



Registered as a landlord:

We offer 2 different ways:

- **Advertising Client:** You pay for your ad for 12 months in advance once, no other costs during the next 12 months.
- **Client paying commission:** You pay nothing for your ad, but we get by each letting 11,5% of the rent (10% + 15% VAT), please note the net rate per day on the price list, we put the 11,5% on top before going online, your property will be automatically activated for our automatic booking system, **PLEASE UPDATE ALWAYS YOUR AVAILABILITY**, as each available date can be rented out directly.

In the ad will be noted our contact details.

Following booking terms will be noted in the booking form:

1. Down-payment 30% of the rental rate direct to us, we take our 11,5% and send the rest to you.
2. Payment 2: 90 days before the arrival 20% of the rental amount, the client send it direct to your account (if you wish the client can send it to us and we send all together to you)
3. Payment 3: 30 days before the arrival the balance (50%) of the rental amount, the client send it direct to your account (if you wish the client can send it to us and we send all together to you)

To accept you as a costumer, paying commission, we need proof of ownership of the property (if you are an agent, we need a written permission from the owner, and consumption bill of the property) and a copy of a valid ID from you!

Please register you now:

1. Choice your language first
2. Click on **INSCRIPTION** in the Landlord section

If you advertise as a private person (when paying the ad), we need only the details which appear in the advertisement, to advertise you as a company, so we need all your company details, for client paying commission, we also need your bank details.

Username and password can be chosen from you.

Once you have registered you can begin to advertise your property:

After you had been registered you can start to create your ad

Please log-in:



1. Choice your language
2. Sign-in

Please enter username and password to log-in, prepare all the necessary information before, you have approximately 30 minutes to capture the object!

Owner-admin section:

Property register. register new ad / property

Property edit. edit ad / property, attention if you change description, prices, photos etc. it will be put off-line and has to be re-activated by us

Property Calendar. You have an inquiry, but is still waiting for the payment, you can set a reservation, arrival date (with year) eg 01.08.2009, stay 7 nights, will now appear in the calendar of the 1st of August appears half occupied, every day until 7 August, as full and the 8th August (departure) in half-occupied in the colors yellow (like a traffic light ATTENTION). When your customer have send the down payment, so you delete the reservation (01.08.2009, stay 7 nights) and give a binding Booking: 01.08.2009 stay 7 nights, here is the 1st of August half, the next 7 days as full occupied, the 8h August half again, this time, however, in **RED**. When you edit your calendar, your object will remain online.

Booking details: Here you'll find specifications for the bookings (baby-cot, late arrival, etc.)

My file: Here you can change your personal details, take attention, as this change will also change the contact details in the ad (not for clients paying commission)

Statistics: Here can see how often had been click on your ad and if you want to know, from where the surfer came, you put in the dates from you are interested in till today

Click now "Property register"

- Select a country
- The type of rental, you can mix, would you let your property short term, please click on, it can also be long term, please click (in this case, note in the text description the rental price per month), should be your property for sale, please Click (in the text description, note the selling price)



- Territory
- Province
- Area
- City
- The type of property
- Number of bedrooms
- Number of Sleeps
- Number of Bathrooms
- Surface
- Plot size
- Coast nearby

Description:

Now please enter the summary, this is the text appearing in the list of properties, here briefly and factually (ca 250 characters) all the important details so that a customer feels the desire to rent this property. Respective languages which you speak, everything else is added by us

In the next box, please provide a detailed description, again in the languages which you speak, the rest of us will be added.

Now please enter the distances, as well as all information regarding the property.

Day of arrival:

Please click on the day on which an arrival is possible, as this is possible only on Saturday, click on Saturdays only, this is at all possible days, please click on all days, these data are absolutely essential for the availability calendar for the property using our booking system.

Click on **SAVE**, your object is now registered with us.

Go on top of the page and

Click **NEXT**

First, please enter the standard rate per day, minimum length of stay, and the extension (default price is the lowest price per day for your property)

SAVE

Price per day for the next period

SAVE

If you have recorded all the prices, please indicate the object address (this address does not appear in the ad or on the Internet), the final cleaning, security deposit and currency.

SAVE



Now you can upload your images. NOTE: the first 4 images in the same format, the best is in landscape, if you don't have 4 photos, so please upload one photo twice, that you have at least a total of 4 images, the first image is the preview image, which is visible in the property list with the summary.

You are looking on your local computer is a picture (**searching**), and click upload, after a short time you see this picture at the bottom of the photo appears **more pictures to upload**, as long as you load up until you have loaded all the images.

Even in the last picture please click on **more pictures to upload**, now you see all the pictures in the order that you have uploaded, if you don't like the sequence, you can alter this by the numbers right of the image, **important** at the end please click **Save**, so that the new is visible in the internet, on your screen, the arrangement doesn't change!

Once you are satisfied with the order, you can label the pictures, for the visible text, please enter in the field description, in Alt tag, please enter additional information that is used for the search engines. Your property should be found on the Internet as:

Villa with private pool on the beach to rent for holidays at Costa del Sol.



Description: View from the terrace overlooking the 18m long private pool.

Alt Tag: villa with stunning private pool, only 100m from the beach at Costa del Sol to rent for holidays

On each picture should be noted one or 2 keywords.

Again, please fill in these languages which you speak, all others are added by us. After you have marked all the images, please

SAVE



Now you can preview the property, to see it on-line, it takes 12h-24h, you'll receive an email message "Your Ad is online" with a direct link, please check your ad .

We hope this guide was use full for you to register your holiday property on our web pages.

If you have a video from your property and want to upload also this, please contact us by email to get further instructions

<http://www.holiday-locations.com>