

YOUR LAGOS FULL PACKAGE HOLIDAY RENTAL MANAGEMENT SERVICE



With the 'Full Package' you can rest easy knowing that your holiday rental is in safe hands. We will advise you in attaining your Portuguese holiday rental licence (Alojamento Local) and then once your space is legal, we will take care of every aspect of your rental.

Cost of Service:

This is a commission based service. Our commission of 25% + IVA (23%) is calculated on the price paid by the guest for accommodation minus the booking platform commission.

E.g. Price of accommodation - **500€**

Minus Booking Platform Commission of 3% - **15€**

Price Minus Platform Commission - **485€**

Your Lagos Commission 25% + IVA (23%) - **149,14€**

Full Service Package (Included in Commission):

Cleaning Services - Our team ensures high-quality cleaning between bookings and provides deep cleaning services once every quarter.

Mid-Stay Cleaning for Longer Stays - For guests staying longer than 10 nights, we arrange mid-stay cleaning to maintain high services standards and optimise guest comfort.

Guest Check-in Coordination - We coordinate convenient and seamless self-check-ins for your guests, allowing for flexibility and ease. In-person check-ins are available for properties where it's essential.

Regular Property Inspections - We provide routine inspections of the property during off-season or between bookings to ensure everything remains in good condition.

Property Setup Assistance - We help you prepare your property for guest use, ensuring it's fully equipped and ready to welcome guests.

Booking Platform Setup - We handle the creation of your property's account on booking platforms to maximise its visibility.

Welcome Booklet - We provide a comprehensive welcome booklet in four languages to guide your guests through their stay.

SEF Registration & Compliance - We set up and manage your property's SEF (Serviço de Estrangeiros e Fronteiras) account and handle all guest information submissions.

Annual Pricing Review & Forecast - Each year, we provide a detailed pricing overview of the previous season and projections for the upcoming season.

Dynamic Pricing Management - We continuously monitor and adjust pricing to optimise earnings based on market demand and trends.

Booking Management - We take full responsibility for managing all online bookings, from guest inquiries to confirmations.

Guest Support - We offer timely communication for guests during their stay, ensuring their needs are met promptly.

Accountant Communication - We communicate all reservation details directly with your accountant to ensure smooth financial reporting.

Guest Feedback Management - Collect and manage guest feedback and reviews, helping to improve future stays and increase ratings on booking platforms.

Additional Services (Owners Cost*):

Laundry Services - We organise laundry services for linens and towels. Each guests pays a cleaning fee which goes directly to you to cover the cost of laundry. (cost covered by the owner*).

Household Essentials Procurement - We organise the purchase of essential items like toilet roll, hand soap, and household products to keep the property stocked for guests.

Property Maintenance Coordination - We handle the coordination of any necessary maintenance to keep your property in top shape.

Professional Photography - We coordinate with a professional photographer to capture high-quality images of your property.

Interior Design Consultation - We offer consultations on styling or upgrades to enhance the property's appeal for guests.

*Invoices will be associated with the clients fiscal number.