

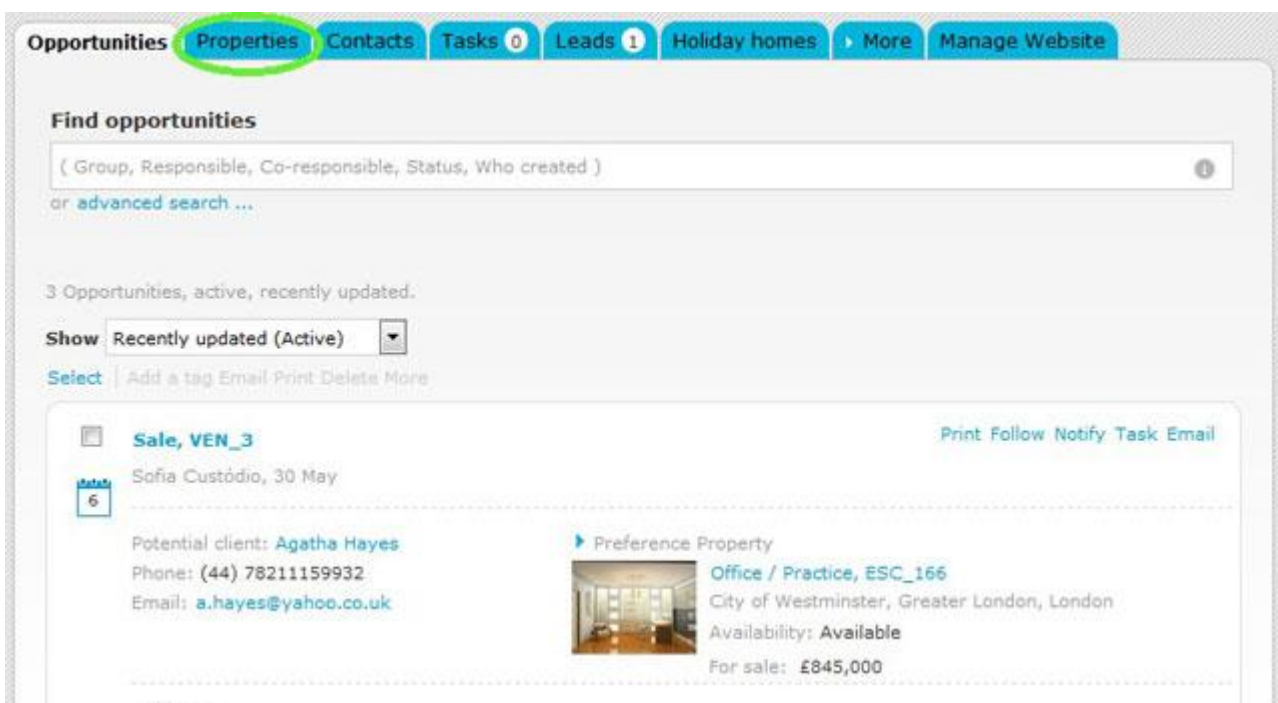
How to create Short-Term Rentals?

The application manager can manage short-term rentals from eGO to expand his business.

The **Short-Term Rental** feature allows users to run their holiday rental business deals, set high and low seasons and create price and availability calendars of their properties.

To create a property holiday rental, take the following steps:

1. Click the '**Properties**' tab;



The screenshot displays the eGO Academy software interface. At the top, a navigation bar contains several tabs: 'Opportunities', 'Properties', 'Contacts', 'Tasks 0', 'Leads 1', 'Holiday homes', 'More', and 'Manage Website'. The 'Properties' tab is highlighted with a green circle. Below the navigation bar, there is a search section titled 'Find opportunities' with a search input field containing '(Group, Responsible, Co-responsible, Status, Who created)' and a link to 'advanced search ...'. Below the search section, it indicates '3 Opportunities, active, recently updated.' and a 'Show' dropdown menu set to 'Recently updated (Active)'. There are also links for 'Select', 'Add a tag', 'Email', 'Print', 'Delete', and 'More'. The main content area shows a list of opportunities. The first entry is 'Sale, VEN_3' with a checkbox and a 'Print Follow Notify Task Email' link. Below this entry, there is a 'Potential client: Agatha Hayes' with her phone number '(44) 78211159932' and email 'a.hayes@yahoo.co.uk'. To the right, there is a 'Preference Property' section with a small image of an office interior, the title 'Office / Practice, ESC_166', the location 'City of Westminster, Greater London, London', the availability 'Availability: Available', and the price 'For sale: £845,000'.

2. Open the property register you wish or add a new property;

The screenshot shows a dashboard with navigation tabs: Opportunities, Properties, Contacts, Tasks (0), Leads (1), Holiday homes, More, and Manage Website. Below the tabs is a search bar for finding properties, with a dropdown menu set to 'All properties'. A list of properties is displayed, with 'Bungalow, Onyx I' highlighted by a green circle. The property details include: Plymouth, Devon, South West England; Holiday Rentals: £1,200; Status: New; Net area: 105 m²; Gross area; Land area; 3 Rooms Available; and a description of the 'Quartz' country estate. The property is created on 07 Jan. There are also tags for 'Highlight' and 'Site 1'.

3. Click 'Edit this property';

The screenshot shows the edit page for the 'Bungalow, Onyx I' property. The navigation tabs are the same as in the previous screenshot. The property name 'Bungalow, Onyx I' is followed by a progress bar indicating 'Profile completed: 100%' and an 'edit' link. The location is 'Plymouth, Devon, South West England'. There is a green circle around the 'edit this property' link. Below the location is a photo of the property interior. The details section includes: Holiday Rentals: £1,200; View in website Site 1 (Short url); Description: The 'Quartz' country estate was designed for relaxation and tranquility. This specific cottage, the Onyx, is another perfect gem of the country estate. Ready for a maximum of 8 people and complete with 3 bedrooms, 2 bathrooms and a large open floor space with the living room/kitchen combined. Features: Air Conditioning, Parabolic antenna, Hydromassage Bathtub(1), Barbecue, City Center, Equipped Kitchen, School, Extractor Hood, Pharmacy, Electric Cooker, Oven, Natural gas, Supermarket, Dish Washer, Washing Machine, Microwave, Cleaning. The status and availability are: Status: New; Availability: Available; Condition: Excellent; Rooms: 3; Net area: 105 m²; Number of floors: 1.

4. When editing the property register, go to '**Business/Price**' section and choose '**Short term rental**' as business deal.

Note: After changing the business deal to '**Short term rental**', a new section '**Holiday Rental**' will be available, right under the '**Location**' section.

Business / Price Price under appreciation

845,000 Great Britain, For For sale More options Remove

(Choose business deal)

Exchange

For sale

Share Sale

Short term rental

Starting Base bid for Auction

To rent

Transfer of Contractual Position

Transfer Ownership

Condominium price:

Deposit payment:

More info

Title English (United Kingdom)

5. Go to '**Holiday rental**' and click '**Edit**';

Holiday rental Manage holiday homes seasons

Holiday homes Season: (Holiday homes Season) [Edit](#)

Areas

Rooms 1

Surroundings 4

Equipment / Infrastructures 12

Security

Services 3

6. In the new window, choose '**Add holiday homes Season**' in the dropdown menu

Note: Each time you add a '**Holiday homes Season**', it will be available for other properties.

Holiday homes Season

1 Add/Edit holiday homes season



7. When adding a new holiday home season please write the name, the refund values and the descriptions.

Holiday homes Season ✕

1 Add/Edit holiday homes season

Add holiday homes season ▼

2 Add holiday homes season

Name <input type="text"/>					Currency Great Britain, Po ▼	
Refund days <input type="text"/>	Fixed value <input type="text"/>	Daily percentage <input type="text"/>	Number of nights <input type="text"/>	Fixed value of collateral <input type="text"/>	Collateral in total (%) <input type="text"/>	
Cancellation policy description <input type="text"/>					English (United Kingdom) 🇬🇧 ▼	
Reserve description <input type="text"/>					English (United Kingdom) 🇬🇧 ▼	
Payment conditions description <input type="text"/>					English (United Kingdom) 🇬🇧 ▼	

Seasonal prices

Name 🇬🇧 ▼	Arrival date <input type="text"/>	Departure date <input type="text"/>	WNP <input type="text"/>	WNP <input type="text"/>	AN <input type="text"/>	PW <input type="text"/>	PW <input type="text"/>	MP <input type="text"/>	YP <input type="text"/>	MS <input type="text"/>
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+ Add another

Create

8. On 'Seasonal prices' set a name (ex. High season), the dates when property is available and write the prices in the corresponding fields:

- WNP: Week night price;
- WNP: Weekend night price;
- AN: Additional night;
- PW: Price per weekend;
- PW: Price per week;
- MP: Monthly price;
- YP: Yearly price;
- MS: Minimum stay;

You can also add other 'Seasonal prices' and set different amounts and dates (ex. Low season) by clicking 'Add another';

Note: After adding 'Seasonal prices' this information will be exported to the property register and published on the website.

Holiday homes Season ✕

1 Add/Edit holiday homes season

Add holiday homes season ▾

2 Add holiday homes season

Name Currency

Refund days Fixed value Daily percentage Number of nights Fixed value of collateral Collateral in total (%)

Cancellation policy description English (United Kingdom)

Reserve description English (United Kingdom)

Payment conditions description English (United Kingdom)

Seasonal prices

Name	Arrival date	Departure date	WNP	WNP	AN	PW	PW	MP	YP	MS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add another

Create

9. After filling in all the information regarding 'Holiday homes season', click 'Create';

English (United Kingdom) 

English (United Kingdom) 

WNP WNP AN PW PW MP YP MS 

Create

10. On 'Holiday homes season' select the 'Holiday homes season' you have created; you can also select the equipment and services available.

Holiday rental Manage holiday homes seasons

Holiday homes Season: (Holiday homes Season) Edit

- Areas
- Rooms
- Surroundings
- Equipment / Infrastructures
- Security
- Services

High Season

Low Season

Mid Season

1

4

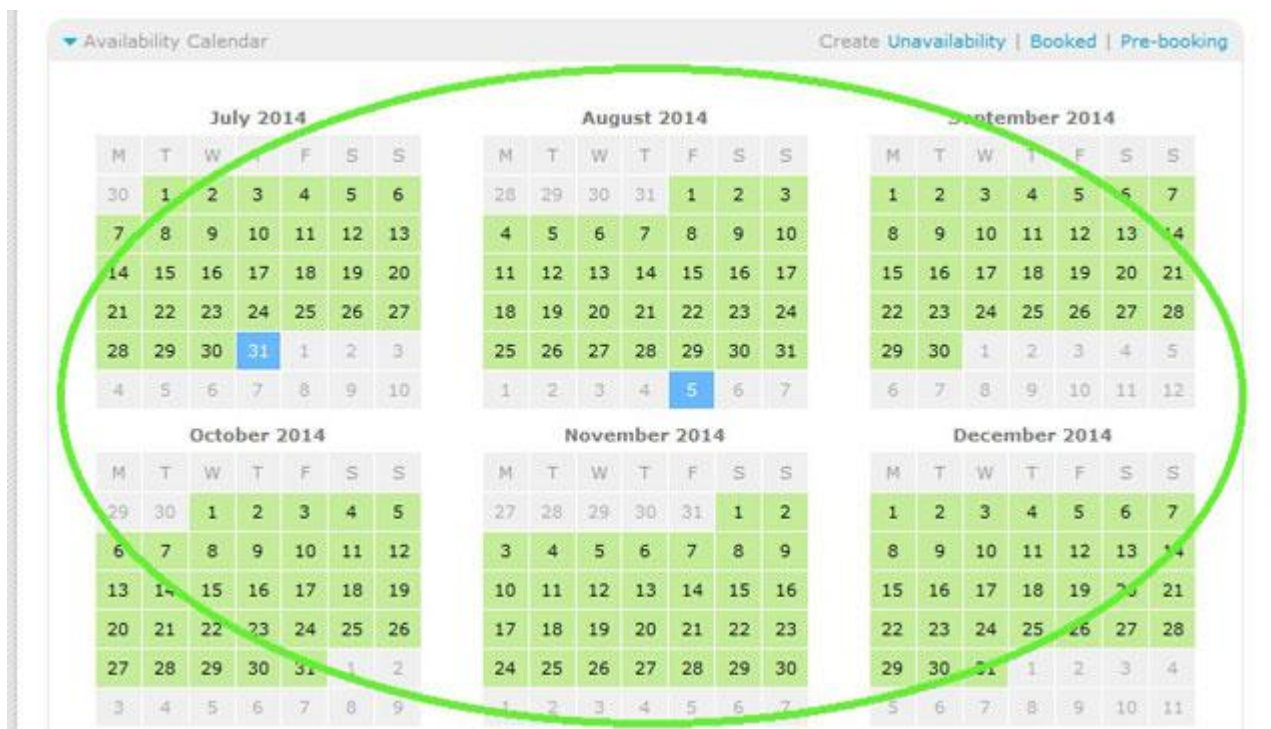
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3

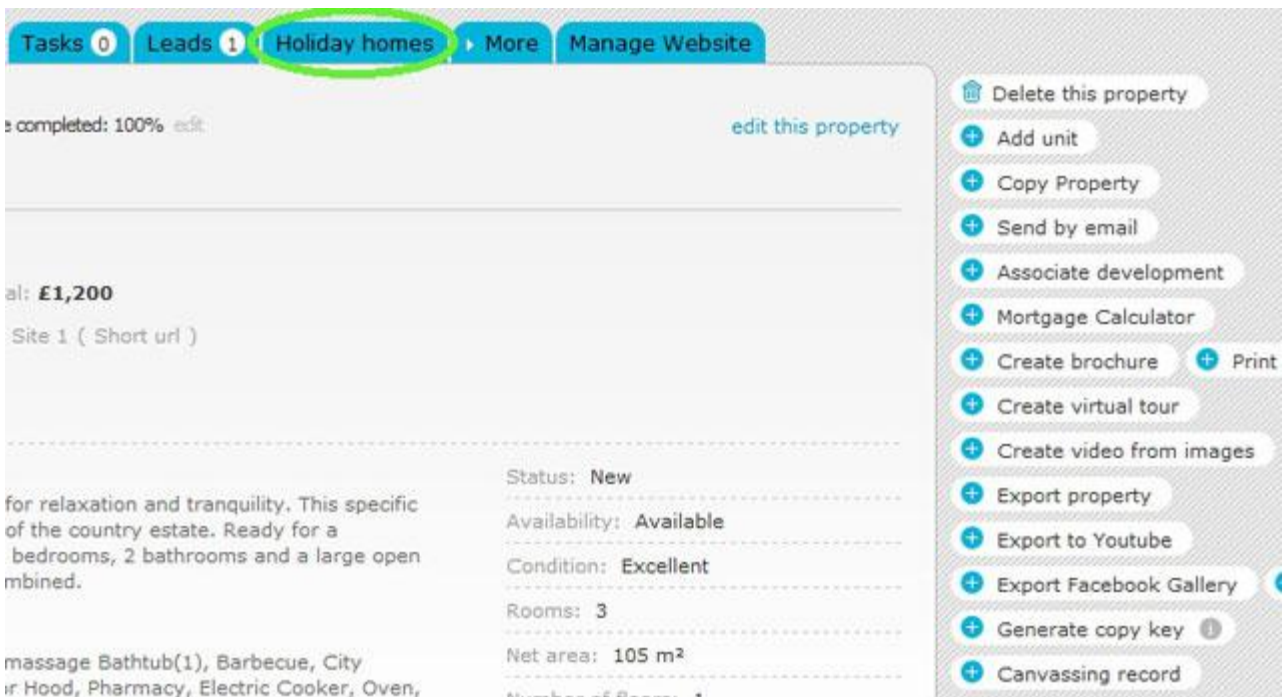
11. After filling in all the information regarding the short-term rental, click '**Save property**';



12. The holiday rental availability calendars will be added to the property register. You are going to manage the pre-bookings, bookings and unavailability of the property here.

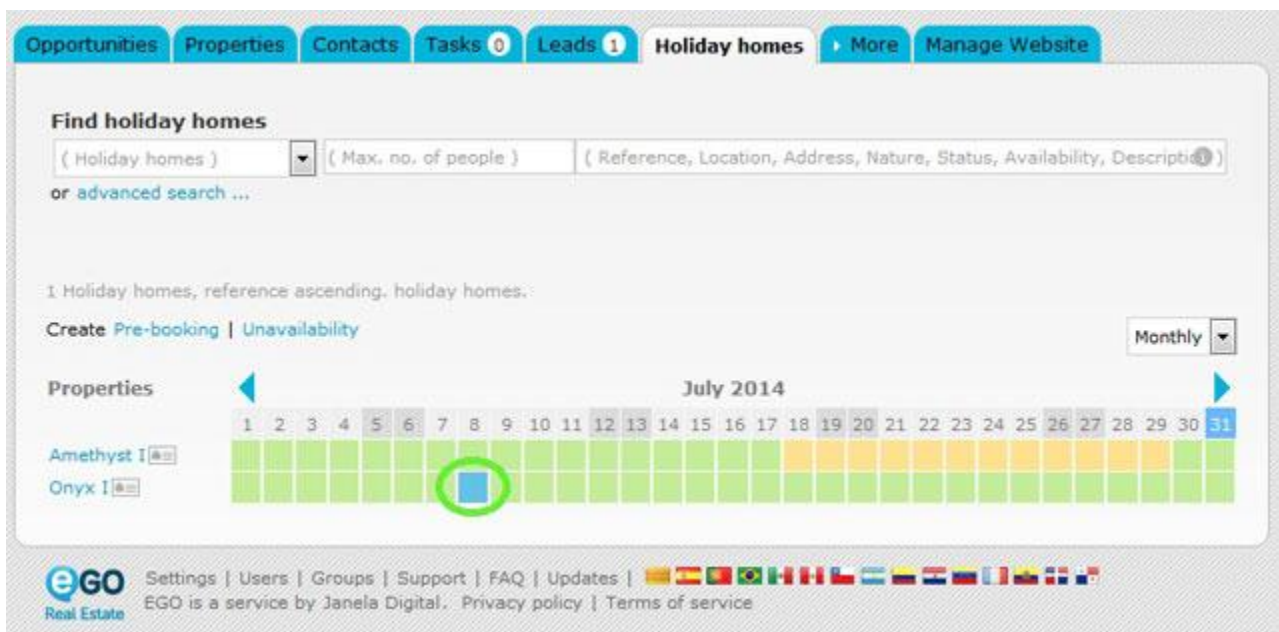


13. To view all your short-term rental properties go to 'Holiday homes' tab.



14. You will see all property calendars which are tagged as 'Short term rental' in this section. You can also manage your properties pre-bookings, bookings and unavailability here;

To schedule a pre-booking, booking or unavailability, double-click the day you want;



15. Choose the potential client, the status (Pre-booking, Booked, Unavailable), the potential client's arrival and departure dates, the price and other additional information. After filling in this information click 'Save'.

16. The property will be reserved in the selected period. To have a quick view of the additional information, double-click the scheduled day again.

Property	Opportunity	Potential client	Price	Arrival date	Departure date	Status	
Bungalow, Onyx I	LLO_7	Luisa Costa	£1,222	08/07/2014	13/07/2014	Booked	

Learn more at: <http://academia.egorealestate.com>

Questions: support@egorealestate.com