

OFFICIAL



## Management Plan

162 Hill Street  
Flat B/2  
G3 6UB

- The short term let is managed by a management company, Retrofit Properties Ltd.
- Retrofit Properties ensure vetting of guests who are all family or friends, usually visiting for work or leisure. If it is not family and friends on the odd occasion ID is provided.
  - The flat can accommodate up to 2 guests with room for 1 double bed.
- Marketing- We will market the property to family or people wanting to let for work purposes (this can't always be the case)
- All servicing, maintenance and emergencies are managed by Retrofit Properties with cleaning before and after each guest and during stays if required.
- Keys are held in a safe key box with all instructions for guests on an online portal (emergency contacts, heating etc).
  - If required, Retrofit Properties will facilitate entry.
- Rules have been put in place, guests are required to sign to say they have been understood.
  - No party's or Events
  - No smoking or vaping
  - Noise Level, Noise detectors will be installed in side the property.
- Rubbish Disposal, Guests will put their rubbish in the correct bins when checking out.
  - There is a designated Car space for the property.

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