the room rate lower than the minimum you set if there are no bookings or low occupancy rate within the next month?	Yes	No

Q 3		Cancellation policy	
3.1	Would you authorize us to set cancellation made at least 5 days before check- in will result in a full refund of the accommodation fees.	Yes	No

Q 4		Wi-Fi Details	
4.1	Do you provide free Wi-Fi to guests? If no, go to Q4	Yes	No
4.2	Wi-Fi network name		
4.3	Wi-Fi password		

Q 5		Repairs and maintenance	
5.1	Up to what amount of repairs and maintenance can be carried out without requiring the owner's pre-approval? Noted: The owner is responsible for the payment.	\$	
5.2	Which specific items of repair do you wish us to inform the owner about before we coordinate the repairs? (if any)		

Q 6		Lockbox or smart lock	
6.1	Has a lockbox or smart lock been installed?	No	Lock box Smart lock
6.2	What is the passcode?		
6.3	How to access smart lock (if any) eg. changing passcode etc.		

Q 7		Parking	
7.1	How many free parking space?		
7.2	Any limitation for the parking space?		
7.3	Which type of carpark is free? Is it a garage, an undercover carpark, a building carpark, or street parking?		
7.4	If no free parking in the property, any paid parking nearby? If yes, please give details (name and distance)		

Q 8		Security cameras	
8.1	Have security cameras been installed? If no, go to Q9	Yes	No
8.2	How many security cameras?		
8.3	Where are they?		

Q 9		House Rule	
9.1	Pets allowed	Yes	No
9.2	Events allowed	Yes	No
9.3	Smoking, vaping, e-cigarettes allowed	Yes	No
9.4	Commercial photography and filming allowed	Yes	No
9.5	Quiet hours 10pm - 8am	Yes	No
9.6	Others: please list		

Q 10		Attractions	
10.1	Are any parks, attractions, or others nearby? If yes, please give details		

Owner Signature	
Date	