

Short Stay Accommodation Property Management



Reviewed: September 2025

Short Stay Accommodation Property Management

FORM 0087

Property Details

Address

Owner/s

Roles and Responsibilities of Property Managers

The nominated Property Manager agrees to:

- Ensure that all guests and visitors to a property under their management comply with this Code of Conduct;
- Have day-to-day management of the Short Stay Accommodation;
- Respond to complaints within a two hour timeframe pertaining to guest behaviour made before 1am or respond within a reasonable timeframe, but within 24 hours, in relation to all other complaints;
- Ensure the Property Manager contact details are updated with the Shire of Esperance at the time of any change/s;
- Cooperate with other stakeholders including industry associations, tourism bodies, local councils and other government authorities to enhance the image, standards and contribution of Short Stay Accommodation to the economy;
- Supply, readily visible in the home:
 - the Code of Conduct (please note the section labelled 'Pets' has been left blank for the applicant to fill out in accordance with their preferences);
 - the Property Management Plan
 - the Fire and Emergency Plan (including the Fire Evacuation Route)
 - a list of Emergency and After Hours contacts
- Liaise with guests for the occupancy and vacation of the premises;
- Ensure the correct maximum number of guests are staying overnight in accordance with Development Approval conditions;
- Maintain a register of all people who utilise the premises, available for inspection by the Shire of Esperance upon request;
- Ensure the premises are clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon guest vacation; and
- Ensure rubbish and recycling bins are put out and collected as required.

Property Manager Details

Name

Address

Email

Phone

Signature *Property Manager*

Date

Waste Collection

Does this property have access to Shire Waste Collection Services

Yes ☐

No ☐

General household waste (Green) is collected weekly. Recycling (Blue) is collected fortnightly.

Your collection day is:

Monday ☐

Tuesday ☐

Wednesday ☐

Thursday ☐

Friday ☐

Should the property not have access to Shire Waste Collection Services, please provide details of how waste shall be disposed of:

Code of Conduct

This Code of Conduct has been developed to provide a self-regulatory approach to the management of Short Stay Accommodation in Esperance and aims to;

1. Establish acceptable standards of behaviour for Short Stay Accommodation Guests and Visitors to minimise any adverse social or environmental impacts;
2. Assist Owners and Managers of Short Stay Accommodation to meet the needs of all stakeholders including guests, neighbours, local communities, local councils and government authorities.
3. Inform the community of the standards of conduct expected from Short Stay Accommodation owners, managers, guests and visitors so as to effectively minimise amenity impacts.
4. Due to issues surrounding control of animals in unfamiliar environments, use of the property as a 'petsit' or animal inclusive holiday house is not recommended. The "Pets" section has been left blank however to allow the applicant to decide.

The following Code of Conduct governs tenant behaviour and use of the property. The tenant agrees to follow the guidelines below, for themselves and for any visitors they allow at the property.

Tenant

- A responsible adult (over 18 years of age) shall be on site at all times when children are present.
- No unauthorised people are permitted to stay overnight.

Noise and Nuisance

- The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour.
- Noise should cease after 9pm Sunday to Thursday and after 10pm Friday and Saturday.

Vehicle Parking

- The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, on the street verge, or street outside the property.
- Tenants and guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

Regulations & Shire Local Laws	<ul style="list-style-type: none"> The tenants agree to comply with all applicable regulations, including noise and fire regulations, and all Shire Local Laws.
Premise Condition and Cleanliness	<ul style="list-style-type: none"> The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the tenants will be paid for by the tenants.
Fires	<ul style="list-style-type: none"> The tenants agree not to allow any candles, open fires or similar to burn unsupervised within the premises. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.
Rubbish Disposal	<ul style="list-style-type: none"> Tenants agree to contain all their rubbish in the bins provided. Tenants are responsible for putting out and collecting bins where their stay coincides with collection days. Waste collection day is:
Keys	<ul style="list-style-type: none"> At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the tenant's expense.
Termination of Accommodation	<ul style="list-style-type: none"> If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion. No refunds will be made.
Pets	

Floor Plan of Premises & Emergency Evacuation Details

Applications must include a floor plan of the dwelling clearly showing the following:

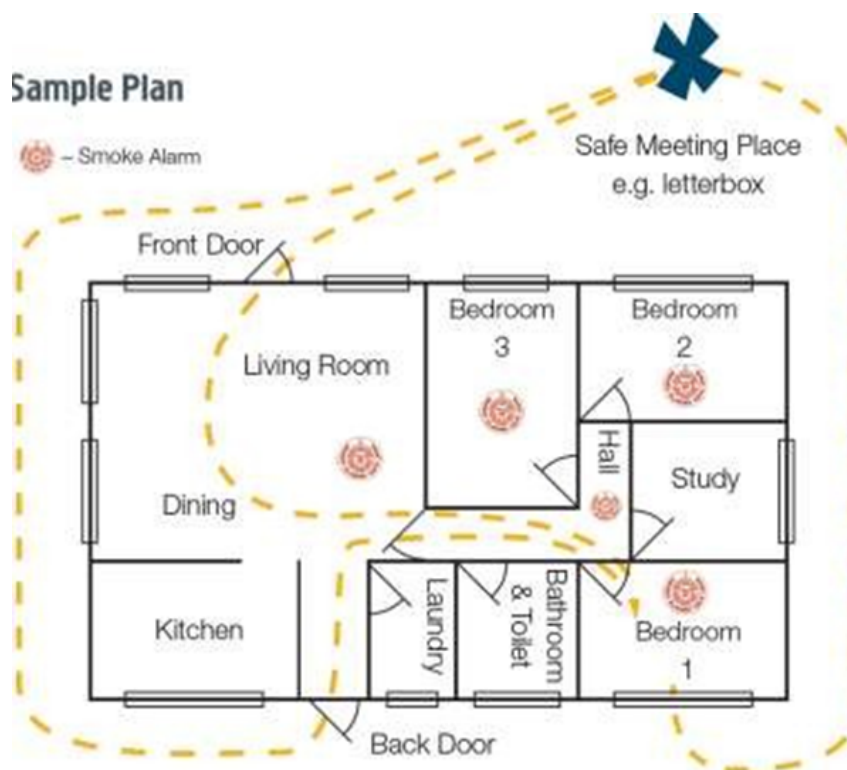
- Hardwired smoke alarms (required in all bedrooms and passageways)
- Location of Fire extinguishers and Fire blanket (in kitchen)
- Exit lighting in the paths of exit (if available)
- External taps/garden hose locations
- Entrances and exit points from the dwelling
- Emergency Evacuation Routes from part of the dwelling to the street.

Attach a map of the locality clearly showing the nearest Emergency Evacuation Point for the property and the primary route for evacuating the area – please note that this route must lead a to a main arterial road.

Examples of these maps may be found at the end of the document.

Example Evacuation Maps

Example A: Floorplan showing the location of smoke alarms and evacuation routes to a safe meeting space outside.



Example B: A map of the locality showing the nearest Emergency Evacuation Point for the property and the primary routes to a main arterial road.

