

# 2021 Managed Letting Scheme Agreement Form

Holiday Home Owners Name:

Address:

Email Address:

Telephone No:

Your Park:

Pitch No:

Key No:

Account No:

**Declaration:**

- I would like to register for the Managed Letting Scheme.
- I am VAT registered and my VAT number is   
(If you leave this section blank we will assume you are not registered for VAT).
- I have read and understood the Terms & Conditions of the Managed Letting Scheme and agree to them.
- I understand my obligations in regards to the hot tub management and agree for Away Resorts to carry out the management of the hot tub for the duration it is on sublet. Outside of the periods it is being sublet for, the hot tub returns to my responsibility.
- I agree to the following year's pitch fees being deducted from my letting income as I do not pay my pitch fees via Direct Debit.
- I have valid gas & electric certificate plus adequate insurance cover and have given Away Resorts a copy to keep.
- I have received, read, understood and agree to the 'Your guide to letting' booklet.

Holiday Home Owners Signature:

Date:

# Owners Dates Required

Please tick the dates below for each night you require for your own use.

Remember, with any day arrivals, customers can arrive on any day they wish, subject to availability. This gives you more flexibility to provide us with dates that are not constrained to three or four-night durations! Minimum two nights applies. Please refer to your pitch license agreement on what dates you are eligible to let.

**Important | Sublet Season starts from 1st February 2021.** However please refer to your pitch licence agreement on what dates you are eligible to let.



		FEB HALF TERM																										
		MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN						
<b>FEB</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

		MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE							
<b>MAR</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

		EASTER SCHOOL HOLIDAYS																												
		THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI						
<b>APR</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

		SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON						
<b>MAY</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

		MAY HALF TERM																												
		TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED						
<b>JUN</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

		SCHOOL HOLIDAYS																													
		THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT						
<b>JUL</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

		SCHOOL HOLIDAYS																													
		SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE						
<b>AUG</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

		WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU						
<b>SEP</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

		OCTOBER HALF TERM																													
		FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN						
<b>OCT</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

		MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE						
<b>NOV</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

		CHRISTMAS HOLIDAYS																													
		WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI						
<b>DEC</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

		SAT	SUN	MON
<b>JAN</b>	1	2	3	

# Holiday Home Standard Letting Inventory

The Away Resorts standard inventory must be provided in your holiday home before we can begin letting through our Managed Letting Scheme to ensure we fulfill our grade inclusion promise to our guests. For further information, please contact the Guest Experience Manager.

	COOKING	6 BERTH	8 BERTH
👍	OVEN MITT	1	1
👍	ROASTING TIN	1	1
👍	BAKING TRAY	1	1
👍	GLASS OVEN DISH	1	1
👍	CASSEROLE DISH	1	1
👍	3-PIECE SAUCEPAN SET	1	1
👍	FRYING PAN	1	1
👍	STOCK POT	1	1
👍	MEASURING JUG	1	1
👍	MIXING BOWL	1	1
👍	CHOPPING BOARD	1	1
👍	COLANDER	1	1
	KETTLE	1	1
	TOASTER	1	1

	CROCKERY	6 BERTH	8 BERTH
👍	DINNER PLATES	6	8
👍	SIDE PLATES	6	8
👍	CEREAL BOWLS	6	8
👍	MUGS	6	8
👍	WATER GLASSES	6	8
👍	WINE GLASSES	6	8
👍	WATER JUG	1	1
👍	MUG TREE	1	1

	BEDDING	6 BERTH	8 BERTH
	MATTRESS PROTECTOR (SINGLE)	2	4
	MATTRESS PROTECTOR (DOUBLE)	2	2
	DUVET (SINGLE)	2	4
	DUVET (DOUBLE)	2	2
	PILLOWS	8	10
	BEDDING STORAGE BAG	2	2

	CUTLERY	6 BERTH	8 BERTH
👍	FORKS	6	8
👍	KNIVES	6	8
👍	DESSERT SPOON	6	8
👍	TEA SPOON	6	8
👍	TABLE SPOON	2	2
👍	PEELER	1	1
👍	CAN OPENER	1	1
👍	CHEESE GRATER	1	1
👍	CORKSCREW	1	1
👍	KNIFE BLOCK	1	1
👍	TONGS	1	1
👍	CARVING FORK	1	1
👍	SLICE/TURNER	1	1
👍	MASHER	1	1
👍	SLOTTED SPOON	1	1
👍	SOLID SPOON	1	1
👍	LADLE	1	1
👍	WHISK	1	1

	HOUSEHOLD	6 BERTH	8 BERTH
	WASHING UP BOWL	1	1
	DRAINER	1	1
	CUTLERY TRAY	1	1
	SWING BIN	1	1
	ROLL TOP BIN	1	1
	MESH BIN	1	1
	BROOM	1	1
	DUST PAN AND BRUSH	1	1
	MOP AND BUCKET	1	1
	HANGERS	24	32
	AIRER	1	1
	TOILET BRUSH	1	1
	DOORMAT	1	1

New customers to our Managed Letting Scheme must purchase the above Away Resorts standard inventory pack from us. Current owners who are part of the scheme already must purchase any replacements required from our standard inventory packs. This is so that there is a consistent experience for all guests in all accommodation. Our standard inventory packs are available from Guest Services, please do pop in.

**\*Please note:**

- Luxury grades must also have prosecco glasses, a 32" TV in the lounge with Freeview and a DVD player, a 24" TV in the bedroom, an iPod docking station with Bluetooth, decking and outdoor furniture
- Exclusive grades must also have prosecco glasses, a 55" TV in the lounge with Freeview TV & a DVD player, a 24" TV with Freeview in the bedroom, an iPod docking station with Bluetooth, a hairdryer, en-suite to master bedroom, allocated parking, dishwasher, decking and outdoor furniture

## Inventory Packs

<b>6 Berth Standard Inventory Pack</b>	<b>£499**</b>
<b>8 Berth Standard Inventory Pack</b>	<b>£599**</b>
<b>Luxury Bolt On</b> (bedroom TV and iPod dock)	<b>£POA†</b>
<b>Decking</b>	<b>£POA†</b>

## Additional Items

<b>Microwave</b>	<b>£90.50</b>
<b>Digital Colour TV</b> (24" Flat Screen)	<b>£259</b>
<b>Digital Colour TV</b> (32" Flat Screen)	<b>£299</b>
<b>Smoke Alarm</b>	<b>£25</b>
<b>Carbon Monoxide Detector</b>	<b>£29</b>

# Holiday Home Letting Grading Form



Please complete the top part of this form and return to Guest Services or the postal address below so that we may proceed with grading your holiday home for our Managed Letting Scheme.

**Caravan or Lodge Make:**

**Caravan or Lodge Model:**

**Model Year/Manufacturer:**

**Number Of Bedrooms:**

**Number of Bedrooms** (please indicate how many people can sleep in each location):

<b>Bedroom 1</b>	<b>Double:</b>	<b>Twin:</b>	<b>Bunk:</b>	<b>Lounge/Diner Sleeping:</b>
<b>Bedroom 2</b>	<b>Double:</b>	<b>Twin:</b>	<b>Bunk:</b>	<b>Lounge/Diner Sleeping:</b>
<b>Bedroom 3</b>	<b>Double:</b>	<b>Twin:</b>	<b>Bunk:</b>	<b>Lounge/Diner Sleeping:</b>

**Holiday Home Extras - Please highlight the facilities you have in your holiday home:**

**Heating Throughout -** Yes / No

**Double Glazing:** Yes / No

**Domestic Style Or Electric:**

**Fridge:** Yes / No

**Full Inventory:** Yes / No

**Freezer:** Yes / No

**Luxury Bolt On (If applicable) :** Yes / No

**Outdoor Furniture:** Yes / No

**Pets Allowed\*** Yes / No

**Decking:** Yes / No

\*Please note that if you own a dog you must circle yes.

**Hot Tub:** Yes / No

**For Office Use Only**

**Holiday home accepted for letting:** Yes / No

**Date:**

**If rejected please confirm reasons:**

**Accommodation Grade:**

**Owner Account Balance: £**

**Insurance Certificate Details:**

**Health & Safety Check Expiry Dates:**

Electrical Certificate	Portable Appliance Test	Landlord's Gas Test	Fire Extinguisher Check	Smoke Detector Check	Carbon Monoxide Detector Check

**Date placed onto the letting system:**

**Signed:**

## Sublet Income Request Form

**Park:**

**Your Name:**

**Owner Account Number:**

**Phone No:**

**Pitch No:**

**Amount To Refund:**

(Please note, goodwill refunds cannot be withdrawn.  
Account funds cannot go to into a negative balance)

**Refund By Bacs:**  (Tick Box)

**Bank Account No:**

**Sort Code:**

**Name Of Account Holder:**

**Refund By Cheque:**  (Tick Box)

**Made Payable To:**

**All account holders must sign below before funds will be released**

**SIGNATURE**

**PRINT NAME**

**DATE**

**SIGNATURE**

**PRINT NAME**

**DATE**

**SIGNATURE**

**PRINT NAME**

**DATE**

**SIGNATURE**

**PRINT NAME**

**DATE**

**Please use this form if you are requesting payment of your sublet income.**

**Return To: Sandy Balls Holiday Village, Godshill, Fordingbridge, The New Forest, Hampshire SP6 2JZ**