

# Vacation RentPro

## Software to Manage Vacation Rental Properties

Use your Left and Right arrow keys (or  
Page-up and down keys) to change slides

# Renting Vacation Properties has never been Easier!



Designed for Property Owners,  
Managers, Rental Agents &  
Realtors

# The Perfect Tool whether you're a single property owner or renting and managing multiple properties

The screenshot displays the Vacation RentPro software interface, which is a comprehensive tool for managing vacation rentals. The main window is divided into several sections:

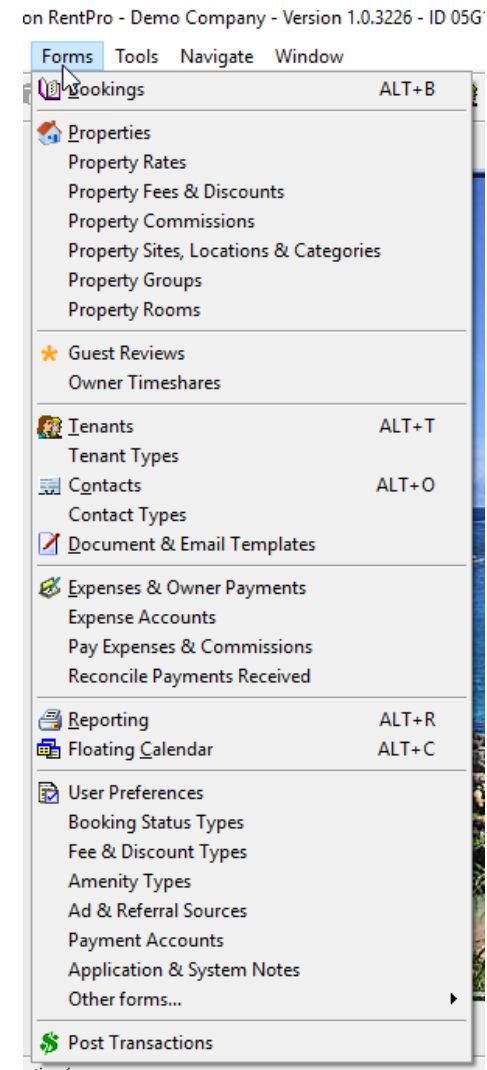
- Property Info:** Displays details for 'Sunnyside Condo', including address (555 Sunny Shores Ave, #301), city (Sunny Shores), state (HI), and phone number (555-222-1212).
- Booking Calendar:** A calendar view showing bookings for February 2011. It includes a table with columns for ID, Property, Rate, Tenant, Check-in, Check-out, and Status. Bookings are color-coded by property.
- Tenant Information:** A section for tenant details, including name, phone, email, and check-in/check-out dates.
- Reports:** A sidebar on the left lists various reports such as Booking Reports, Property Reports, and Financial Reports.
- Dashboard:** A top section with navigation tabs like Home, Properties, Bookings, and Reports.

Below the main interface, there are two smaller screenshots:

- Property Listing:** A screenshot of a property listing page for 'Sunnyside Condo with Ocean View', showing property details, photos, and a map.
- Financial Reports:** A screenshot of a financial report showing a bar chart of 'Period Revenue' and 'Period Expenses' for various periods.

# Easy to Use

- Designed with a user-friendly interface and easy to use features.
- Customizable and Flexible for the way you do business.
- The Help and User Manual is fully documented with images and examples.





# Packed with Features

- Full [Workflow Management](#) with automatic Alerts, Reminders, Scheduling, Events, Email Tracking, and Follow-up reports
- Powerful [Document & Email](#) generation (including [SMS Texts](#)) using your existing Word Documents, Html, or Plain text
- Creates [Property Web pages](#), Group pages, Availability Calendars, Cleaning Schedules & more [on your own Website](#), with photos, videos, maps & reviews
- [Generates](#) Property Owner Statements, Housekeeping Schedules, Booking Reports, Spreadsheets, Bar Charts, Pin-up Calendars & more
- Provides Direct Online Bookings with [AvailabilityOnline.com](#)
- Interfaces with [VRBO](#) and other sites
- Syncs with [BookingPal & RedAwning](#)
  - Provides [iCal](#) and [XML](#) exports
  - Exports financial information to [QuickBooks™](#) or [Quicken™](#)
  - Optionally syncs with [Outlook Calendar™](#) and your mobile device
    - Replies to [Rental Inquiries](#)
    - Interfaces with [eRentalLocks](#)
- Provides [Credit Card](#) processing, [Skype/WhatsApp](#) calling, Data import
- Tracks [Expenses & Work Orders](#)  
And much More!

# Multi-User Ready and Fast!



- All information can be updated and viewed simultaneously by multiple users on a local network.
  - Provides immediate startup and response time.
- Resides on your own PC or network, giving you complete control of your data's security and "up-time", with no recurring costs.
  - Remote access is available using 3<sup>rd</sup> party tools.  
(See FAQs page: [www.VacationRentPro.com/FAQs.htm](http://www.VacationRentPro.com/FAQs.htm))

# Starting at Only \$199



- NO Recurring Costs
  - Includes 1 year of free updates
- The best value for a Full-featured system

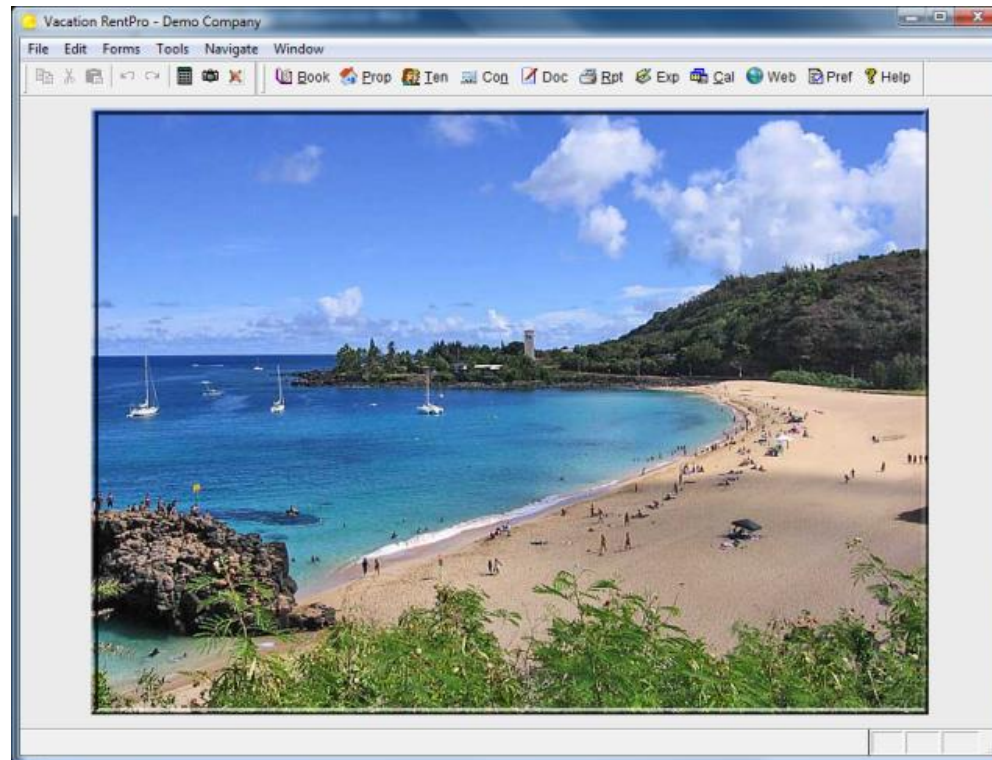
# The following Screens provide a brief tour of the software...



- You can Download a Free Trial at:  
[www.VacationRentPro.com](http://www.VacationRentPro.com)



# Main Screen



- The Main Screen houses all forms and functionality of the software. Along the top, are menus and toolbars, which provide access to all of the program's features. You can specify your own background image in the User Preferences.

# Quick-start Launcher



- The Launcher can optionally appear upon startup. It provides quick access to the most commonly used features.

# Bookings form

**Bookings - Alan Sawyer**

New Delete Save Cancel Refresh Options Filter Show: Current & Future Bookings Active Properties

**Rental Info** | **Billing** | **Work Flow** | **Reminders** | **Fees** | **Misc** | **Cleanings** | **Commissions** | **Notes**

Book ID: 1001 Linked to: Extension of: Help Rates: \$120.00 / Day Auto Lock: ☐ Adjustment: 0.00

Property: Sunnyside Condo Rate: 100.00 Daily Weekend Daily Rate: 0.00 Weekend Adj: 0.00

Tenant: Alan Sawyer Status: Partial Paid 2 Total Rent: 700.00

Check in: 11/27/2023 at 3:00 PM Agent: (Agent) Susie Stone Total Fees: 95.00

Check out: 12/04/2023 at 11:00 AM Reason: Wedding Sub-Totals / Quote Rent + Fees: 795.00

Nights: 7 Adults: 2 Childs: 0 Pets: 1 Ad Source: VRBO.com Total Sales Tax: 4.7120 % 37.46

Lodge Tax: 7.2500 % 57.64

Security Deposit: 0.00

Total before Process Fee: 890.10

ID 1001 Sunnyside Alan Sawyer 11/27/2023 - 12/04/2023 (7 Nts \$100/nt) \$916.80 HI 808-555-1212 alantenant@yahoo.com VRBO IPmt Due-Partial

Recent Find 13 Found: Current & Future Bookings Import Find Available Timeline

View by: Booking Property Split View Show: ☒ Quotes ☐ Rates ☒ Blockouts ☐ Avail Dates Today Go To Back Fwd

Prop	Br	Bd Ba	Grp	Site	Loc	Cat	Wrk Grp	Notes	November 2023	December 2023
MR-101	0/1/1	N Shore	SandsF	Haleiw	Short-te	Owned			Brandy	Cyndi Stone
MR-102	0/1/1	N Shore	SandsF	Haleiw	Long-te	Owned			Deborah Williams	Myrtle Greenback
Sunnyside	1/1/1	N Shore	SandsF	Haleiw	Short-te	Owned	Ocean V		Alan Sawyer	Joe Owner Sally Maywa
Tiki Hut	0/1/1	N Shore	SandsF	Turtle B	Short-te	Owned			Joe Good	Steve Hirsch
WG-401	0/1/1	S Shore	Waikiki	Short-te	Owned				Tom Graph	Susan Harris
WG-402	0/1/1	S Shore	Waikiki	Short-te	Owned				Rick Muler	George Harris

- The Bookings form is used for viewing and managing bookings.
- Clicking on a Booking in the timeline grid will display its information in each of the tabs above.
- User-defined “Filters” can be selected in the top-right corner. Note that all forms can be resized to display more information.

# Bookings Timeline

ID 1001 Sunnyside Alan Sawyer 11/27/2023 - 12/04/2023 (7 Nts \$100/nt) \$916.80 HI 808-555-1212 alantenant@yahoo.com										VRBO		IPmt Due-Partial																	
Recent Find 13 Found: Current & Future Bookings										Import Find Available		Timeline																	
View by: Booking Property Split View										Show: Quotes Blockouts Rates Avail Dates		Today Go To Back Fwd																	
ID	Prop	Bkd On	Tenant	Info	Ck-In	Ck-Out	Total	Ad Src	Status	November 2023										December 2023									
										1 1 1 2 2 2 2 2 3 3 4 5 6 7 8 9 0 1 2 3 4 5 6																			

- Bookings are displayed in a Timeline with user-defined color coding.
- They can be viewed by either Booking or Property (see next screen).
- Tentative and Quoted bookings for the same time period can be shown simultaneously
  - Clicking on the column headers changes the sort order.
- Each booking's status is displayed in the grid along with any Alerts.
- More dates can be shown by expanding the form or by changing the Timeline Compression.



# View by Property Timeline

The screenshot shows the 'View by Property Timeline' view in the Vacation RentPro software. The interface is divided into two main sections, each showing a list of properties and a corresponding timeline grid for November and December 2023.

**Top Section:**

- Header:** ID 1001 Sunnyside Alan Sawyer 11/27/2023 - 12/04/2023 (7 Nts \$100/nt) \$916.80 HI 808-555-1212 alantenant@yahoo.com
- Navigation:** Recent, Find, 13 Found, Current & Future Bookings, Import, Find Available, Timeline.
- Filters:** View by: Booking, Property, Split View. Show: Quotes, Rates, Blockouts, Avail Dates.
- Timeline Grid:**

Prop	Br	Bd Ba	Grp	Site	Loc	Cat	Wkr Grp	Notes	Nov 2023	Dec 2023
MR-101	0/1/1	N Shore	SandsF	Haleiwa	Short-te	Owned			Brandy	Cyndi Stone
MR-102	0/1/1	N Shore	SandsF	Haleiwa	Long-te	Owned			Deborah Williams	Myrtle Greenback
Sunnyside	1/1/1	N Shore	SandsF	Haleiwa	Short-te	Owned	Ocean		Alan Sawyer	Joe Owner
Tiki Hut	0/1/1	N Shore	SandsF	Turtle B	Short-te	Owned			Joe Good	Steve Hirsch

**Bottom Section:**

- Header:** ID 1001 Sunnyside Alan Sawyer 11/27/2023 - 12/04/2023 (7 Nts \$100/nt) \$916.80 HI 808-555-1212 alantenant@yahoo.com
- Navigation:** Recent, Find, 13 Found, Current & Future Bookings, Import, Find Available, Timeline.
- Filters:** View by: Booking, Property, Split View. Show: Quotes, Rates, Blockouts, Avail Dates.
- Timeline Grid:**

Prop	Br	Bd Ba	Grp	Site	Loc	Cat	Wkr Grp	Notes	Nov 2023	Dec 2023
MR-101	0/1/1	N Shore	SandsF	Haleiwa	Short-te	Owned			Brandy	Cyndi Stone
MR-102	0/1/1	N Shore	SandsF	Haleiwa	Long-te	Owned			Deborah Williams	Myrtle Greenback
Sunnyside	1/1/1	N Shore	SandsF	Haleiwa	Short-te	Owned	Ocean		Alan Sawyer	Joe Owner
Tiki Hut	0/1/1	N Shore	SandsF	Turtle B	Short-te	Owned			Joe Good	Steve Hirsch
WG-401	0/1/1	S Shore			Short-te	Owned			Tom Graph	Susan Harris
WG-402	0/1/1	S Shore			Short-te	Owned			Rick Muler	George Harris

- Bookings can also be viewed by property (one line per property).
  - Rates can optionally be shown for open days.
- Double-clicking on a booking will show that booking's information.
  - The Property's Location, Beds/Baths, etc. are displayed.
- You can also search Availability using the "Find Available" button.
- The Timeline Compression can be changed to allow up to 5 years to be displayed in the Timeline.



# Bookings Rental Info

Rental Info	Billing	Work Flow	Reminders	Fees	Misc	Cleanings	Commissions	Notes
Book ID: 1001	Linked to: 0	Extension of: 0	<a href="#">Help</a>	Rates: \$120.00 / Day	<input type="checkbox"/> Auto Lock		Adjustment: 0.00	
Property: Sunnyside Condo				Rate: 100.00	Daily		Weekend Adj: 0.00	
Tenant: Alan Sawyer				Weekend Daily Rate: 0.00			Total Rent: 700.00	
Check in: 11/27/2023 at 3:00 PM				Status: Partial Paid			Total Fees: 95.00	
Check out: 12/04/2023 at 11:00 AM				Agent: (Agent) Susie Stone			Rent + Fees: 795.00	
Nights: 7 Adults: 2 Childs: 0 Pets: 1				Reason: Wedding			Total Sales Tax: 4.7120 %	37.46
				Ad Source: VRBO.com			Lodge Tax: 7.2500 %	57.64
							Security Deposit: 0.00	
							Total before Process Fee: 890.10	

- The first page of the Bookings form contains the rental information including dates, rate, taxes, etc.
- You can track the booking Status, Agent, Ad source, Special check-in/out times, Number of occupants, etc.
- Note, that most of the booking options are pulled in from the selected Property and can be overridden.

# Booking Billing Info




- The Billing Info page of the Bookings form maintains all payment information related to an individual booking. You can add and view payments received and generate payment schedules based on terms you define. A processing fee or cash discount can be calculated depending on the payment method selected. Credit card information is password protected and stored in encrypted format. Payments can be processed by clicking the “\$” button (including pre-authorizations, charges, refunds & cancels).

# Booking Work Flow

Rental Info	Billing	Work Flow	Reminders	Fees	Misc	Cleanings	Commissions	Notes																																																															
<div> <div> <div>Template</div> <div>Sent</div> <div>Received</div> <div>Log 2</div> </div> <table> <tr> <td>Rental Agreement [RA]</td> <td>Generic Rental Agreement - H</td> <td>09/01/2019</td> <td>09/01/2019</td> <td></td> <td></td> <td></td> <td></td> <td>09/01/19 12p JD: Sent GenRAHtm (1055)</td> </tr> <tr> <td>Welcome Info / Confirmation [WI]</td> <td>Sunnyside Welcome Info</td> <td>09/01/2019</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>09/01/19 12p JD: Sent Confirmed (1026)</td> </tr> <tr> <td>Rental Receipt [RR]</td> <td>Rental Receipt - Html</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>09/01/19 12p JD: Rcvd GenRA Htm (1055)</td> </tr> <tr> <td><a href="#">? Tip</a> Arrival Info [AI]</td> <td>-Not Specified-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>User-defined Doc 1 [D8]</td> <td>Quote Follow-up - Html Form:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>User-defined Doc 2 [D7]</td> <td>-Not Specified-</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thank You Note [TY]</td> <td>Thank You note</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <div> <input type="checkbox"/> Auto Save after Sending Emails           <div>Open Docs Folder</div> </div> </div>									Rental Agreement [RA]	Generic Rental Agreement - H	09/01/2019	09/01/2019					09/01/19 12p JD: Sent GenRAHtm (1055)	Welcome Info / Confirmation [WI]	Sunnyside Welcome Info	09/01/2019						09/01/19 12p JD: Sent Confirmed (1026)	Rental Receipt [RR]	Rental Receipt - Html							09/01/19 12p JD: Rcvd GenRA Htm (1055)	<a href="#">? Tip</a> Arrival Info [AI]	-Not Specified-								User-defined Doc 1 [D8]	Quote Follow-up - Html Form:								User-defined Doc 2 [D7]	-Not Specified-								Thank You Note [TY]	Thank You note							
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- The Work Flow page of the Bookings form tracks the flow of documents and other tasks for each booking. You can select the documents and emails you wish to generate, and then print or email them from this page. Sent dates are filled in automatically. Documents and emails are generated from Templates you define, and can merge any information from the booking, tenant or property. They can be sent to the individual tenants, cleaners, managers, owners or any other parties.

# Booking Reminders

Rental Info	Billing	Work Flow	Reminders	Fees	Misc	Cleanings	Commissions	Notes
Set Default Reminders in the Properties form > Misc tab. Reminders are ignored if Bkg Status = Quoted <a href="#">How to Create Email Reminders</a>								
Reminder 1	Notify manager for airport pickup		Alert on	11/27/2023	<input checked="" type="checkbox"/>	Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reminder 2	[Send TY]		Alert on	11/27/2023	<input checked="" type="checkbox"/>	Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reminder 3	[Send Is Ok?]		Alert on	11/27/2023	<input checked="" type="checkbox"/>	Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reminder 4			Alert on		<input checked="" type="checkbox"/>	Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
								
Return Security Deposit on		<input type="text"/>	Amount	0.00	Returned	<input type="text"/>	<input checked="" type="checkbox"/>	Note <input type="text"/>

- The Reminders page tracks additional items associated with the booking. These include any user-defined Reminders, when the Security Deposit was returned, the amount returned, and any related Notes.
- Note that Reminders can be automatically generated for each new booking based on default reminders defined for each Property.

# Booking Fees & Discounts

Rental Info   Billing Info   Work Flow   Reminders   **Fees**   Misc   Cleanings   Commissions   Notes

Fee and Discount Types must first be added in the Fee Types form. (Click folder button below on the left) [Help](#)

Fee Type	Short Note	Fee % (or Amt)	Base Fee On	Amount	Min Days	Max Days	Sales Taxed	Lodge Taxed	Apply Proc Fee	Is Rev	Calc Com	Int. Note
Cleaning fee		75.00	Fixed	75.00	0	0	Yes	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administrative fee		20.00	Fixed	20.00	0	0	Yes	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Use negative values for Discounts   Std Persons    Total Fees

- The Fees page of the Bookings form is for specifying additional fees or discounts such as cleaning fees, admin fees, boat rental, extra persons, 7<sup>th</sup> night free, coupon discounts, opt-in & opt-out fees, etc.
- Fees can be entered as a +/- Percentage or a Fixed amount. You can also specify Min/Max Day “Triggers”. You can specify how each fee or discount is taxed, and whether it is based on Rent, Total Sale, Extra Persons, Nights, Pets, etc.
- The Properties form allows you to set up which fees and discounts to include automatically when new bookings are created.



# Booking Misc page

Rental Info	Billing	Work Flow	Reminders	Fees	Misc	Cleanings	Commissions	Notes
Door Lock Code [387-187-2675, (20: [ ]		Bookend Blockout Override [No Override (De [ ] ?		Booked on [09/01/2019 [ ] ✓				
OLB Channel [ ]		OLB Email [ ]		OLB Booking ID [ ]		Canceled on [ ] ✓		
<input type="checkbox"/> Tax Received is Revenue		<input type="checkbox"/> Process Fee is Revenue		Specify ID if OLB Booking Failed to Import		Quote/Tentative Follow-up [ ]		
<input type="checkbox"/> Keep Web Calendar Dates Open								
Flags ? <input type="checkbox"/> Flag1 <input type="checkbox"/> Flag2 <input type="checkbox"/> Flag3		<input type="checkbox"/> Ready to Post to Quicken or QuickBooks [ ] ?		Posted [ ] ✓				

- The Misc page provides other options and information.
- You can override automatic “Bookend Blockouts” if needed.
- You can generate a “Door Lock Code” (using eRentalLock) or store your own code.
- You can set a Follow-up date for Quoted or Tentative bookings.
- You can flag it as “Ready to Post” to Quicken or Quickbooks.

# Scheduled Cleanings

**Scheduled Cleanings** [Help](#)

Type	Cleaner	Clean on	Cleaned	Pay	Paid	Notified	Confirmed	Note
	(Cleaner) Island Cle	03/04/2021	<input type="checkbox"/>	75.00	<input checked="" type="checkbox"/>			Check sofa bed

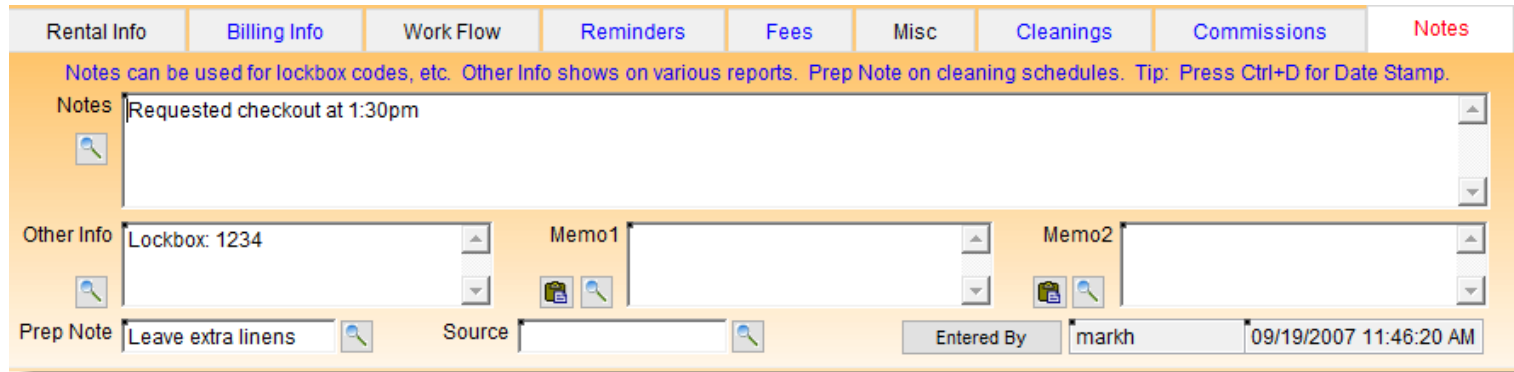
Optionally send Cleaning Notices and specify Notes to the Cleaner for the selected cleaning. (You can also use Prep Note on the Notes page).

Cleaning Notice: Sunnyside Cleaning Notice Notified: ☒ Confirmed: ☒ Note: Check sofa bed

- The Cleanings page of the Bookings form tracks one or more Cleanings associated with each booking.
- In addition to the normal Check-out Cleanings, you can optionally schedule and track Interim Cleanings, Tidy-ups or Linen Service.
  - You can also generate and send Cleaning Notices for each cleaning.
- Special Notes to the Cleaner can also be specified, which will appear on the various Cleaning and Housekeeping Schedules.



# Booking Notes



Rental Info Billing Info Work Flow Reminders Fees Misc Cleanings Commissions Notes

Notes can be used for lockbox codes, etc. Other Info shows on various reports. Prep Note on cleaning schedules. Tip: Press Ctrl+D for Date Stamp.

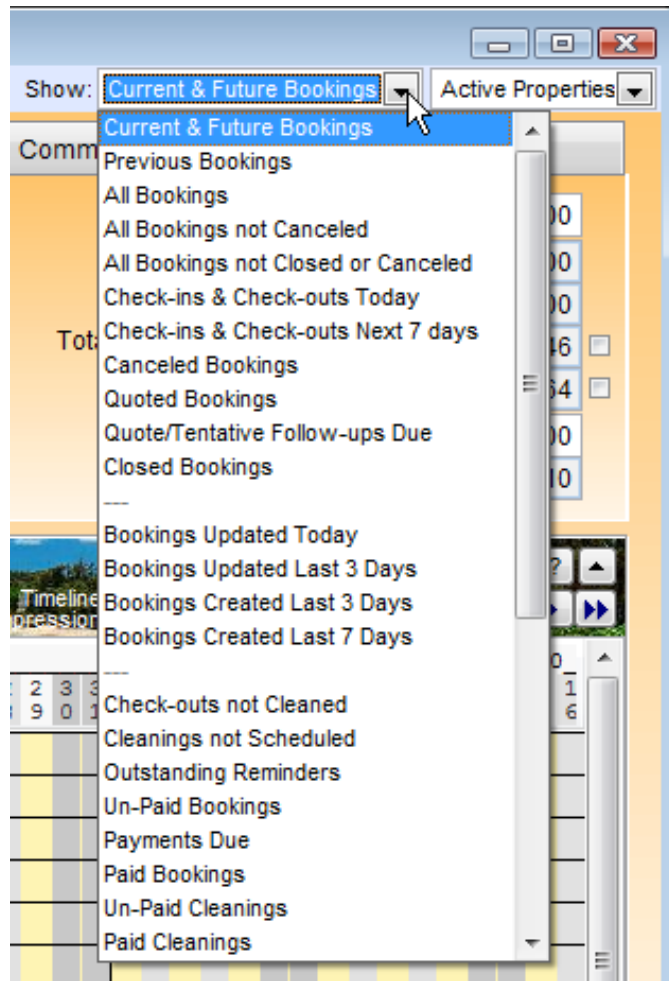
Notes Requested checkout at 1:30pm

Other Info Lockbox: 1234 Memo1 Memo2

Prep Note Leave extra linens Source Entered By markh 09/19/2007 11:46:20 AM

- The Notes page of the Bookings form is used to enter internal notes, or notes that you wish to be included on various correspondence in the Document Templates that you define.
- Notes can include things such as a Lockbox code for the tenant, airport pickup instructions for the manager, etc.
- A Preparation Note can also be specified which is shown in the Cleaning schedule notes for the previous booking.

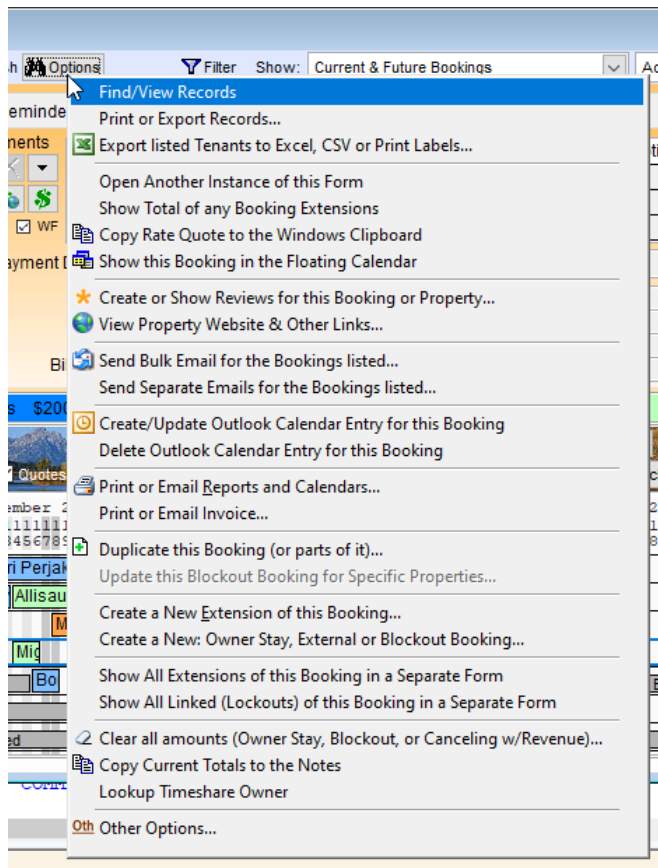
# Pre-defined Filters



- The Pre-defined Filters drop-down lists at the top of the Bookings form provide the ability to show different groups of bookings depending on their current status and other criteria.
- In the “Properties” drop-down, you can select active/ inactive properties, property Locations, or individual properties. You can also create additional “user-defined” filters and add them to the list.

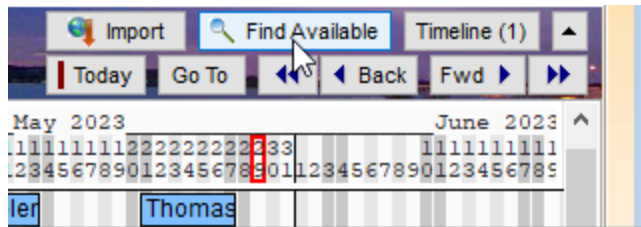


# Bookings form Options



- All forms have additional functions and options available via the “Options” button located at the top of each form.
- This image shows the Bookings form options, which provide many useful features related to Bookings.

# Find Availability

A screenshot of the 'Search for Available Dates' dialog box. The dialog has a title bar with a close button. Inside, it says 'After making selections, click \'Select Properties\' to view the results'. Below this, it says 'Show Properties which are Available for:' with a 'Click for Help' link. There are two date pickers: 'Check in' (01/18/2022) and 'Check out' (01/25/2022). To the right of these are three radio buttons: 'All Dates Available', 'Any Available' (selected), and 'Ignore Dates'. There is a 'Clear All' button. Below these are three sections: 'Site / Resort' (empty), 'Location' (Haleiwa, HI and Turtle Bay, HI), and 'Category' (empty). Below these are three sections: 'Ranges allowed (Ex: 2-5)' (empty), 'Property Type' (empty), and 'Owner' (empty). Below these are three sections: 'Max Persons' (empty), 'Max Rate' (100-150), and 'Check Rules' (empty). Below these are two sections: 'Prop ID or Short Name' (empty) and 'Amenities' (empty). At the bottom, there is a 'Template for Creating List' section with a dropdown menu. There are three buttons at the bottom: 'Select Properties (1)', 'Apply', and 'Clear'. There are also three buttons at the bottom right: 'Create List', 'Show Range', and 'Cancel'.

- Clicking the “Find Available” button in the Bookings form allows searching available properties using any criteria. Clicking “Apply” will display the available properties in the Bookings form Timeline.

# Properties form

Properties - Sunnyside Condo

New X Delete Save Cancel Refresh Options Filter Show: Active and Share-from Properties

Property Info Contacts Documents Amenities Web Web Post Photos Misc Accounts Interface Links Notes

Prop ID 1001 Name Sunnyside Condo Short Name Sunnyside Active ☒ History ☐ Help

Addr1 555 Sunny Shores Ave, #301  
 Addr2  
 City Sunny Shores  
 State HI PC 99999 Cntry US  
 Phone 555 222-1212

Lat, Long 21.582856,-158.143027  
 Alt Lat, Long

Check-In Time 3:00 PM  
 Check-Out Time 11:00 AM

Doc Photo %MyFilesFolder

Bedrms 1  
 Beds 1  
 Baths 1.0

Site / Resort Sands Resort  
 Location Haleiwa, HI

Category Short-term  
 Workgroup Owned Props

Total Sales Tax Rate 4.7120 %  
 Lodge Tax Rate 7.2500 %  
 Security Deposit 0.00

Rental Rates Fees Commissions  
 Share from -Not Specified 0 %  
 Share from -Not Specified  
 Share from -Not Specified

Property Color

Process Fee or Cash Disc 3.00 %  
 Based on: ☐ Total Rent ☒ Total Sale

Recent Find 6 Found: Active and Share-from Properties

ID	Property Name	Short Name	Br/B/B	Owner	Clnr	Mqr	Agnt	Group	Site	Loc	Cat	Wkgrp	Sh Rates	Sh Fees	Sh Coms	City
1005	Mountain Retreat 101	MR-101	2/2/2	Joe Ow	Island	Mike M		N Shd	Sands	Haleiwa	Short-term	Owned	Sunnysid	Sunnysid		Sun City
1006	Mountain Retreat 102	MR-102	2/2/2	Joe Ow	Island	Mike M		N Shd	Sands	Haleiwa	Long-term	Owned	Sunnysid	Sunnysid		Sun City
1001	Sunnyside Condo	Sunnyside	1/1/1	Joe Ow	Island	Mike M		N Shd	Sands	Haleiwa	Short-term	Owned				Sunny Sh
1002	Tiki Hut		4/4/2	Joe Ow	Island	Mike M		N Shd	Sands	Turtle	Short-term	Owned				Sun City
1003	Water Gardens 401	WG-401	3/3/2	Bob Wo	Island	Mike M		S Shd		Waikiki	Short-term	Owned	Sunnysid	Sunnysid		Sun City

- The Properties form is used for maintaining all information, preferences and the default booking values for each property.

# Property Info

The screenshot shows the 'Property Info' tab of a software interface. At the top is a navigation bar with tabs: Property Info, Contacts, Documents, Amenities, Web, Web Post, Photos, Misc, Accounts, Interface, Links, and Notes. The main form area has a light green background. It contains several input fields and sections: 'Prop ID' (1001), 'Name' (Sunnyside Condo), 'Short Name' (Sunnyside), 'Active' (checked), 'History' (unchecked), and a 'Help' link. Address fields include 'Addr1' (555 Sunny Shores Ave, #301), 'Addr2', 'City' (Sunny Shores), 'State' (HI), 'PC' (99999), 'Cntry' (US), and 'Phone' (555 222-1212). A 'Doc Photo' field shows a thumbnail of a living room. Location and category fields include 'Site / Resort' (Sands Resort), 'Location' (Haleiwa, HI), 'Category' (Short-term), and 'Workgroup' (Owned Props). Check-in and check-out times are set to 3:00 PM and 11:00 AM respectively. Tax rates include 'Total Sales Tax Rate' (4.7120%), 'Lodge Tax Rate' (7.2500%), and 'Security Deposit' (0.00). A 'Process Fee or Cash Disc' field is set to 3.00%. At the bottom, there are three sections: 'Rental Rates', 'Fees', and 'Commissions', each with a 'Share from' dropdown and a percentage field. A 'Property Color' button is also present. The 'Based on' section has radio buttons for 'Total Rent' and 'Total Sale'.

Field	Value
Prop ID	1001
Name	Sunnyside Condo
Short Name	Sunnyside
Active	<input checked="" type="checkbox"/>
History	<input type="checkbox"/>
Help	<a href="#">Help</a>
Addr1	555 Sunny Shores Ave, #301
Addr2	
City	Sunny Shores
State	HI
PC	99999
Cntry	US
Phone	555 222-1212
Doc Photo	%MyFilesFolder
Site / Resort	Sands Resort
Location	Haleiwa, HI
Category	Short-term
Workgroup	Owned Props
Check-In Time	3:00 PM
Check-Out Time	11:00 AM
Total Sales Tax Rate	4.7120 %
Lodge Tax Rate	7.2500 %
Security Deposit	0.00
Process Fee or Cash Disc	3.00 %
Based on	<input type="radio"/> Total Rent <input checked="" type="radio"/> Total Sale
Rental Rates	Share from: -Not Specified, 0 %
Fees	Share from: -Not Specified, 0 %
Commissions	Share from: -Not Specified, 0 %
Property Color	Yellow

- The Property Info page of the Properties form contains basic information about the property, including default check-in and check-out times, tax rates, security deposits, etc. The buttons in the lower left provide access to the property rental rates, default fees and commissions. You can also group properties by Location , Category, etc., and specify a default Cash discount or Processing fee.

# Property Contacts

Property Info | **Contacts** | Documents | Amenities | Web | Web Post | Photos | Misc | Accounts | Interface | Links | Notes

Primary Owner: (Owner) Joe Owner  
Primary Cleaner: (Cleaner) Island Cleaners  
Primary Manager: (Manager) Mike Manager  
Primary Agent: -Not Specified-

Required Funds: 300.00  
Cleaner Charges: 75.00  
Pay Cleaner per Extra Person: 10.00  
Pay Cleaner extra if Pets: 0.00

Other Contacts & Resources for this Property  
(Double-click to view Contacts)

Agent	Susie Stone
Cleaner	Island Cleaners
Manager	Mike Manager
Owner	Joe Owner
Plumber	Pat Plumber
Recreation	Speedy Bike Rentals
Restaurant	Bubba's Seafood Restaurant

Contacts must first be added in the Contacts and Resources form. (Click the folder buttons)

Changing Cleaners? Use the Options button on top to Change the Assigned Cleaner on All Future Bookings.

- The Contacts page of the Properties form allows you to track various parties and places associated with the property. For example, plumbers, managers, owners, cleaners, and even restaurants and attractions, in case tenants ask for recommendations.
- You can optionally specify a required funds on account balance and a default cleaning expense.



# Property Documents

The image displays two overlapping screenshots of the Vacation RentPro software interface, specifically the 'Property Documents' management page.

**Left Screenshot (Rental Docs Tab):**

- Navigation Bar:** Property Info, Contacts, Documents, Amenities, Web, Web Post, Photos, Misc, Accounts, Interface, Links, Notes.
- Document List:**
  - Rental Agreement:** Sunnyside Rental Agreement (selected)
  - Welcome Info / Confirmation:** Sunnyside Welcome Info (selected)
  - Rental Receipt:** Rental Receipt - Html (selected)
  - Arrival Info:** -Not Specified-
  - User-defined Doc 1:** Quote Follow-up - Html Format (selected)
  - User-defined Doc 2:** -Not Specified-
  - Thank You Note:** Thank You note (selected)
  - Cleaning Notice:** Sunnyside Cleaning Notice (selected)
  - Payment Due Notice:** -Not Specified-
- Buttons:** Change Future Bkgs, Copy Document
- Template Text:** Rental Agreement Template Text: The unit includes: A/C, Cable TV, DVD, wired and wireless DSL int...

**Right Screenshot (Property Docs Tab):**

- Navigation Bar:** Property Info, Contacts, Documents, Amenities, Web, Web Post, Photos, Misc, Accounts, Interface, Links, Notes.
- Rental Agreement Section:**
  - Rental Agreement text (or URL link to a PDF):** %AppNote\_RentAgmt%
  - Or select a Document Template to use:** Property Rental Agreement (Sample Property Rental Agreement selected)
  - Buttons:** Post PDF to Web
- Welcome Info Section:**
  - Property Welcome Document:** \_Sample Property Welcome Docume...
  - Buttons:** Post PDF to Web
- Owner Agreement Section:**
  - Owner Agreement:** Owner Agree...
  - Buttons:** Note, Sent, Rec
  - Owner Agreement Template Text:** (empty)
  - Buttons:** Html format

- The Documents page of the Properties form is for specifying the different Document Templates that will be used, by default, for the bookings associated with this property.
- You can also generate Property specific Documents. And upload them to your website as PDFs.
- Property Management Agreements can also be generated and sent to Owners from this page.

# Property Amenities

The screenshot shows the 'Amenities' tab of the Vacation RentPro software interface. The top navigation bar includes tabs for Property Info, Contacts, Documents, Amenities (selected), Web, Web Post, Photos, Misc, Accounts, Interface, Links, and Notes. The main content area is divided into several sections:

- Amenities for this Property:** A list of amenities with a folder icon button on the right. The list includes:
  - Amenities : Internet
  - Amenities : Internet Includes Wifi
  - General Amenities : A/C - Air Conditioning
  - General Amenities : BBQ
  - General Amenities : Bike Path
  - General Amenities : Ceiling Fan(s)
  - General Amenities : Elevator
  - General Amenities : Jacuzzi
  - General Amenities : Lanai with Furniture
  - General Amenities : Microwave
  - General Amenities : Ocean View
  - General Amenities : Parking
  - General Amenities : Pool
- Amenity Types:** A note stating 'Amenity Types must first be added in the Amenity Types form (click the folder button).' with a folder icon button.
- Copy Amenities from Property:** A dropdown menu with a folder icon button.
- Tip:** 'Right-click on a single Amenity to Copy it to (or Remove it from) multiple Properties.'
- Amenities Notes to display on Web pages:** A text area with a search icon button.
- Share Amenities from: (excludes Notes):** A dropdown menu with a folder icon button, currently set to '-Not Specified-'.

- The Amenities page of the Properties form is for specifying which amenities the property offers.
- Amenities are selected from a user-defined list, which is shared between all properties.
- A list of Property Amenities can then be automatically included in various document templates or on the Property web page.
- Amenities can also be Shared between similar properties.

# Property Web Info

Property Info | Contacts | Documents | Amenities | **Web** | Web Post | Photos | Misc | Accounts | Interface | Links | Notes

[Click for Help](#) [Go to App Notes](#)

Web Text | Web Options

Title / Short Description 2 Sunnyside Condo with Ocean View Blank uses Property Name

Meta Title 2 Copy Sunnyside Condo with Ocean View

Alternate Title 2

Short Property Summary 2 3rd Floor, Elevator, Bike Path, Beach Park, Ocean View

Group page Summary 2 Our cozy beachside condo is a great place to "Get away from it all"

Long Property Description 2 Welcome to our Sunnyside Condo!

☐ Html format

Alternate Long Description 2 Here you can display property summary text and long descriptions (including Html content) for each

(Plain text only)

- The Web page of the Properties form is for specifying short and long descriptions, along with how the Property Web page, Availability Calendar, Cleaning Schedules and Rates are posted to the web.
- You can also include Maps, Weather and Videos in web pages.
- The web posting feature is optional and is free to registered users.

# Properties Web Posting

- The Web Post page of the Properties form is used to specify the website destination for your web pages, and the format options to use. There are various types of web pages that VRP can optionally generate and post:
  - 1) Property Web pages (with Photos, Maps, Videos, Weather, Descriptions, Amenities, Calendars, Rates, Inquiry & Booking links, etc.),
  - 2) Property Group Web pages - with links to each Property page,
  - 3) Availability Calendars, 4) Rates, 5) Cleaning Schedules, 6) Html Classified Ads, 7) Bookings Lists, and 8) Bookings Lists for Owners.



# Properties Photos

ID	Property Name	Cat	Wkgrp	Sh Rates	Sh Fees	Sh Coms	City
1005	Mountain Retreat 101	M					Sun City
1006	Mountain Retreat 102	MR-102	2/2/2	Joe Ow	Island	Mike M	Sun City
1001	Sunnyside Condo	Sunnyside	1/1/1	Joe Ow	Island	Mike M	Sunny St
1002	Tiki Hut	Tiki Hut	4/4/2	Joe Ow	Island	Mike M	Sun City

- The Photos page of the Properties form is for selecting photos.
- Up to **40 photos** can be selected (with descriptions). There are also **32 Site & Location photos**, - for a total of **72 photos** per property.
  - You can easily drag and drop photos to change positions.
  - There is a built-in photo resizer, and a pop-up on mouse-over.



# Property Misc Page

Property Info Contacts Documents Amenities Web Web Post Photos Misc Accounts Interface Notes Links

Note: You can Right-click on values to Update multiple Properties [Click for Help](#)

Misc 1	Misc 2	Payment Terms & Reminders
<input checked="" type="checkbox"/> Include Property when Checking for Alerts and Reminders <input checked="" type="checkbox"/> Include Property when Updating Outlook Calendar, Private View List or Sync File <input type="checkbox"/> Keep Web Calendar Dates Open for new Bookings <input type="checkbox"/> Tax Received is Revenue <input type="checkbox"/> Process Fee is Revenue <input checked="" type="checkbox"/> Default the Cleaning Date to Check-Out Date <input checked="" type="checkbox"/> Alert when Cleanings are Due	<input checked="" type="checkbox"/> No Pets <input type="checkbox"/> Notify if Children <input type="checkbox"/> Notify if Exceeds Standard Persons  Default Min Nights <input type="text" value="3"/> Unless within <input type="text" value="7"/> Days	Standard Persons <input type="text" value="2"/> Max Persons <input type="text" value="3"/> Sleeps (In beds) <input type="text" value="2"/> Max Children (-1=none) <input type="text" value="1"/>
Tax Calculation Method <input type="text" value="Each Tax"/> Default Booking Status <input type="text" value="-Not Spec"/> Default Tenant Type <input type="text" value="-Not Spec"/>	Rate Calculation Method <input type="text" value="Use Rate"/> Rates Display <input type="text" value="Merge Ov"/> Default Rate Type <input type="text" value="Daily"/>	

Property Info Contacts Documents Amenities Web Web Post Photos Misc Accounts Interface Links Notes

Note: You can Right-click on values to Update multiple Properties [Click for Help](#)

Misc 1	Misc 2	Payment Terms & Reminders
Property Type <input type="text" value="Condo - (HomeAway)"/> Living Area <input type="text"/>	Automatic Rate Adjustments can also be shared. <a href="#">Click for Help</a> Near Term Automatic Rate Adjustments <input type="checkbox"/> Open Days Automatic Rate Adjustments <input type="checkbox"/> Lockout Parent <input type="text" value="-Not Specified"/> Summary Parent <input type="text" value="-Not Specified"/> Door Lock ID <input type="text"/> Door Code <input type="text"/>	
No-Tax Options Ad Source ID's to Remove Tax For (Separate with commas) <a href="#">Help</a> Sales Tax <input type="text"/> Lodge Tax <input type="text"/>	Tax Exempt Stay Days (Remove tax for Stays longer than or equal to) Sales Tax <input type="text" value="0"/> Lodge Tax <input type="text" value="0"/>	

Property Info Contacts Documents Amenities Web Web Post Photos Misc Accounts Interface Notes Links

Note: You can Right-click on values to Update multiple Properties [Click for Help](#)

Misc 1	Misc 2	Payment Terms & Reminders
Payment Terms <input type="text" value="\$Boc"/> Default Days for Balance Due prior to Check-In <input type="text" value="60"/>	<input type="checkbox"/> Auto Generate Pmt Schedule - Days in Advance to Send - Payment Due Notice <input type="text" value="0"/> Welcome Info / Confirmation <input type="text" value="-1"/> Cleaning Notice <input type="text" value="2"/>	
- Booking Reminders - <a href="#">How to Create Email Reminders</a> Default Reminder 1 <input type="text" value="Notify manager for airport"/> Days <input type="text" value="-2"/> Default Reminder 2 <input type="text" value="[Send TV]"/> Days <input type="text" value="1"/> Default Reminder 3 <input type="text"/> Days <input type="text" value="0"/> Default Reminder 4 <input type="text"/> Days <input type="text" value="0"/>	Days to Return Deposit after Check-Out <input type="text" value="5"/> Days to Follow-up on Quotes & Inquiries <input type="text" value="2"/>	

- The Misc (Miscellaneous) page of the Properties form contains various options for the property. You can define Parent/Child Property relationships for automatically blocking out dates when booking adjoining properties of a larger suite. User-defined Reminders can be set up as defaults for new Bookings. Payment terms, and many other options can be specified.

# Property Accounts

Property Info | Contacts | Documents | Amenities | Web | Web Post | Photos | Misc | Accounts | Interface | Notes

If using this feature, specify the exact names of the accounts / categories you have already set up in Quicken or QuickBooks [Click for Help](#)

Bank or Cash Account to post to	VRP Dummy Acct	In QuickBooks, use Bank account type. In Quicken, use Cash account type.
Rent Revenue (Income)	Rent Revenue%C%	In QuickBooks, these are called Accounts. In Quicken, these are called Categories.  Optionally append %C=Class. Or append %C% to use the Class: <input type="text" value="Sunnyside"/>
Sales Tax received (Income)	Sales Tax Received%C%	
Lodge Tax received (Income)	Lodge Tax Received%C%	
Cash Disc or Process Fee (Income)	CC Process Fees Received%C%	
Cleaning (Expense)	Cleaning Expense%C%	
Rents Due (Asset or Other Asset)	Rents Due%C%	
Security Deposits Held (Liability)	Sec Deposits Held%C%	
Fees and Commissions Payable (Liability)	Fees & Coms Payable%C%	

Copy Accts from Property:  Quick Set...

- The Accounts page of the Properties form is for specifying the posting accounts that are used when optionally exporting transactions to either Quicken™ or QuickBooks™.
- This allows you to continue to use a single, full-featured accounting program and have all of your accounting data centralized in one place for tax and reporting purposes.

# Property Interfaces

Property Info | Contacts | Documents | Amenities | Web | Web Post | Photos | Misc | Accounts | **Interface** | Notes / Links

Interfaces are optional and require that you already have an account set up with the Third Party provider Tip: You can Right-click on values to Update multiple Properties

Online Bookings | Instant Quotes | HomeAway / Other | Terms & Text | iCal Calendars | Inquiries & Payments

☒ Show Book Online option in Web Page [Click for Help with Online Bookings](#)

[AvailabilityOnline.com](#) Username  PW  Note: If using Instant Quotes, then only check the "Reservations Download" option. (Click for Help)

☐ Link to 2-Week Calendar ☒ Include Property during: ☒ Availability Upload ☒ Rates Upload ☒ Reservations Download

☒ Include Website link, Thumbnail link & Short Summary/Description when uploading Property Details to AO

- The Interface page of the Properties form is for specifying settings for the various optional Interfaces.
- The [AvailabilityOnline](#) interface allows secure online bookings from your website.
- [Instant Quotes](#) can optionally be enabled in Availability Calendars.
  - Interfaces include [HomeAway / VRBO](#), [TripAdvisor](#), [Expedia](#), [Booking.com](#), [AirBnb](#), [BookingPal](#), [RedAwning](#), & others.
- [iCal Calendars](#) can be used with [VRBO](#), [Airbnb](#), [Google](#) and others.

# Property Notes & Web Links

Property Info | Contacts | Documents | Amenities | Web | Web Post | Photos | Misc | Accounts | Interface | Notes | Links

Notes can be inserted in Templates using Placeholders. [Help on Notes](#)

Notes

Property Notes

Booking Notes

Rate Range

Entered By

08/01/2007 10:35:44 PM

Property Info | Contacts | Documents | Amenities | Web | Web Post | Photos | Misc | Accounts | Interface | Notes | Links

Notes can be inserted in Templates using Placeholders. [Help on Notes](#)

Notes

Go to App Notes

Help on Customizing Note Names

Info1

Info2

Info3

Info4

Info5

Info6

Info7

Info8

Info9

Property Info | Contacts | Documents | Amenities | Web | Web Post | Photos | Misc | Accounts | Interface | Notes | Links

Web Links

VRBO: <https://www.vrbo.com/1234567>

Airbnb: <https://www.airbnb.com/rooms/1234567>

Booking.com: <https://www.booking.com/hotel/us/bamboo-queen-studio.html>

Website: <http://vacationwebpro.com/vrpdemo/rentals/sunnyside.htm>

Thumbnail: [http://vacationwebpro.com/vrpdemo/rentals/sunnyside\\_20160302\\_150038\\_15](http://vacationwebpro.com/vrpdemo/rentals/sunnyside_20160302_150038_15)

Calendar: <http://vacationwebpro.com/vrpdemo/rentals/asunnyside.htm>

Guestbook: [http://vacationwebpro.com/vrpdemo/rentals/sunnyside\\_agmt.pdf](http://vacationwebpro.com/vrpdemo/rentals/sunnyside_agmt.pdf)

Agreement: [http://vacationwebpro.com/vrpdemo/rentals/sunnyside\\_agmt.pdf](http://vacationwebpro.com/vrpdemo/rentals/sunnyside_agmt.pdf)

Welcome Info: [http://vacationwebpro.com/vrpdemo/rentals/sunnyside\\_welcome\\_26155230h](http://vacationwebpro.com/vrpdemo/rentals/sunnyside_welcome_26155230h)

☒ Set Website, Thumbnail and Calendar links automatically when Posting web page to Website

- The Notes & Links pages of the Properties form can be used to keep various notes and web links for this property.
- There are also multiple User-defined Note fields that can be used for any purpose, with custom names.
- All Notes can also be selectively referenced within Document & Email Templates and Property Description text.

# Property Sites, Locations and Categories

Property Classifications: Category - Long-term

Info Photos

Property Sites, Locations and Categories can be used in Property Filters and Searchable Group Web pages. [Help](#)  
Workgroups can be used for internal use. Property Types are used for HomeAway/PM.

ID 1004 Name Long-term Short Name Long-term Active ☒

Type Category To create a new item, click "New", then enter the Name and select a Type.

Notes

Last Updated By

ID	Type	Name	Short Name	Active	Shared with
1004	Category	Long-term	Long-term	Yes	
1003	Category	Short-term	Short-term	Yes	
1002	Location	Haleiwa, HI	Haleiwa	Yes	
1001	Location	Turtle Bay, HI	Turtle Bay	Yes	
1006	Location	Waikiki, HI	Waikiki	Yes	
101	PropType	Apartment	Apartment	Yes	HomeAway
102	PropType	Barn	Barn	Yes	HomeAway
103	PropType	Boat	Boat	Yes	HomeAway
104	PropType	Bungalow	Bungalow	Yes	HomeAway

Property Classifications: Location - Haleiwa, HI

Info Photos

Photos for Sites and Locations are displayed in web pages for properties assigned to that Site or Location. This allows sharing photos between properties.

1 Bring your snorkel 2 Three Tables 3 Jump Rock 4 Waterfalls 5 Lots of turtles 6 It's country here 7 Beach park

Photo Options and Help

ID	Active	Type	Name	Short Name	Shared with
1004	Yes	Category	Long-term	Long-term	
1003	Yes	Category	Short-term	Short-term	
1002	Yes	Location	Haleiwa, HI	Haleiwa	
1001	Yes	Location	Turtle Bay, HI	Turtle Bay	
1006	Yes	Location	Waikiki, HI	Waikiki	
1008	Yes	Site	Sands Resort	SandsResor	
1010	Yes	Site	Sunset Shores	SunsetShor	
1005	Yes	Wrkgrou	Managed Props	Managed	
1007	Yes	Wrkgrou	Owned Props	Owned	

- Properties can be grouped by: “Site/Resort”, “Location”, “Category”, and “Workgroup”.
  - Each Site and Location can optionally have 16 photos assigned.
  - These photos are included in web pages for properties assigned to the corresponding Sites and/or Locations.
    - In effect, this allows displaying up to 64 photos per property.



# Property Rooms

**Property Rooms**

Save Cancel Refresh Options Filter

Defining Rooms is optional, and only used for the HomeAwayPM Interface if you wish to show the features of one or more rooms. (Note: It is not mandatory to list all rooms. Each room will still be listed on HomeAway).

☐ Auto Save Rooms for Property **Sunnyside Condo** Copy Rooms from Property: -Not Specified-

1 of 1 Bedrooms Defined

Room ID	Bedroom Name	Type	King Beds	Queen Beds	Double Beds	Twin Beds	Murphy Beds	Bunk Beds	Sleep Sofas	Child Beds	Cribs	Optional Desc
1001	Bedroom 1	Bedroom		1								

1 of 1 Bathrooms Defined

Room ID	Bathroom Name	Type	Tub/Shwr	Tub	Shwr	Jet Tub	Toilet	Bidet	Optional Desc
1002	Bathroom 1	Full Ba					1		

- Individual Bedrooms and Bathrooms can optionally be defined in the Property Rooms form, for interfacing with [HomeAway/VRBO](#).
- This allows specifying which features each room has, (such as how many King beds, Queen beds, Cribs, Sofa-beds, etc).
- You can also specify the features of each Bathroom, (such as Tub/shower combinations, Jet Tubs, Bidets, etc).

# Property Reviews

**Property Reviews**

☐ New ☒ Delete ☒ Save ☒ Cancel    Show: All Reviews

**Review Info** **Notes**

Review ID: 1003 Review Date: 08/04/2017 Stars: 5 Property: Sunnyside Condo [Help](#)  
 Web ☒ Active / Show Book ID: 0 (Optional) Tenant: -Unspecified Tenant- (Optional)  
 Book ID auto sets Prop, Tenant & AdSrc Ad Source: VRBO.com (Optional)

Title: Clean and quiet with all the comforts of home  
 Review: Very comfortable and quiet room. You can tell the owner really cares and takes care of the place. Great location and Lakeland Village is awesome! We will be back!

Find 13 Found: All Reviews

Rev ID	Rev Date	Stars	Active	Property	Book ID	Tenant	Ad Source	Title	Review Text	Notes
1003	08/04/2017	5	Yes	Sunnyside	0	-Unspecified	VRBO	Clean and quiet w	Very comfortable a	
1014	08/04/2017	5	Yes	MR-101	0	-Unspecified	VRBO	Clean and quiet w	Very comfortable a	
1015	08/04/2017	5	Yes	MR-102	0	-Unspecified	VRBO	Clean and quiet w	Very comfortable a	
1016	08/04/2017	5	Yes	Tiki Hut	0	-Unspecified	VRBO	Clean and quiet w	Very comfortable a	
1017	08/04/2017	5	Yes	WG-401	0	-Unspecified	VRBO	Clean and quiet w	Very comfortable a	
1018	08/04/2017	5	Yes	WG-402	0	-Unspecified	VRBO	Clean and quiet w	Very comfortable a	
1002	08/17/2017	5	Yes	Sunnyside	0	-Unspecified	VRBO	Great place to sta	Clean, convenient	

- Consolidate your Guest Reviews into one place from multiple sites.
- Then optionally, designate which reviews you wish to include in your website property pages.
- Reviews can be attached to individual Bookings, Tenants and Properties.
- You can also track of each Review's Source, and store additional Notes.

# Property Rates

Property Rates

New Delete Save Cancel Refresh Options

Quick Tips! Click for Help Rates for Property Sunnyside Condo

Enter base rates for each year, then overlying seasonal rates. Recommended Rates Preview Rates

Copy Rates from Property: -Not Specified- Copy, Delete or Adjust Rates Update Web Auto Save

Sharing Rates from -Not Specified- 0 %

Near Term Rate Adjustments Open Days Rate Adjustments

Timeline Adjust to 0 % Lines Rate Range: \$100-150/nt, 650-710/wk, 2500-3000/mo Today Go To Back Fwd This Rate

December 2022 January 2023 February 2023

150 Xmas & New Year 3 Mn 120 Winter Season 3 Mn 100 Base rate 2 Mn

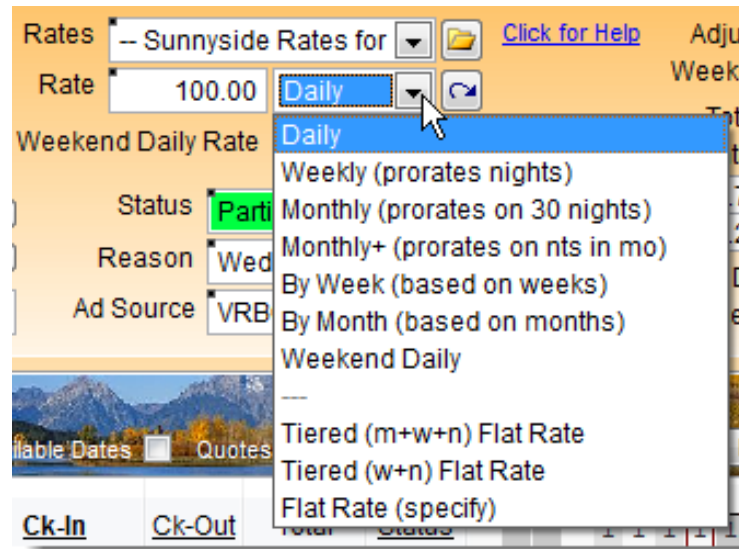
ID	Rate Name	From	To	Days	Daily	Weekly	Monthly	Wkend Nt	Min Nts	Dow.Mn	Rate Option	TmpOv	Active
1079	Base rate	01/01/2021	12/31/2021	365	100.00	650.00	2,500.00	0.00	3		Each rate	No	✓
1082	Winter Season	11/15/2021	03/31/2022	137	120.00	700.00	3,000.00	0.00	3		Each rate	No	✓
1083	Xmas & New Year	12/20/2021	01/04/2022	16	130.00	710.00	3,000.00	0.00	3		Each rate	No	✓
1084	Base rate	01/01/2022	12/31/2022	365	100.00	650.00	2,500.00	0.00	2		Each rate	No	✓
1087	Winter Season	11/15/2022	01/30/2023	77	120.00	700.00	3,000.00	0.00	3		Each rate	No	✓
1088	Xmas & New Year	12/20/2022	01/04/2023	16	150.00	710.00	3,000.00	0.00	3		Each rate	No	✓
1089	Base rate	01/01/2023	12/31/2023	365	100.00	650.00	2,500.00	0.00	2		Each rate	No	✓

- The Property Rates form is for defining any number of Daily, Weekly, Monthly, Weekend, and Seasonal rates for individual properties.
- Rates can also be Shared between properties (at a percentage!).
  - Rates can be defined as exact Amounts, or as Percentages.
- Check-in/out Restrictions and Minimum Nights can also be specified.
- The Rates Timeline displays the calculated rates, including any Automatic Rate Adjustments for both: Near-Term and small Open-Days gaps.

# Automatic Rate Adjustments

- There is both a “Near-term” and “Open Days” Automatic Rate Adjustment feature which can be a powerful revenue driver.
- This allows defining automatic rate adjustments for both near-term dates and/or open “holes” in your future availability.
- For example, rates can be automatically discounted for open dates in the next 3, 7, 14 days, etc. at different percentages.
- Rates can also be automatically discounted for small “holes” in your future availability based on how many days are open.
- Minimum Nights can also be automatically adjusted. For example, if only 1 or 2 nights are open, minimum nights on these days can be automatically adjusted down.
- There is also a “Minimum Gap” feature which helps avoid those 1 or 2 night openings from being created.

# Multiple ways to Calculate Rent



- In addition to Daily, Weekly, Monthly, and Weekend Rates, you have additional options for how to use those rates to calculate Rent.
- When creating Bookings or Replying to Inquiries you can select from the Rate Types shown to match your rate calculation methods.
  - There are also Tiered Rates which apply multiple rates in tiers.



# Property Fees & Discounts form

The screenshot shows the 'Property Fees & Discounts' window. At the top, there are buttons for New, Delete, Save, Cancel, Refresh, Options, and Filter. Below these is a text box with instructions: 'Specify Fees or Discounts used for this property and whether they are Default Fees for new bookings. To change existing bookings, use the Fees page in the Bookings form. Use negative amounts for Discounts.' A link for help is provided. The form includes a 'Total Fixed Fees' field set to 95.00, a 'Property' dropdown set to 'Sunnyside Condo', and 'Sharing Fees from' and 'Copy Fees from Property' dropdowns both set to '-Not Specified-'. The main table lists various fees with columns for Fee ID, Fee Type, Short Note, Fee % (or Amt), Base Fee On, Min Days, Max Days, Default, Sales Taxed, Lodge Taxed, Apply Proc Fee, Is Rev, Calc Com, Posting Cat/Acct (Income), and Int Note.

Fee ID	Fee Type	Short Note	Fee % (or Amt)	Base Fee On	Min Days	Max Days	Default	Sales Taxed	Lodge Taxed	Apply Proc Fee	Is Rev	Calc Com	Posting Cat/Acct (Income)	Int Note
1006	Cleaning fee		75.00	Fee i:	0	0	Defa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Fees Rece	
1007	Administrative fe		20.00	Fee i:	0	0	Defa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Admin Fees Receive	
1014	Discount		-5.00	17) X	7	0	Not D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rents Received	
1015	Travel Insurance		15.00	2) %	0	0	Opt-I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel Ins Received	
1016	Damage Waiver		10.00	2) %	0	0	Opt-C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- The Property Fees & Discounts form is for specifying additional rental fees and discounts, and their posting accounts. You can also specify which fees and discounts should be defaults for new bookings, how they are taxed, and other settings. Fees and discounts can be based on Pets, Extra Persons, Nights, Rental amount, etc. They can also be Shared between similar properties.

# Property Commissions form

The screenshot shows the 'Property Commissions' window. At the top, there's a title bar and a menu bar with 'New', 'Delete', 'Save', 'Cancel', 'Refresh', 'Options', and 'Filter'. Below the menu bar is a purple instruction box: 'Specify Commissions for this property, and whether they are Defaults for new bookings. To change existing bookings use the Commissions page in the Bookings form. Resources must be flagged to Accept Commissions in the Contacts and Resources form. Click for Help on Property Commissions'. Below the instruction box, there are fields for 'Total Percentage' (35.00), 'Property' (Sunnyside Condo), 'Sharing Commissions from' (-Not Specified-), and 'Copy Coms from Property:'. Below these fields is a table with columns: Com ID, Type, Resource, #, Short Note, Com % (or Amt), Base Com On, Default Com, Sub Rev, Posting Cat/Acct (Expense), and Internal Note. The table contains two rows: 1001 (Mike Manager, Mgmt Fee, 20.00, 1) % c, checked) and 1002 (Susie Agent, Referral Fee, 15.00, 1) % c, unchecked).

Com ID	Type	Resource	#	Short Note	Com % (or Amt)	Base Com On	Default Com	Sub Rev	Posting Cat/Acct (Expense)	Internal Note
1001	Com	Mike Manager		Mgmt Fee	20.00	1) % c	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sunnyside Mgmt Comm	
1002	Com	Susie Agent		Referral Fee	15.00	1) % c	<input type="checkbox"/>	<input type="checkbox"/>	Sunnyside Sales Comm	

- The Property Commissions form is for specifying default commissions and their posting accounts, which can be used as defaults for new bookings. Here you can also set up default Pre-payments to Owners, and Revenue Shares with other parties. Defined Commissions can also be Shared between similar properties for easier management.

# Owner Timeshares form

The screenshot shows the 'Owner Timeshares' window. It includes a toolbar with 'New', 'Delete', 'Save', 'Cancel', 'Refresh', 'Options', and 'Filter'. A text box explains that timeshares are used for property statements and bookings reports. A dropdown menu shows 'Water Gardens 401' as the selected property. There are also dropdowns for 'Limit Properties to This Owner' and 'Copy Timeshares from Property', both set to '-Not Specified-'. A checkbox for 'Auto Save' is checked. Below this is a table of timeshare periods.

ID	Period Name	From	To	Days	Owner	Active	Note
1001	01	01/04/2019	01/10/2019	7	Joe Owner	<input checked="" type="checkbox"/>	
1002	02	01/11/2019	01/17/2019	7	Bob Woods	<input checked="" type="checkbox"/>	
1003	03	01/18/2019	01/24/2019	7	Joe Owner	<input checked="" type="checkbox"/>	
1004	04	01/25/2019	01/31/2019	7	Bob Woods	<input checked="" type="checkbox"/>	
1005	05	02/01/2019	02/07/2019	7	Bob Woods	<input checked="" type="checkbox"/>	
1006	06	02/08/2019	02/14/2019	7	Joe Owner	<input checked="" type="checkbox"/>	
1007	07	02/15/2019	02/21/2019	7	Bob Woods	<input checked="" type="checkbox"/>	

- You also have the ability to manage and report on Timeshares (or properties with Fractional Ownership).
  - You can define the periods that each owner owns a property.
- This can also be used for historical reporting to previous owners (after a property is purchased by a new owner).

# Tenants form

**Tenants - Alan Sawyer**

New Delete Save Cancel Refresh Options Filter Show: Active Tenants

**Tenant Info**   **Relations**   **Stats / Last Inquiry**   **Notes**

Tenant ID: 1001   Name: Alan Sawyer   Short Name: Alan Sawye

Type: Business renter

Addr1: 101 South Street

Addr2:

City: Sun City

State: HI   PC: 91919   Cntry:

Bill To:

Phone1: 808-555-1212

Phone2:

Email1: alantenant@yahoo.com

Email2:

Travels with: 2 Adults   0 Childs   0 Pets

... 1111 Visa   Exp: Note   Keep Days: 0

☐ Alert Upon Booking   ☒ Active   CC #:

Find 15 Found: Active Tenants

Tenant ID	Name	Short Name	Bill To	Type	City	State
1	-Unspecific Tenant-	-Unspecif-		Unknown		
1001	Alan Sawyer	Alan Sawye		Business renter	Sun City	HI
1014	Brandy Smith	Brandy Smi		Vacationer		
1012	Cyndi Stone	Cyndi Ston		Vacationer		
1013	Deborah Williams	Deborah Wi		Vacationer		
1009	George Harris	George Mic		Vacationer		
1005	Joe Good	Joe Good		Unknown		

- The Tenants form is used for maintaining and viewing information about tenants. You can categorize tenants for future reference and bulk mailings. You can flag “problem tenants” so that you’re Alerted when creating new bookings. The buttons next to the phone and email addresses allow emailing, [Skype™](#) and [WhatsApp™](#) calling. Statistical info and Last Inquiry info is automatically saved. Notes can also be saved for future reference.

# Tenant Relations

The screenshot shows the 'Relations' tab of the Tenant form. It includes a 'Click for Help' link, a table for tracking sent and received emails, an 'Advert Notes' section, and fields for 'Birthday', 'Anniv', and 'Campaigns'.

Tenant Info		Relations		Stats / Last Inquiry		Notes	
<a href="#">Click for Help</a>				Sent		Received	
Tenant Doc 1	Tenant notice about Specials			02/20/2010			
Tenant Doc 2	Tenant Inquiry Follow Up - Htr						
Advert Notes	Sent: SpecialsAd1: 2010-02-10						
Birthday	05/11/2055		R	Anniv			R
				Campaigns Last Sent	1) 02/10/2010		
					2)		

- The Relations page of the Tenants form can be used for generating emails from your custom Templates for things such as notifying guests about specials, sending Birthday wishes, following up on Inquiries, etc.
- These also work in conjunction with the Bulk Email features which can send and track email campaigns. You can note Birthdays, Anniversaries or other annual events, and specify recurring reminders which will notify you in advance along with the other Alerts.



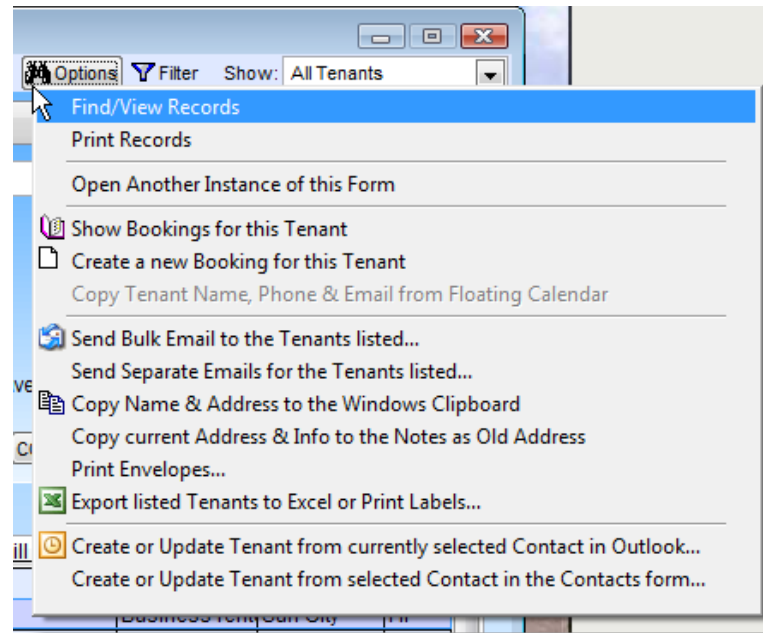
# Tenant Statistics

Tenant Info		Relations		Stats / Last Inquiry		Notes	
<a href="#">Click for Help</a>							
Booking Stats							
Firm Bookings	Avg Nights	Last Check out	Booking Sales	Other Sales	Canceled Bkgs		
1	7	09/14/2022	916.80	0.00	0		
Last Inquiry							
Last Inquiry	Property	Check In	Check Out	Nts	Ad Source	Follow up	
11/25/2011	Sunnyside	12/05/2011	12/12/2011	7	VRBO.com		

Tenant Info		Relations		Stats / Last Inquiry		Notes	
Notes							
Info1							
Info2							
Info3							
Billing Notes							
Email Reminder							
Entered By markh 09/12/2007 10:12:08 AM							

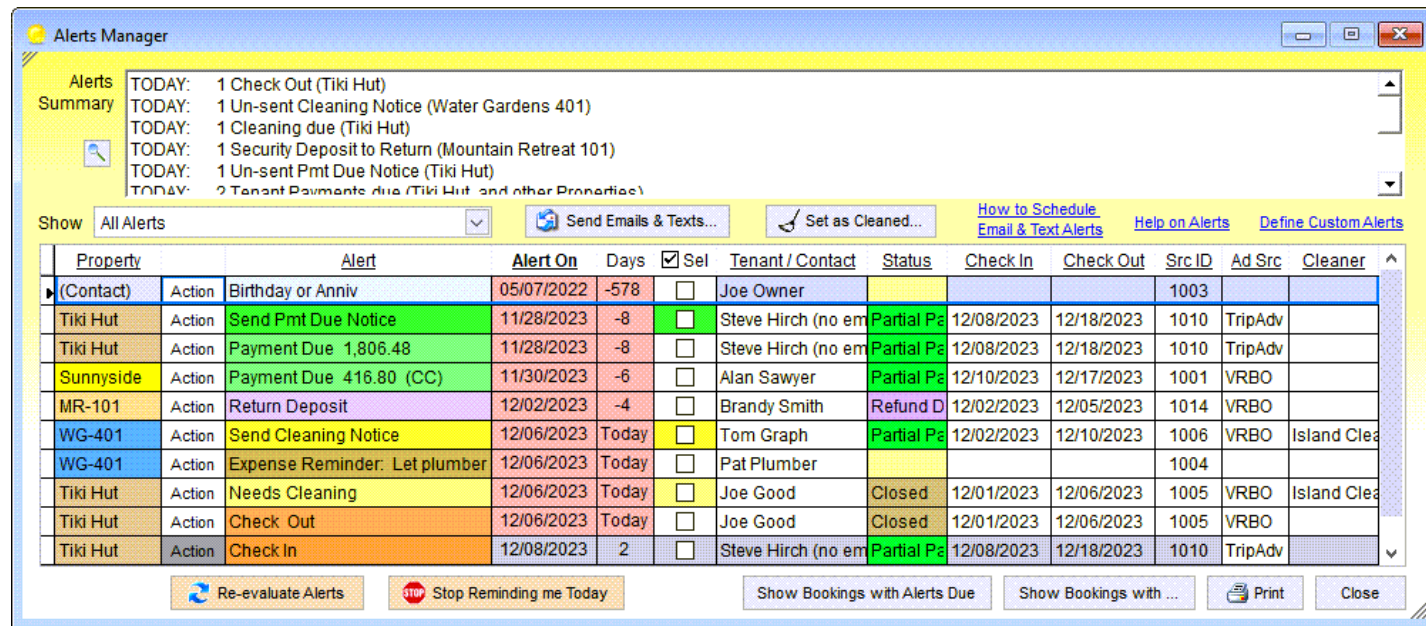
- Tenant Statistics are automatically maintained and can be used for quickly filtering on Tenants and sending email campaigns, or any other purpose.
- Last Inquiry info can be auto saved when responding to email inquiries.
- Notes can be stored for any purpose and included in Templates using Placeholders if needed.

# Tenants form Options



- The Tenants form Options provides the ability to Send Bulk Email and track promotional mailing campaigns using your own custom Templates. You can also quickly show existing bookings for a Tenant or create new bookings directly from the Tenants form. In addition, there is a feature to export all Tenant information to Excel for use with Mail Merge, and the ability to print envelopes & labels. All of these features work in conjunction with the Filtering features which allow processing only the Tenants you wish to work with.

# Alerts Manager



- The Alerts Manager automatically displays any outstanding alerts. It includes various types of Alerts which are generated as part of the Bookings workflow and other events. These include things such as user-defined Booking Reminders, approaching Check-ins and Check-outs, Payments due, Cleanings not cleaned, Deposits to return, Expenses, Planned work reminders, Tenants or Contacts Birthdays, Anniversaries, and more.

# Document Templates form

Document Templates - Generic Rental Agreement - Html Format

New X Delete Save Cancel Refresh Options Filter Show: All Templates

Doc Info Document Rate Quote Subject Email Text Attachment Signature Logo Send To CC: BCC: Reply To

Modify the details for this template within each tab above

Doc ID: 1055 Name: Generic Rental Agreement - Html Format Active: ☒

Short Name: GenRA Htm Copy this Template to a New Template

Document Type: Rental Agreement Import Latest Sample Templates...

Purpose of this Document Type: This is used for generating your custom Rental Agreements from within the Bookings form, and to optionally email them to tenants. There are many Placeholders you can use to customize your agreement document and the

Document Note: Sample generic Html Rental Agreement which can be used for any property. This template was also created with the built-in Html Editor using the "Edit Html" button on the Document tab.

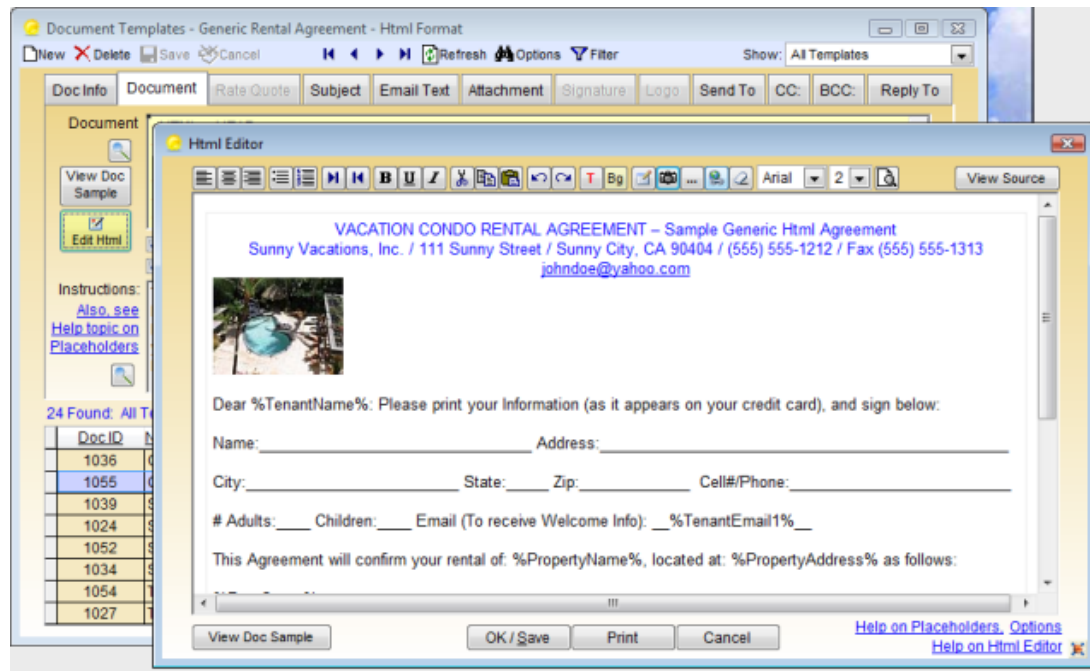
Reminder: Last Updated By: markh 03/24/2010 06:09:18 PM

23 Found: All Templates

Doc ID	Name	Doc Type	Active	Short Name
1030	Sunnyside Not Available /w Av Dates & CC	Inquiry Reply	Yes	Sunnyside
1028	Sunnyside Not Available w/ Avail Dates	Inquiry Reply	Yes	Sunnyside
1045	Owner Agreement	Owner Agreement	Yes	Owner Agmt
1036	Generic Rental Agreement	Rental Agreement	Yes	Sunnyside
1055	Generic Rental Agreement - Html Format	Rental Agreement	Yes	GenRA Htm
1039	Sunnyside Html Rental Agreement	Rental Agreement	Yes	Sunnyside
1024	Sunnyside Rental Agreement	Rental Agreement	Yes	Sunnyside
1052	Sunnyside Rental Agreement - Word Document	Rental Agreement	Yes	Sunnyside

- The Document Templates form is for creating custom templates which can merge text and other information in order to create various types of documents and emails. These documents and emails can be generated in various places throughout the application. Examples include: Rental Agreements, Confirmations, Payment Receipts, Cleaning Notices, Thank You emails, Replies to inquiries, and others. Document Templates provide a powerful feature allowing you to create an unlimited number of custom documents & emails for different properties and different purposes.


# Creating Document Templates



- Creating Templates is easy. Templates can be defined in either plain text, Microsoft Word, or Html format. They can be generic, or for a specific property. The documents and emails can later be generated in the Bookings form and directly emailed to tenants as either PDF or Word documents. As with all the Templates, you can use "Placeholders" to merge any information from the booking, property, tenant, owner, etc.

# Rental Agreement Sample

VACATION CONDO RENTAL AGREEMENT – Sample Generic Html Agreement  
Sunny Vacations, Inc. / 111 Sunny Street / Sunny City, CA 90404 / (555) 555-1212 / Fax (555) 555-1313  
johndoe@yahoo.com



Dear Alan Sawyer: Please type your Information (as it appears on your credit card), then print and sign below.

Name:  Address:   
City:  State:  Zip:  Cell# / Phone:   
Adults:  Children:  Email (To receive Welcome Info):  alantenant@yahoo.com

This Agreement will confirm your rental of: Sunnyside Condo, located at: 555 Sunny Shores Ave, #301 / Sunny Shores, HI 99999 as follows:

Check-in	Saturday, Jan 28, 2012 - 3:00 PM	Administrative fee	20.00
Check-out	Saturday, Feb 4, 2012 - 11:00 AM	Cleaning fee	75.00
Length of Stay	7 Nights	Sales Tax (4.7120%)	37.48
Rate	\$100.00 / Night	Lodging Tax (7.2500%)	57.84
Total Rent	\$700.00	Total	\$890.10
		3.00% Fee if not paying by check	26.70
		<b>Total</b>	<b>\$916.80</b>

In order to book your reservation immediately, please fax this form to my fax # above. If paying by check, please mail your check to the above address, payable to John Doe. Your check must be received within 5 days in order to hold your reservation. If you wish to pay by credit card, please check the option below.

The unit includes: A/C, Cable TV, DVD, wired and wireless DSL internet access, CD, stereo, washer, dryer, towels, linens, utensils and beach chairs are included.

Upon payment in full, a Welcome Information package will be emailed to you providing directions from the airport, key pick-up, and other information. When you check out, leave the keys on the counter and lock the door. Your parking space is #99.

Terms of your rental:

- This is a sample of a generated Rental Agreement (with **Fill-in Form fields**). Agreements, as with all Templates, can be designed and generated in **Word, PDF, or Html format**. You can format documents any way you like and include your own company Logo, property image, signature, etc.



# Owner Agreement Sample

## VACATION RENTAL MANAGEMENT AGREEMENT

Sunny Vacations, Inc. / 111 Sunny Street / Sunny City, CA 90404 / (555) 555-1212 / Fax (555) 555-1313 /  
johndoe@yahoo.com

This agreement is between Sunny Vacations, Inc. hereinafter referred to as "agent" and the Property Owner shown below, hereinafter referred to as "owner".

Property Name:	Sunnyside Condo
Property Address:	555 Sunny Shores Ave / Unit # 310 / Sunny Shores, HI 99999
Property Owner:	Joe Owner
Owner Address:	555 Sunny Shores Ave Unit # 310 Sunny Shores, HI 99999
Owner Email:	joeowner@yahoo.com
Home Phone:	555-555-1212
Cell Phone:	
Fax:	
Tax ID or SS#:	


This agreement will constitute a contract for the rental of the above mentioned property. Owner desires to place the property on agent's overnight rental program, and agent has agreed to manage the property for owner under the terms and conditions of this agreement. They agree as follows:

- **EXCLUSIVE AGENT.** Owner hereby appoints agent as the sole and exclusive agent for the rental and management of the property. This agreement is for a period of one year and will commence on **1st Day of January, 2000** and terminate on the **31st Day of December, 2000**. However, this agreement will

- This is a sample of a generated Management Owner Agreement. You can generate any type of document you need for your properties and automatically email them at the same time. Property and Owner information can be merged into your custom document by using various "Placeholders".

# Use Templates for any purpose

Subject: Rental Receipt for Sunnyside Condo



Dear Sally Maywalt

Thank you for booking our Sunnyside Condo.

Check-in: Wednesday, Mar 7, 2012 - 3:00 PM

Check-out: Monday, Mar 12, 2012 - 11:00 AM

This is a payment receipt for your records.

Date: Saturday, Feb 25, 2012


Total Amount	\$824.38
Received: Jan 15, 2012	\$400.00
Total Paid	\$400.00
Amount Due	\$424.38

Next Payment Due on: Feb 29, 2012    \$424.38

Thanks again!

(Powered by: VacationRentPro.com)

Subject: Thank you for staying at our Sunnyside Condo



Property website: <http://www.harp1.com/vrpdemopost/sunnyside.htm>

Aloha Alan Sawyer

We just wanted to say Thank you for staying at our Sunnyside Condo.

And especially, thank you for leaving the place in good condition!

Renting to people like yourself makes this an enjoyable experience.

Thank you again, and we hope to have you back soon!

Best Regards

(Powered by: VacationRentPro.com)

- You can create Templates for any purpose, such as Rental Payment Receipts, Invoices, Payment reminders, Thank You notes, etc.
- You can then automatically generate and email them directly from the Bookings form, and track the dates sent and any response received.

# Contacts and Resources form

**Contacts & Resources**

New Delete Save Cancel Refresh Options Filter Show: All Contacts

**Contact Info** **Relations** **Notes**

Contact ID: 1001 Name: Mary Joe Cleaner Short Name: Mary Joe C

Type: Cleaner

Addr1: 1234 Some Street

Addr2:

City: Sun City

State: HI PC: 91919 Cntry:

Bill To:

Home phone: 555-1212

Work phone:

Cell phone:

Fax:

Email1: maryjoe@yahoo.com

Email2:

☐ Accepts Commissions ☒ Is a Vendor ☒ Active

7 Found: All Contacts

Contact ID	Name	Short Name	Bill To	Type	City	State
1005	Bubba's Seafood Restaurant	Bubba's Se		Restaurant		HI
1003	Joe Owner	Joe Owner		Owner		HI
1001	Mary Joe Cleaner	Mary Joe C		Cleaner	Sun City	HI
1006	Mike Manager	Mike Manag		Manager		HI
1002	Pat Plumber	Pat Plumbe		Plumber		HI
1004	Speedy Bike Rentals	Speedy Bik		Recreation		HI
1007	Susie Agent	Susie Agen		Real Estate Age		HI

- The Contacts and Resources form serves as an address book for people and places which you can optionally associate with individual properties. Various email functions throughout the application allow selecting email addresses from the list of contacts that you create. You can also call and email directly from here. There is a “Relations” page which can be used for sending Owner Appreciation emails, Birthday wishes, etc. similar to the Tenants form.

# Expenses & Owner Payments

Exp ID: 1004 Trans/Plan Date: 05/01/2012 Amount: 0.00 Account: Plumbing Vendor: Pat Plumber Property: Water Gardens 401 Desc: Reminder (Optional): 04/28/2012 Let plumber in Completed: Taxable: Exclude from Vendor 1099: Property Statement Effective Date: Open Docs Folder: Last Updated By: markh 01/15/2013 08:32:44 PM

Find 4 Found: All Expenses

Exp ID	Trans Date	Reminder	Completed	Account	Property	Vendor	Amount	Running Total	Paid	Desc	Notes
1004	05/01/2012	04/28/2012		Plumbing	WG-401	Pat Plumb	0.00	0.00			
1002	10/15/2012			Gen Maint	Sunnyside	Mike Mana	50.00	50.00	10/16/2012	Fix cabin	
1001	12/01/2012	11/30/2012	11/30/2012	Plumbing	Sunnyside	Pat Plumb	75.00	125.00		Fix leak u	Leak w
1003	12/02/2012			Plumbing	Tiki Hut	Pat Plumb	100.00	225.00		Replace	

- The Expenses form is for viewing and recording expenses, and tracking Work Orders for planned expenses not related to individual bookings. Expenses can be tracked by Property, Vendor and user-defined Accounts. This form can also track Owner Payments and Owner Funds on Account. Reminders can optionally be specified.

# Pay Fees & Commissions form

**Pay Expenses and Commissions**

New X Delete Save Cancel Refresh Options Filter Show: Previous Check-ins Active Properties

This form can be used to print Payment Vouchers and set the Paid Dates for the selected items. [Print or Email Vouchers for Selected Items](#) [Help](#)

Show: Un-Paid Transactions Use Paid Date 11/10/2022 ☒ Show Tenant Name in Commissions  
 Type: All Types Set Paid Date for Selected Items ☐ Show Cleaning Notes in Voucher  
 Use Blank Date to Unpay Items ☐ Hide Cleanings not yet Cleaned

Find 18 Found: Previous Check-ins (And Active Properties) 0 Selected Total 0.00 Show Source Item

<input checked="" type="checkbox"/> Pay	Pay to Resource	Resrc ID	Property	Txn Date	Type	Amt Owed	Ref / Note	Paid Date	Book ID	Status	Exp ID
<input type="checkbox"/>	Island Cleaners	1001	WG-402	11/24/2022	Clean	75.00	Advance Cleaning Fee		1009	Booked	0
<input type="checkbox"/>	Mike Manager	1006	Tiki Hut	11/04/2022	Com	300.00	Mgmt Fee		1005	Closed	0
<input type="checkbox"/>	Mike Manager	1006	WG-401	11/08/2022	Com	160.00	Mgmt Fee		1006	Partial Pd	0
<input type="checkbox"/>	Mike Manager	1006	WG-402	11/09/2022	Com	420.00	Mgmt Fee		1007	Fully Paid	0
<input type="checkbox"/>	Mike Manager	1006	Sunnyside	11/15/2022	Com	140.00	Mgmt Fee		1001	Partial Pd	0
<input type="checkbox"/>	Mike Manager	1006	Tiki Hut	11/16/2022	Com	600.00	Mgmt Fee		1010	Partial Pd	0
<input type="checkbox"/>	Mike Manager	1006	WG-401	11/21/2022	Com	260.00	Mgmt Fee		1008	Partial Pd	0
<input checked="" type="checkbox"/>	Mike Manager	1006	WG-402	11/24/2022	Com	280.00	Mgmt Fee		1009	Booked	0
<input type="checkbox"/>	Pat Plumber	1002	WG-401	05/01/2012	Exp	0.00			0		1004
<input type="checkbox"/>	Pat Plumber	1002	Sunnyside	12/01/2012	Exp	75.00	Fix leak under sink		0		1001
<input type="checkbox"/>	Pat Plumber	1002	Tiki Hut	12/02/2012	Exp	100.00	Replace old valves		0		1003
<input type="checkbox"/>	Susie Stone	1007	Sunnyside	11/15/2022	RevSh	105.00	Referral Fee		1001	Partial Pd	0

- The Pay Fees & Commissions form provides the ability to create and print payment vouchers for cleaning fees, expenses and commissions owed across multiple bookings. These vouchers can then be attached to checks or other payment methods to provide a detailed listing of what each payment is for.

# Reconcile Payments Received

**Reconcile Payments Received**

New Delete Save Cancel Refresh Options Filter Show: Payments Received Active Properties

This can be used to reconcile Payments Received with your Bank or Merchant reports, and record the Date Reconciled. (Note, use a blank Date to Un-Reconcile items).

Print List of Selected Payments Use Reconcile Date 01/25/2014 ☒ Show Un-Reconciled Pmts ☐ Show Reconciled Pmts

Set Reconciled Date for Selected Pmts

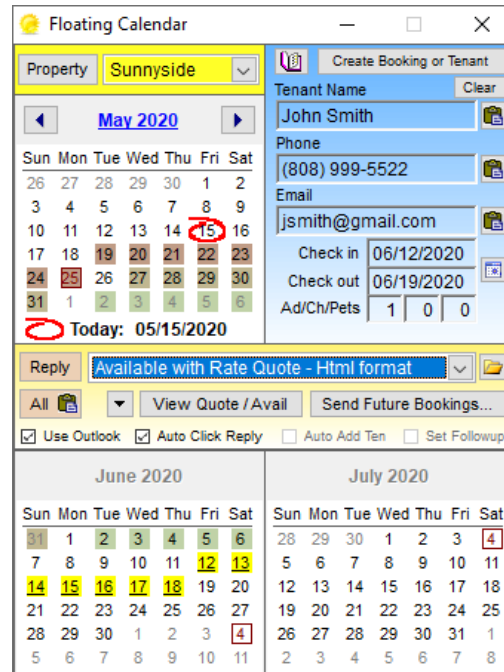
10 Found: Active Properties Total Selected 0.00 Show Source Item

<input checked="" type="checkbox"/>	Due Date	Received	From	Amount	Note	Reference	Reconciled	Property	Book ID	Status
<input type="checkbox"/>	/ /	08/31/2008	Rick Muller	2828.59				WG-402	1007	Fully Pa
<input type="checkbox"/>	/ /	09/01/2008	Joe Owner	400.00				Sunnysid	1002	Owner S
<input type="checkbox"/>	/ /	06/30/2009	Deborah Williams	1320.00				MR-102	1013	Fully Pa
<input type="checkbox"/>	/ /	04/20/2010	Brandy Smith	400.00				MR-101	1014	Refund I
<input type="checkbox"/>	06/29/2010	06/28/2010	Susan Harris	1000.00				WG-401	1008	Partial P
<input type="checkbox"/>	/ /	05/24/2011	Steve Hirsch	3866.48				Tiki Hut	1010	Fully Pa
<input type="checkbox"/>	/ /	10/07/2011	Joe Good	2136.66				Tiki Hut	1005	Closed
<input type="checkbox"/>	01/15/2012	01/15/2012	Sally Maywalt	400.00				Sunnysid	1004	Partial P
<input checked="" type="checkbox"/>	03/01/2011	02/25/2012	Alan Sawyer	300.00				Sunnysid	1001	Partial P

- The Reconcile Payments form provides a tool to quickly and easily reconcile payments received against your bank or credit card merchant account statements. You can also generate reports of payments received and/or payments outstanding from this form.

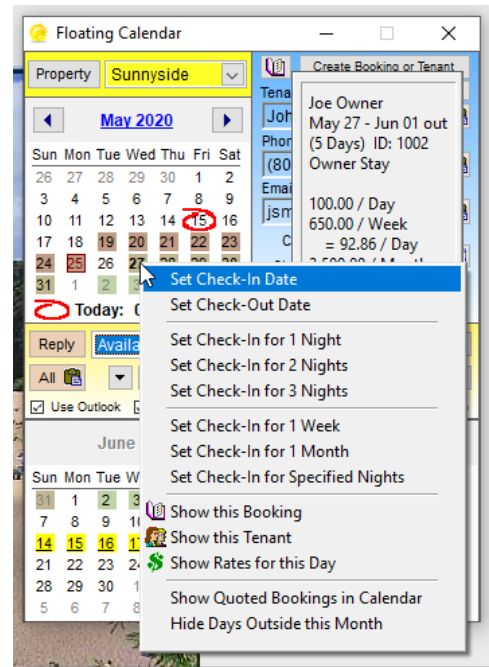


# Floating Calendar



- The Floating Calendar is a unique and powerful feature of Vacation RentPro. It "Floats" above all other applications so that it can be accessed while you are in your personal email and other programs. It provides easy access to bookings, available dates, and has a powerful "Inquiry Reply" feature for responding to rental inquiries.

# Floating Calendar has many features



- The calendar in the Floating Calendar shows color-coded bookings for the selected property. Hovering the mouse over individual dates displays information about the booking in the upper right. Clicking on individual dates brings up the menu shown. You can also quickly create New Bookings directly from the information provided in email Inquiries using the Floating Calendar. It can automatically read email messages originating from many VR advertising sites.

# Floating Calendar expanded

- The Floating Calendar can also be Expanded to show up to 5 months at a time.
- This provides yet another option for easily viewing available dates and bookings, in addition to the Bookings Timelines, Graphical Calendars and various reports.

The screenshot shows the 'Floating Calendar' window. At the top, the 'Property' is set to 'Sunnyside'. Below this is a calendar for 'May 2020'. The date '15' is circled in red, and 'Today: 05/15/2020' is displayed. To the right of the calendar is a form for 'Create Booking or Tenant' with fields for 'Tenant Name' (John Smith), 'Phone' ((808) 999-5522), 'Email' (jsmith@gmail.com), 'Check in' (06/12/2020), 'Check out' (06/19/2020), and 'Ad/Ch/Pets' (1 0 0). Below the form are buttons for 'Reply', 'View Quote / Avail', and 'Send Future Bookings...'. At the bottom, there are checkboxes for 'Use Outlook', 'Auto Click Reply', 'Auto Add Ten', and 'Set Followup'. The bottom section of the window displays four expanded calendar views for June 2020, July 2020, August 2020, and September 2020. In the June 2020 view, dates 14, 15, 16, 17, 18, and 19 are highlighted in yellow. In the July 2020 view, date 4 is circled in red. In the August 2020 view, date 4 is circled in red. In the September 2020 view, date 7 is circled in red.

# Floating Calendar Email Replies



- Replying to **HomeAway™**, **VRBO™**, **FlipKey™** and other sources of inquiries is easy with just a few clicks.
- This is an example of a custom email reply generated from the Floating Calendar using a user-defined Template.
- You can include photos and any text and formatting you like for a professional look.

Thank you for your inquiry.

The unit you requested is **Available** on the specified dates below.

Please reply if you would like a rental agreement emailed to you so that you can book it immediately.

You can also **Book Online** and see more photos at the website below.

Best Regards,  
John Doe  
(800) 555-1212



## Sunnyside Condo with Ocean View

2 Bed/2 Bath, 3rd Floor, Elevator, Bike Path, Beach Park, Parking

Website: <http://www.harp1.com/vrpdemopost/sunnyside.htm>

### Rate Quote:

Check In	Sunday, Nov 6, 2011
Check Out (5 Nights)	Friday, Nov 11, 2011
Rate / Night	120.00
<b>Total Rent</b>	<b>600.00</b>
Administrative fee	20.00
Cleaning fee	75.00
Sales Tax 4.7120%	32.75
Lodge Tax 7.2500%	50.39
<b>Total</b>	<b>\$778.14</b>
3.00% Fee if not paying by check	23.34
<b>Total</b>	<b>\$801.48</b>

(Powered by: VacationRentPro.com)

# Other Types of Inquiry Replies

- You can also generate replies if the unit is **Partially Available** (left), showing a list of available dates.
- You can also reply with a list of **Multiple properties available** (right), having specific amenities, or only the properties you wish to show.
- You can also email “overflow” referrals to other parties.
- The options are endless.


Thank you for your inquiry.

The unit you requested is **Partially Available** on the specified dates.

Below is a list of available dates around that time frame. Please reply if any of these dates work for you. And, let me know if you would like a quote or rental agreement emailed to you, so that you can book it immediately.

You can also **Book Online** and see more photos at the website below.

Best Regards,  
John Doe  
(800) 555-1212



**Tiki Hut Home in Style**

2 Bed/2 Bath House, Bike Path, Beach Park, Parking, Laundry

Rates: \$300-\$390/night

Website: <http://www.harp1.com/vrpdemopost/tikihut.htm>

Rate for requested dates: \$300.00 / Night

Nights which are Available between: Thursday, Oct 13, 2011 and Sunday, Nov 27, 2011 Include:


- 2 Nights Available: Thursday, Oct 13, 2011 -- to -- Saturday, Oct 15, 2011 Checkout
- 33 Nights Available: Tuesday, Oct 25, 2011 -- to -- Sunday, Nov 27, 2011 Checkout

(Powered by: VacationRentPro.com)

Thank you for your interest in our Vacation Rentals.

Below is a list of Available Properties on or around the dates you requested.

Properties Available from: Thursday, Oct 13, 2011 -- to -- Sunday, Nov 27, 2011 Checkout include:



**Mountain Retreat - Pool Side**

2 Bed/2 Bath, 6th Floor, Elevator, Bike Path, Beach Park, Parking


Rates: \$150-\$190/night

Website: <http://www.harp1.com/vrpdemopost/mountain1.htm>

Rate for requested dates: \$100.00 / Night

**Availability:**

- 45 Nights Available: Thursday, Oct 13, 2011 -- to -- Sunday, Nov 27, 2011 Checkout



**Tiki Hut Home in Style**

2 Bed/2 Bath House, Bike Path, Beach Park, Parking, Laundry

Rates: \$300-\$390/night

Website: <http://www.harp1.com/vrpdemopost/tikihut.htm>

Rate for requested dates: \$300.00 / Night

**Availability:**

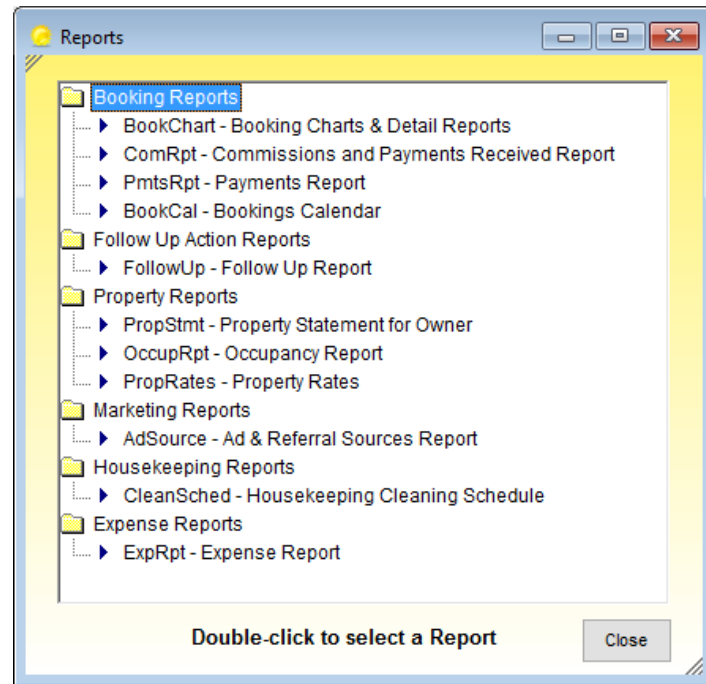
- 2 Nights Available: Thursday, Oct 13, 2011 -- to -- Saturday, Oct 15, 2011 Checkout
- 33 Nights Available: Tuesday, Oct 25, 2011 -- to -- Sunday, Nov 27, 2011 Checkout

Please feel free to contact us if you have any questions.

Best Regards

(Powered by: VacationRentPro.com)

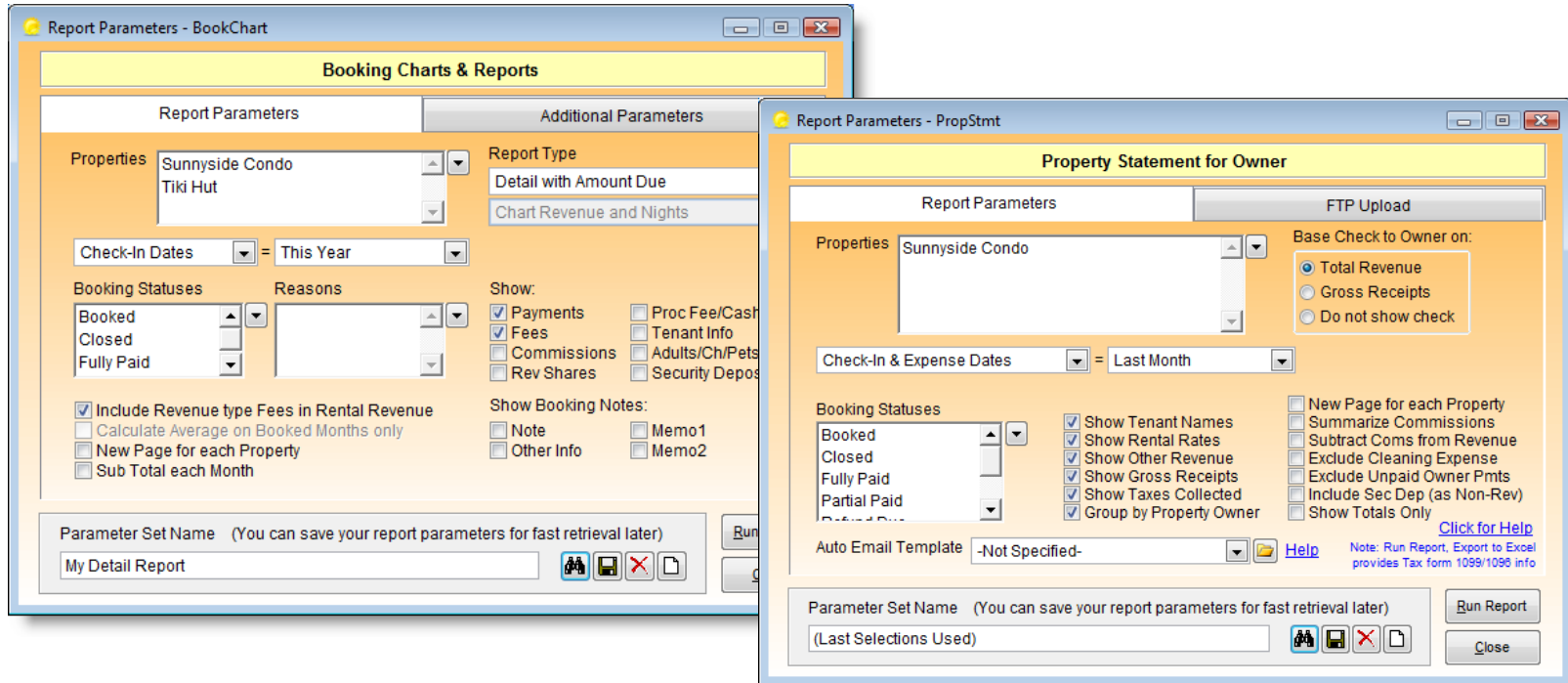
# Reports Selection form



- The Reports Selection form displays the list of available reports. Clicking on a report brings up the selection criteria form for that report.

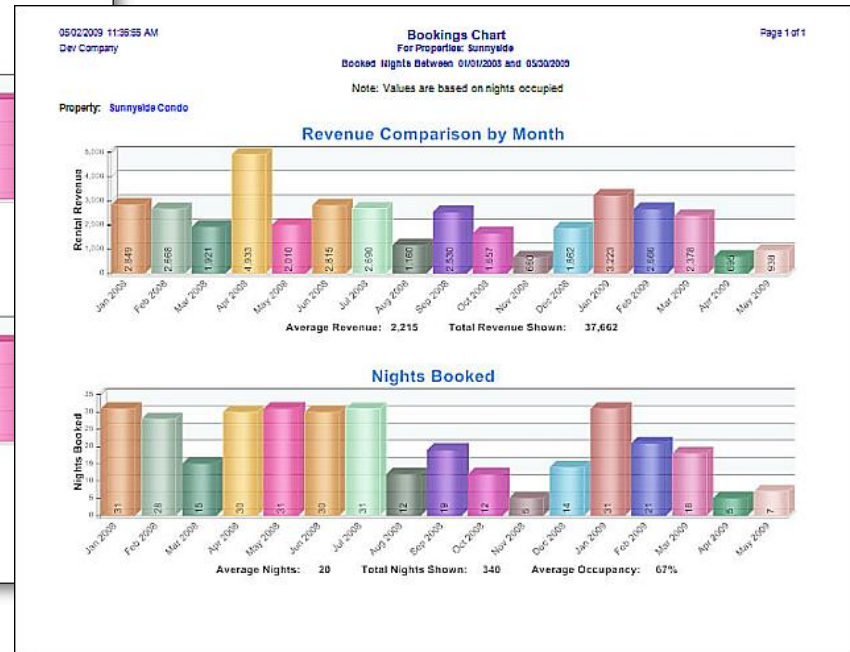
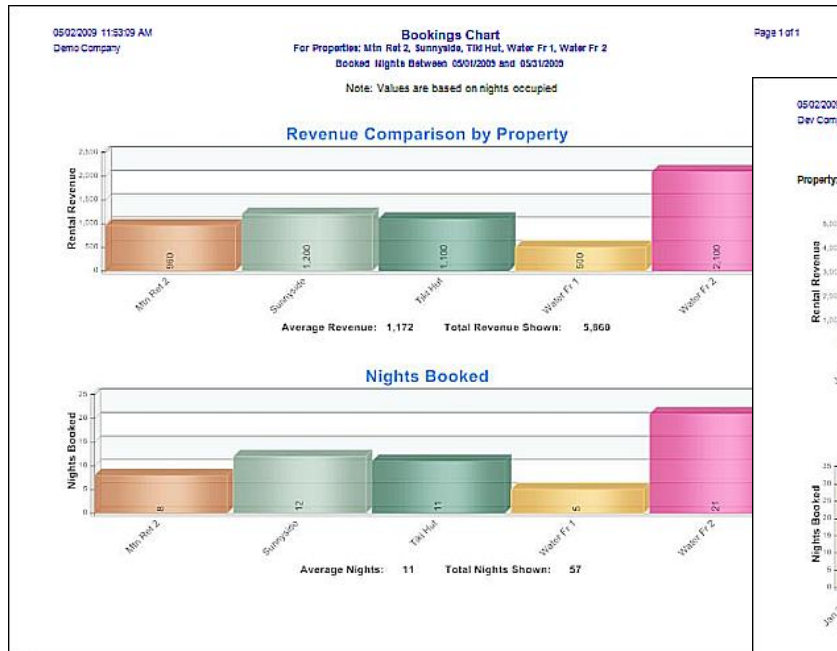


# Selecting Report Criteria



- Each report has different types of selection criteria for specifying the data you wish to include on the report. Your selection criteria can be saved using a name you provide and then recalled for use at a later time. For example, you can define criteria for a monthly Property Statement report for specific properties and date ranges.

# Bookings 3D Charts



- The Bookings 3D Charts provide a visual comparison of rental revenue and actual nights booked - by property or by month (for up to 5 years in a single chart). The charts can be generated for each property individually or in summary for all properties selected.

# Booking Chart Detail

10/07/2011 10:25:20 AM		Bookings Chart Detail										Page 1 of 1	
Demo Company		For Selected Properties											
Check-In Dates Between 01/01/2011 and 12/31/2011													
Bk ID	Tenant	Status	Reason	Check-In	Check-Out	Nights	Rate	Rental Revenue	Non-Rental Revenue	Sale Before Sec Deposit	Total Sale	Amount Due	
Property: Sunnyside Condo													
1001	Alan Sawyer	Partial Pa	Wedding	10/11/2011	10/18/2011	7	100.00	700.00	216.80	916.80	916.80	\$616.80	
			Fee: Administrative fee		SL		20.00						
			Fee: Cleaning fee		SL		75.00						
			Pmt: 05/23/2011				300.00		CC auth 12345				
			Pmt: 04/26/2011				616.80	Unpaid					
1002	Mike Redford	Partial Pa		10/18/2011	10/23/2011	5	100.00	500.00	174.45	674.45	674.45	\$274.45	
			Fee: Administrative fee				20.00						
			Fee: Cleaning fee				75.00						
			Pmt: 09/01/2008				400.00		CC auth 2345				
			Pmt: 05/01/2010				274.45	Unpaid					
Totals for: Sunnyside Condo				2 Bookings	12 Nights			1,200.00	391.25	1,591.25	1,591.25	\$891.25	
				Total Fees		190.00		FeeTotals: Administrative fee			40.00		
											150.00		
				Total Pmts Recvd		700.00		By Ck	0.00	Unpaid	891.25		
Property: Tiki Hut													
1005	Joe Good	Booked		10/02/2011	10/08/2011	6	300.00	1,800.00	382.63	2,182.63	2,482.63	\$2,482.63	
			Fee: Administrative fee				20.00						
			Fee: Cleaning fee				75.00						
1010	Steve Hirsch	Fully Paid		10/09/2011	10/19/2011	10	300.00	3,000.00	566.48	3,566.48	3,866.48	\$0.00	
			Fee: Administrative fee				20.00						
			Fee: Cleaning fee				75.00						
			Pmt: 05/24/2011				3,866.48		CC auth 3456				
Totals for: Tiki Hut				2 Bookings	16 Nights			4,800.00	949.11	5,749.11	6,349.11	\$2,482.63	
				Total Fees		190.00		FeeTotals: Administrative fee			40.00		
											150.00		
				Total Pmts Recvd		3,866.48		By Ck	0.00	Unpaid	0.00		
Report Totals:				4 Bookings	28 Nights			6,000.00	1,340.36	7,340.36	7,940.36	\$3,373.88	
				Total Fees		380.00		FeeTotals: Administrative fee			80.00		
											300.00		
				Total Pmts Recvd		4,566.48		By Ck	0.00	Unpaid	891.25		

- This is a sample of the Booking Chart Detail Report. The report has several options for selecting which information to show. All reports have a consistent layout, with the company name, date/time, page number, title and selected parameters at the top.

# Property Statement for Owner

10/07/2011 10:19:38 AM

Page 1

Demo Company

Property Statement for Owner

Owner: Joe Owner

Check-In & Expense Dates Between 10/01/2011 and 10/31/2011

Property: Sunnyside Condo

Bookings								Taxes Collected			
Bk ID	Tenant	Check-In	Nights	Rate	Rental Rev	Other Rev	Total Rev	Non-Rev	Gross Rcpts	Sales Tax	Lodge Tax
1001	Alan Sawyer	10/11/2011	7	100.00	700.00		700.00	216.80	916.80	37.46	57.64
1002	Mike Redford	10/18/2011	5	100.00	500.00		500.00	174.45	674.45	23.56	36.25
1004	Sally Maywalt	10/23/2011	5	120.00	660.00		660.00	198.97	858.97	31.10	47.85
Totals:		3 Bookings	17 Nights		1,860.00	0.00	1,860.00	590.22	2,450.22	92.12	141.74

Booking Expenses					
Bk ID	Payable To	Check-In	Base	Amount	
1001	Mary Joe Cleaner	10/11/2011		75.00	Cleaning Expense
1001	Mike Manager	10/11/2011	700.00	20.00 %	140.00 Mgmt Fee
1002	Mary Joe Cleaner	10/18/2011		75.00	Cleaning Expense
1002	Mike Manager	10/18/2011	500.00	20.00 %	100.00 Mgmt Fee
1004	Mary Joe Cleaner	10/23/2011		75.00	Cleaning Expense
1004	Mike Manager	10/23/2011	660.00	20.00 %	132.00 Mgmt Fee
			Total:	597.00	

Net Amount to Owner for property: Sunnyside Condo	\$1,263.00	Taxable Revenue:	1,455.00	1,455.00
Funds On Account as of 10/31/2011:	0.00	300.00 Balance Required		
Total to Owner for this property:	\$963.00			

- The Property Statement for Owner report provides a detailed summary of property information along with the Net Check Amount due to the Owner. There are many options for what to include on the report. This and other reports can be printed or automatically emailed or uploaded as PDF documents to owners or other parties.

# Occupancy Report

02/11/2010 08:18:11 AM  
Harp1 Hawaii Vacations

**Occupancy Report - By Property**  
Owner: John Doe  
Dates Between 01/01/2008 and 06/30/2008

Page 1

Property: B408 - Bamboo

Month	Days Available	Days Booked	Occupancy Rate	Revenue	Average Rev/ Booked Day	Average Rev/ Avail Day	Non-Owner Occupied (Days not Comped)		
							Days Booked	Comped	Average Rev/ Booked Day
Jan 2008	31	24	77.00 %	2,160.00	90.00	70.00	24		90.00
Feb 2008	29	25	86.00 %	2,181.00	87.00	75.00	25		87.00
Mar 2008	31	24	77.00 %	2,104.00	88.00	68.00	24		88.00
Apr 2008	30	13	43.00 %	1,125.00	87.00	38.00	13		87.00
May 2008	31	21	68.00 %	1,715.00	82.00	55.00	21		82.00
Jun 2008	30	22	73.00 %	1,858.00	84.00	62.00	22		84.00
<b>Totals:</b>	<b>182</b>	<b>129</b>	<b>71.00 %</b>	<b>11,143.00</b>	<b>86.00</b>	<b>61.00</b>	<b>129</b>		<b>86.00</b>

Property: C308 - Mokuleia Sands

Month	Days Available	Days Booked	Occupancy Rate	Revenue	Average Rev/ Booked Day	Average Rev/ Avail Day	Non-Owner Occupied (Days not Comped)		
							Days Booked	Comped	Average Rev/ Booked Day
Jan 2008	31	31	100.00 %	2,450.00	79.00	79.00	31		79.00
Feb 2008	29	28	97.00 %	2,205.00	79.00	76.00	28		79.00
Mar 2008	31	15	48.00 %	1,623.00	108.00	52.00	15		108.00
Apr 2008	30	30	100.00 %	4,339.71	145.00	145.00	30		145.00
May 2008	31	31	100.00 %	1,729.10	56.00	56.00	18	13	96.00
Jun 2008	30	30	100.00 %	2,388.89	80.00	80.00	30		80.00
<b>Totals:</b>	<b>182</b>	<b>165</b>	<b>91.00 %</b>	<b>14,735.70</b>	<b>89.00</b>	<b>81.00</b>	<b>152</b>	<b>13</b>	<b>97.00</b>

- The Occupancy Report can be generated for selected properties and date ranges. It can be grouped by Property Owner and automatically emailed to owners. The report also includes Average Revenue, “Comped” Days, Totals, and Non-Owner Occupied statistics. It also has the ability to “Merge” properties together.

# Housekeeping Schedules

07/20/2013 09:44:26 AM Demo Company		<b>Housekeeping Cleaning Schedule</b> For Selected Properties Dates Between 07/01/2013 and 07/31/2013					Page 1 of 1
Bk ID	Property	Check-In / Check-Out	Nights	Clean On	Cleaner	Alert	Other Info
<b>Mon, Jul 15, 2013 - Cleanings</b>							
1014	MR-101	Fri, Jul 12, 2013 3:00 PM Mon, Jul 15, 2013 11:00 AM	3	<b>Mon, Jul 15, 2013</b> (Cleaned)	Island Cleaners		This Bkg: Adults/Ch/P: 2/1/0, Brandy Smith
<b>Tue, Jul 16, 2013 - Cleanings</b>							
1005	Tiki Hut	Thu, Jul 11, 2013 3:00 PM Tue, Jul 16, 2013 11:00 AM	5	<b>Tue, Jul 16, 2013</b> (Cleaned)	Island Cleaners	2	Next Ck-In: Thu, Jul 18, 2013 3:00 PM (ID: 1010) Next Bkg: Adults/Ch/P: 2/0/0, Steve Hirsch This Bkg: Adults/Ch/P: 2/0/0, Joe Good
<b>Sat, Jul 20, 2013 - Cleanings</b>							
1006	WG-401	Fri, Jul 12, 2013 3:00 PM Sat, Jul 20, 2013 11:00 AM	8	<b>Sat, Jul 20, 2013</b> (Cleaned)	Island Cleaners	T	** TURN OVER ** Ck-In at: 3:00 PM (ID: 1008) Next Bkg: Adults/Ch/P: 2/0/0, Susan Harris This Bkg: Adults/Ch/P: 2/0/0, Tom Graph
<b>Sat, Jul 27, 2013 - Cleanings</b>							
1001	Sunnyside	Sat, Jul 20, 2013 3:00 PM Sat, Jul 27, 2013 11:00 AM	7	<b>Sat, Jul 27, 2013</b>	Island Cleaners	T	** Note: Check sofa bed ** TURN OVER ** Ck-In at: 3:00 PM (ID: 1002) Next Bkg: Adults/Ch/P: 1/0/0, Joe Owner This Bkg: Adults/Ch/P: 2/0/2, Alan Sawyer Lockbox: 1234
<b>Sun, Jul 28, 2013 - Cleanings</b>							
1010	Tiki Hut	Thu, Jul 18, 2013 3:00 PM Sun, Jul 28, 2013 11:00 AM	10	<b>Sun, Jul 28, 2013</b>	Island Cleaners		This Bkg: Adults/Ch/P: 2/0/0, Steve Hirsch
Cleaning Totals:			33 Nights	5 Cleanings			

- Whether you manage one property or many, this report provides a prioritized view of cleaning schedules for one or more properties, for the time period selected. There are several report options such as, whether to show the Tenant names (Current Tenant and Arriving Tenant), whether to include the Booking Notes, etc. Dates and items are color coded depending if there are arrivals on the same date (Turn-Overs). Also, a separate list of Check-Ins and Check-Outs can optionally be generated, which can be used for performing a final "room check" if needed.



# Create “Pin-up” Calendars

09/16/2011 08:46:47 PM

**Bookings Calendar**  
**September 2011**

Selected Properties

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Mtn Ret 1 Mtn Ret 2 - Deborah Sunnyside Tiki Hut - Joe Good WaterFm1 - Tom WaterFm2 - Rick	2 Mtn Ret 1 Mtn Ret 2 - Deborah Sunnyside Tiki Hut WaterFm1 - Tom WaterFm2 - Rick	3 Mtn Ret 1 Mtn Ret 2 - Deborah Sunnyside Tiki Hut - Check In WaterFm1 - Tom WaterFm2 - Rick
4 Mtn Ret 1 Mtn Ret 2 - Deborah Sunnyside Tiki Hut - Steve Hirc WaterFm1 - Tom WaterFm2 - Rick	(Labor Day) 5 Mtn Ret 1 Mtn Ret 2 - Deborah Sunnyside - Check In Tiki Hut - Steve Hirc WaterFm1 - Check In WaterFm2 - Rick	6 Mtn Ret 1 Mtn Ret 2 - Deborah Sunnyside - Alan Tiki Hut - Steve Hirc WaterFm1 - Susan WaterFm2 - Rick	7 Mtn Ret 1 Mtn Ret 2 - Deborah Sunnyside - Alan Tiki Hut - Steve Hirc WaterFm1 - Susan WaterFm2 - Check In	8 Mtn Ret 1 Mtn Ret 2 - Check In Sunnyside - Alan Tiki Hut - Steve Hirc WaterFm1 - Susan WaterFm2 - George	9 Mtn Ret 1 Mtn Ret 2 - Myrtle Sunnyside - Alan Tiki Hut - Steve Hirc WaterFm1 - Susan WaterFm2 - George	10 Mtn Ret 1 Mtn Ret 2 - Myrtle Sunnyside - Alan Tiki Hut - Steve Hirc WaterFm1 - Susan WaterFm2 - George
11 Mtn Ret 1 - Check In Mtn Ret 2 - Myrtle Sunnyside - Alan Tiki Hut - Steve Hirc WaterFm1 - Susan WaterFm2 - George	12 Mtn Ret 1 - Cyndi Mtn Ret 2 - Myrtle Sunnyside - Check In Tiki Hut - Steve Hirc WaterFm1 - Susan WaterFm2 - George	13 Mtn Ret 1 - Cyndi Mtn Ret 2 - Myrtle Sunnyside - Mike Tiki Hut WaterFm1 - Susan WaterFm2 - George	14 Mtn Ret 1 - Cyndi Mtn Ret 2 - Myrtle Sunnyside - Mike Tiki Hut WaterFm1 - Susan WaterFm2 - George	15 Mtn Ret 1 - Cyndi Mtn Ret 2 - Myrtle Sunnyside - Mike Tiki Hut WaterFm1 - Susan WaterFm2 - George	16 Mtn Ret 1 - Cyndi Mtn Ret 2 - Myrtle Sunnyside - Mike Tiki Hut WaterFm1 - Susan WaterFm2 - George	17 Mtn Ret 1 - Cyndi Mtn Ret 2 - Myrtle Sunnyside - Check In Tiki Hut WaterFm1 - Susan WaterFm2 - George
18 Mtn Ret 1 - Cyndi Mtn Ret 2 - Myrtle Sunnyside - Daily Tiki Hut WaterFm1 - Susan WaterFm2 - George	19 Mtn Ret 1 - Cyndi Mtn Ret 2 - Myrtle Sunnyside - Daily Tiki Hut WaterFm1 - Susan WaterFm2 - George	20 Mtn Ret 1 Mtn Ret 2 Sunnyside - Daily Tiki Hut WaterFm1 WaterFm2	21 Mtn Ret 1 Mtn Ret 2 Sunnyside - Daily Tiki Hut WaterFm1 WaterFm2	22 Mtn Ret 1 Mtn Ret 2 Sunnyside - Daily Tiki Hut WaterFm1 WaterFm2	23 Mtn Ret 1 Mtn Ret 2 Sunnyside - Daily Tiki Hut WaterFm1 WaterFm2	24 Mtn Ret 1 Mtn Ret 2 Sunnyside - Daily Tiki Hut WaterFm1 WaterFm2
25 Mtn Ret 1 Mtn Ret 2 Sunnyside Tiki Hut WaterFm1 WaterFm2	26 Mtn Ret 1 Mtn Ret 2 Sunnyside Tiki Hut WaterFm1 WaterFm2	27 Mtn Ret 1 Mtn Ret 2 Sunnyside Tiki Hut WaterFm1 WaterFm2	28 Mtn Ret 1 Mtn Ret 2 Sunnyside Tiki Hut WaterFm1 WaterFm2	29 Mtn Ret 1 Mtn Ret 2 Sunnyside Tiki Hut WaterFm1 WaterFm2	30 Mtn Ret 1 Mtn Ret 2 Sunnyside Tiki Hut WaterFm1 WaterFm2	

09/16/2011 08:46:47 PM

**October 2011**

Selected Properties

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Mtn Ret 1 Mtn Ret 2

- Graphical Booking Calendars can be generated in PDF format and either printed, emailed or uploaded to your web site. The Calendars can be run for one or multiple properties, with the selected properties either combined on one calendar, or shown separately on individual calendars. There are many options for what, and how much to include on the calendars. There is also an option to automatically email calendars and other reports to Property owners.

# Timeline to PDF

12/20/2013 12:58:08 PM - Bookings

ID	Property	Ro/RB	Tenant	Info	Ck-In	Ck-Out	Total	Status	December 2013												January 2																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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- You can easily generate your bookings time-line in PDF format for printing or emailing. In addition, this feature allows you to sort and filter the list in order to show bookings for specific groups of properties, date ranges, booking status, etc.
- This feature is also available for other types of information, allowing you to quickly generate filtered lists of properties, tenants, contacts, expenses, rates, reminders, events, etc.

# Amenities & Other forms

**Amenity Types**

Amenity ID: 268 Name: Fireplace Short Name: AM\_Firepla

Category: Amenities

Find

ID	Category	Name	Shortname	Shared with
336	Accommodations	Other Services: Staff	AC_OtherSe	HomeAway
316	Accommodations	Type: Bed And Breakfast	AC_Type:Be	HomeAway
317	Accommodations	Type: Guest House	AC_Type:Gu	HomeAway
318	Accommodations	Type: Hotel	AC_Type:Ho	HomeAway
265	Amenities	A/C - Air Conditioning	AM_A/C-Air	HomeAway
266	Amenities	Dryer	AM_Dryer	HomeAway
267	Amenities	Elevator	AM_Elevato	HomeAway
268	Amenities	Fireplace	AM_Firepla	HomeAway
269	Amenities	Fitness Room	AM_Fitness	HomeAway
270	Amenities	Game Room	AM_GameRoo	HomeAway
271	Amenities	Garage	AM_Garage	HomeAway
272	Amenities	Hair Dryer	AM_HairDry	HomeAway
273	Amenities	Heating	AM_Heating	HomeAway

**Fee and Discount Types**

Fee Type ID: 1 Name: Cleaning fee (20 chars max) Short Name: Clean fee

Coupon Code:

Click for Help

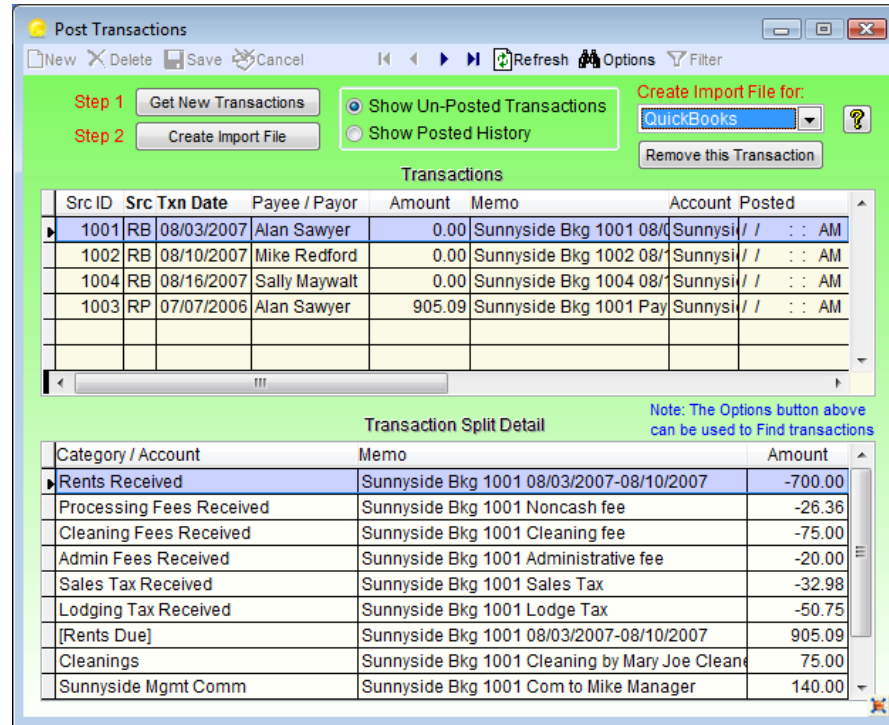
Merge from Fee/Disc: -Not Specified-

Where is Fee/Disc being used?

ID	Name	Shortname	Coupon
2	Administrative fee	Admin fee	
1	Cleaning fee	Clean fee	
1003	Damage Waiver Insur	Damage_Wa	
1001	Discount	Discount	
3	Early Check-In	Early_Ckin	
4	Late Check-Out	Late_Ckout	

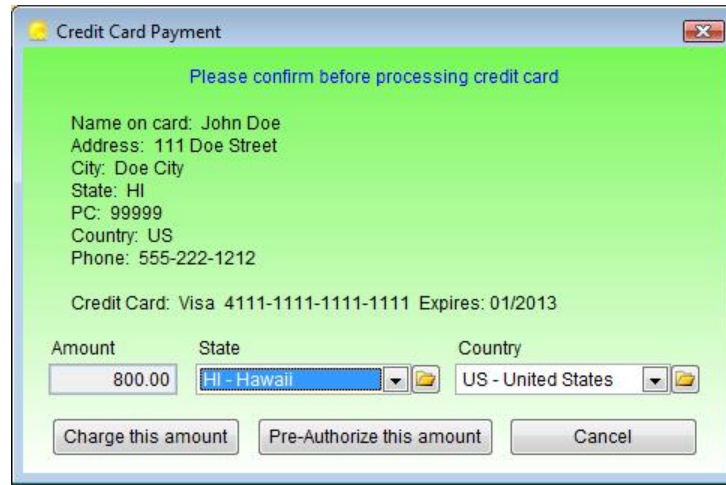
- The Amenities form and the Fees & Discount Types form are just two examples of several other forms that are used for setting up specific types of information.
- These forms allow you to define information once and re-use them in various places throughout the application. This is called "normalized data", and is an important design characteristic built into the software.

# Export to Quicken & QuickBooks



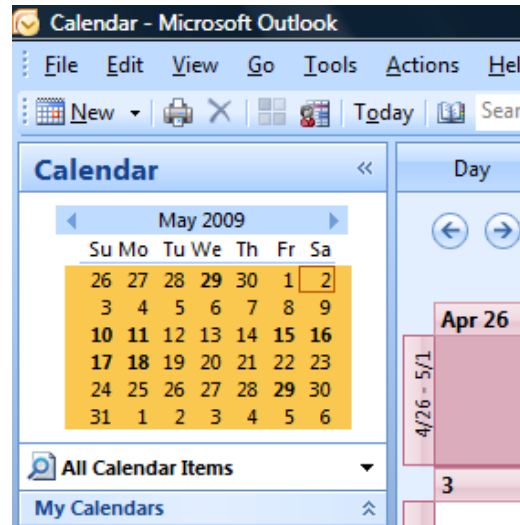
- Financials for booking transactions can optionally be exported into Quicken™ or QuickBooks™. This allows you to keep all your accounting information centralized. You can review transactions before exporting, and also view previously posted history. All accounts are user-defined at the Property level. (Quicken & QuickBooks are trademarks of Intuit Inc.)

# Payment Processing



- Two payment processing options are available.
- One, is a direct interface with [www.VacationRentPayment.com](http://www.VacationRentPayment.com) (account required), for full credit card processing, including pre-authorizations, charges & refunds.
  - The other option allows you to use your existing web-based Payment Processing service, using a feature which “Auto-Fills” web forms (virtual terminals) with the Tenant’s credit card info and payment details. (Works with PayPal, PPI, Authorize.net & others).
- No recurring Fees required from us!

# Sync Bookings with Outlook



- Bookings can optionally be Synchronized with Microsoft Outlook Calendar™ and your mobile device.
- Synchronizing can be set for individual properties or all properties.
  - Synchronization can be performed automatically or on demand.
  - Outlook Contacts can also be imported individually at any time.
- Note: Outlook can also be synced with Google Calendar™ using Google's Calendar Sync option.



# Preferences form

User Preferences for: Johndoe

User Preferences for: **Johndoe** [Click for Help](#)

Email Settings Options Options 2

How to send Email on this computer Outlook 2007 or higher - (Preferred All)

☐ Show Email Preview form (Not required if using Outlook or Mapi)

☒ Include Outlook Signature in Emails (Or you can include in Templates)

My Name John Doe

My Email Address johndoe@yahoo.com

Outlook Send-From Email (Optional)

My Mobile Device Email (Optional)

If the Direct to SMTP option is selected above, then specify Outgoing Email Server settings

SMTP Server (ie. smtp.gmail.com) smtp.mail.yahoo.com SSL

Server Login Account / Email johndoe@yahoo.com

Password \*\*\*\*\*

Send-From Email johndoe@yahoo.com

Test Email Settings

Save Preferences Close/Cancel My Notes

- The Preferences form is used for specifying individual “User” preferences that are utilized throughout the program such as email settings and other options.

# Preference Options

The image displays two overlapping windows of the 'Preference Options' dialog box in Vacation RentPro.

**Left Window (Options Tab):**

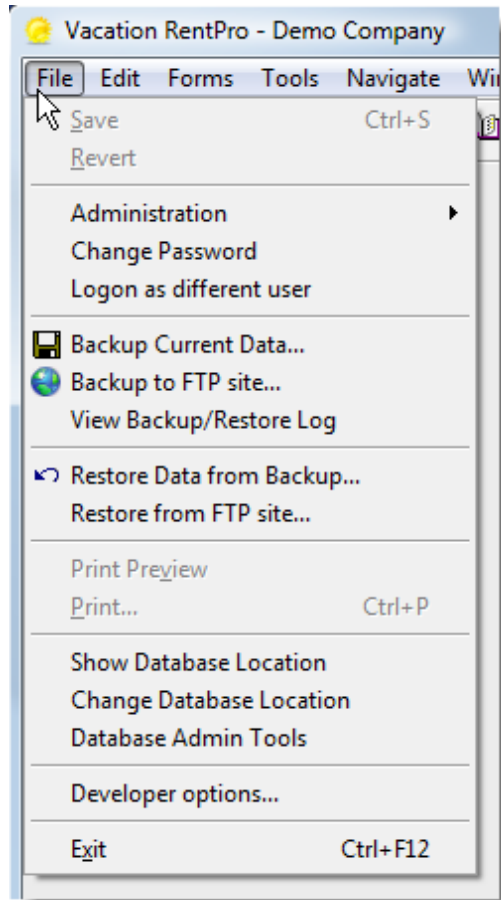
- Email Settings:** (Not active)
- Options:** (Active)
  - ☐ Show Floating Calendar on Startup
  - ☐ Automatically update Outlook Calendar on this PC
  - ☐ Set Outlook Calendar Reminder Alarms
  - ☐ Automatically update PDA Sync File
  - ☒ Initially Expand Reports Selection
  - ☒ Auto Save Last Report Parameters
- Options 2:** (Not active)
- Background Image File:** Sample Files\Sample Screen Image.jpg (300 DPI)
- PDA Sync File Folder:** C:\Temp\
- Initially Start with:** ☒ Blank Screen ☐ Bookings Form ☐ Launcher Form
- Recommended settings for Administrator or Key User:**
  - Days to Remind me to Backup Current Data (using option in File menu):** 0
  - Days to Auto Check for New Program Updates:** 0

**Right Window (Options 2 Tab):**

- Email Settings:** (Not active)
- Options:** (Not active)
- Options 2:** (Active)
  - My Return Address (For use in Templates and printing envelopes):**  
John Doe  
555 Sunny Ave  
Sun city, HI 99999
  - My Photo:** ..\..\HtmlVac\ (with photo icon)
  - Envelopes are Loaded in attached Printer:** On Right Side (Default)
  - Default Tenant Type for New Tenants:** Vacationer
  - Default Booking Status for New Bookings:** Tentative
  - ☐ Change Booking Status from Quoted to Tentative when Agreement sent
  - Days to remind prior to: Check-Ins/Outs, Payments Due & Return Deposits:** 3 (with checkmark icon)

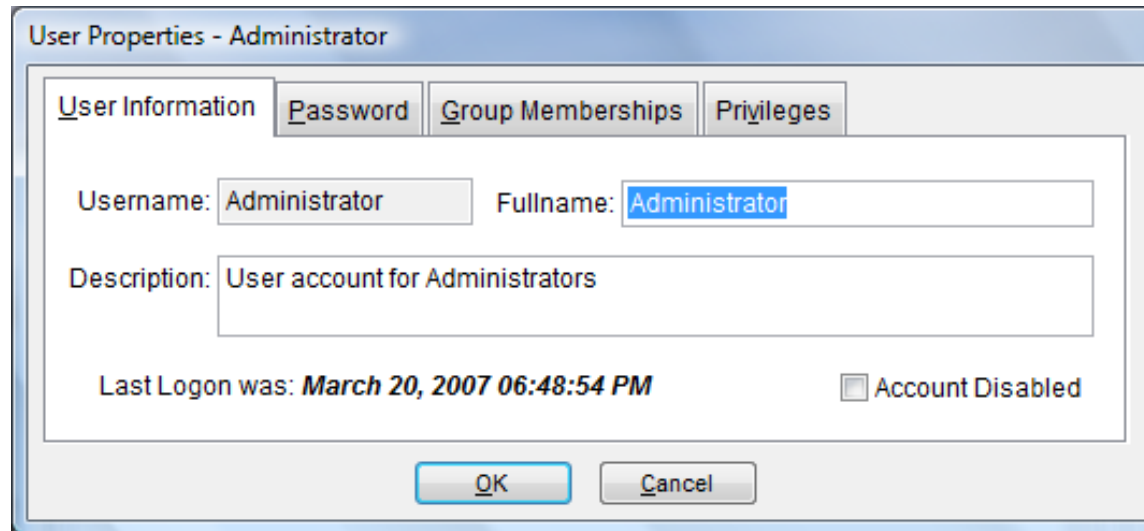
- There are various options available which can be set by each individual user. There are also “System-wide” preferences available through the Administrator options.

# Full Administration & Backups



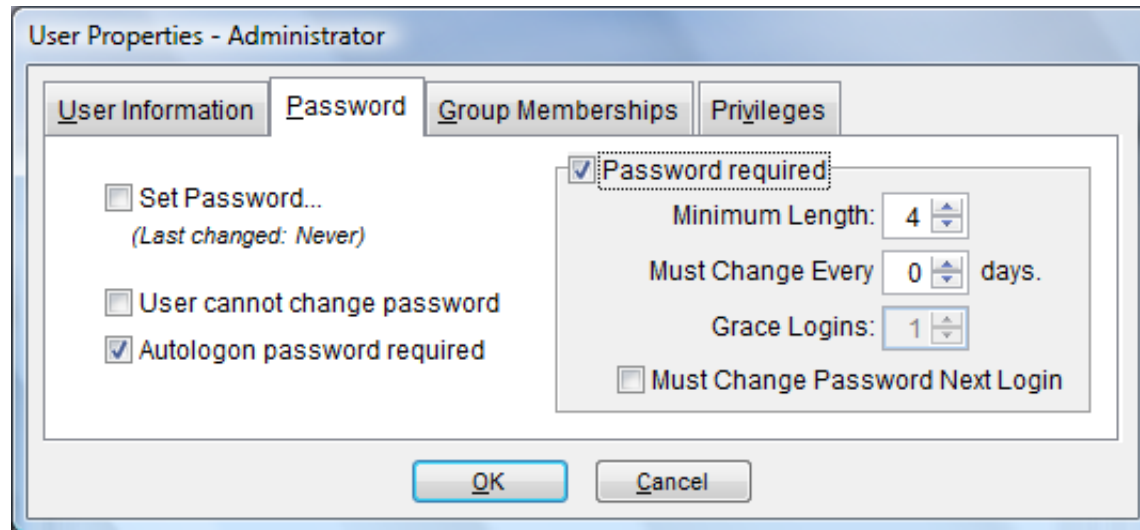
- Full User Security features are built in
- The database can be Backed up and Restored to either a local drive or to your FTP web site for secure off-site backups.
- The database location can be stored on a network drive, a local disk or even a memory card for access from disconnected computers.

# Adding User Accounts



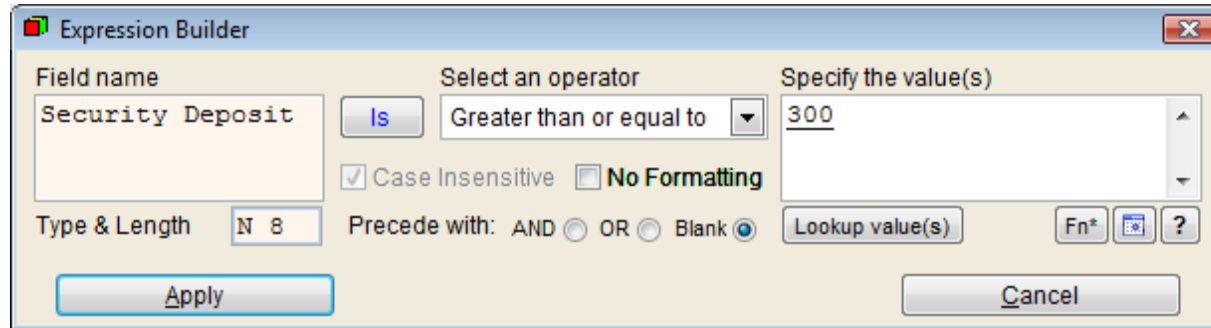
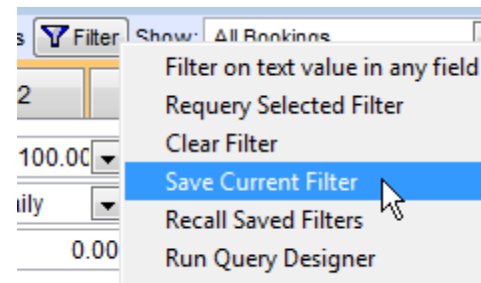
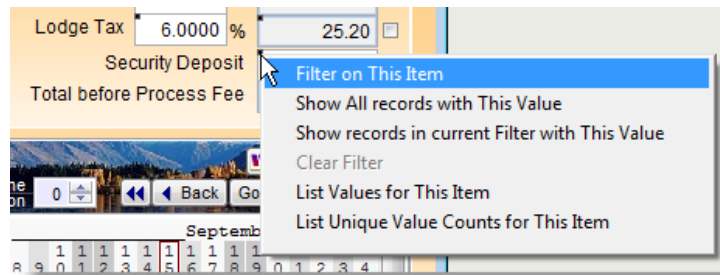
- The Administration features allow setting up user accounts, passwords, privileges, and various settings of the program.
- When adding new user accounts you can specify privileges such as whether they can update data, access financials, or view only.

# User Passwords & Security



- Passwords are optional and can be set up to expire after a specified number of days, along with other settings.

# Filtering options



- One of the most useful features in Vacation RentPro are the Filtering options.
- In addition to the Pre-defined Filters, you can also create your own “User-defined” Filters, which provide the ability to quickly find and select any information.
- User-defined Filters can be saved and recalled for use at a later time.
- Creating Filters is easily done by clicking on the small black box in the upper left-hand corner of individual Fields in the forms.
- You can manage filters by clicking on the “Filter” toolbar button at the top of the forms. There is also a full-featured Query Designer for more advanced Users.



# Web Calendars with “Instant Quotes”

**Sunnyside Condo with Ocean View** Demo Company (555) 555-1212

← Back Property Info Photos Amenities Rates Calendar/Quote or Reserve Map Weather Video Inquire [Home](#) [Refresh](#)

**Calendar/Quote or Reserve** Click on available days for a Quote

Availability Calendar & Rates [Refresh Calendar](#)

March 2016 April 2016 May 2016

Sunnyside Condo with Ocean View

■ Night is Unavailable, ■ Tentative, □ Available  
Click on available days to View Rates • Scroll down for additional months

**Instant Quote or Reserve** Click on available days to Select Dates

Check-In: Apr 22, 2016 Nights: 7 Sub Total: \$34.11  
Check-Out: Apr 29, 2016 Rate \$: 650.00 Sec. Deposit: N/A  
Adults: 0 Total Rent: 650.00 Process Fee: 25.02  
Children: 0 Fees: 85.00 Other Fees: 85.91  
Pets: N/A Taxes: 85.11 Total \$ USD: \$45.04

Checkin Time: 3:00 PM Tax Rate: 11.952%  
Checkout Time: 11:00 AM Process Fee: 2%  
Fees Include: Administrative fee: 20.00  
Cleaning fee: 75.00  
Damage Waiver Insur: 85.91

☒ Add Damage Waiver Insur: 85.91 ☐ Add Travel Insurance: 128.87

Coupon:  [Submit](#)

Please note: Your reservation will not be fully confirmed until we review the reservation and email you our Confirmation / Welcome information.  
☐ I acknowledge this notice

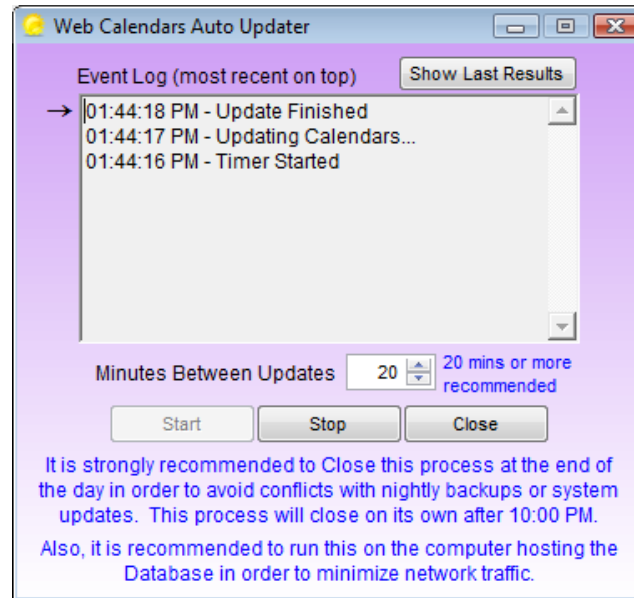
[Inquire for More Info](#) [Book It Now](#)  
Click Here if Book It Now does not display the form

June 2016 July 2016 August 2016  
September 2016 October 2016 November 2016

Rates for Sunnyside Condo with Ocean View						
	From	To	Rates			
Base rate	Jul 01, 2014	Nov 14, 2014	\$100/nt,	\$650/wk,	\$2,500/mo,	3 nts min
Winter Season	Nov 15, 2014	Dec 19, 2014	\$120/nt,	\$700/wk,	\$3,000/mo,	3 nts min
Xmas / New Year	Dec 20, 2014	Jan 04, 2015	\$130/nt,	\$710/wk,	\$3,000/mo,	3 nts min
Winter Season	Jan 05, 2015	Mar 31, 2015	\$120/nt,	\$700/wk,	\$3,000/mo,	3 nts min
12.95% Taxes + \$75 Cleaning Fee Visa/MC accepted						
<a href="#">Refresh Rates</a>						
Availability Information is updated regularly.						

- You can optionally post Availability Calendars & Rates to the web.
- Calendars can also provide an “**Instant Quote**” (see above), allowing guests to see a detailed quote before inquiring or reserving.
- Guests can also choose “Optional” items, or use “Coupons”.
- These pages are integrated within the Property web pages.

# Web Calendars Auto Updater



- There is an optional [Web Calendars Auto Updater](#), which runs as a separate process and automatically updates All Changed Calendars & Availability Interfaces such as [HomeAway™](#) as needed.
- This helps ensure your web calendars and listings are up to date.
- Otherwise, you can perform the updates as needed by clicking the Web update button in the software.

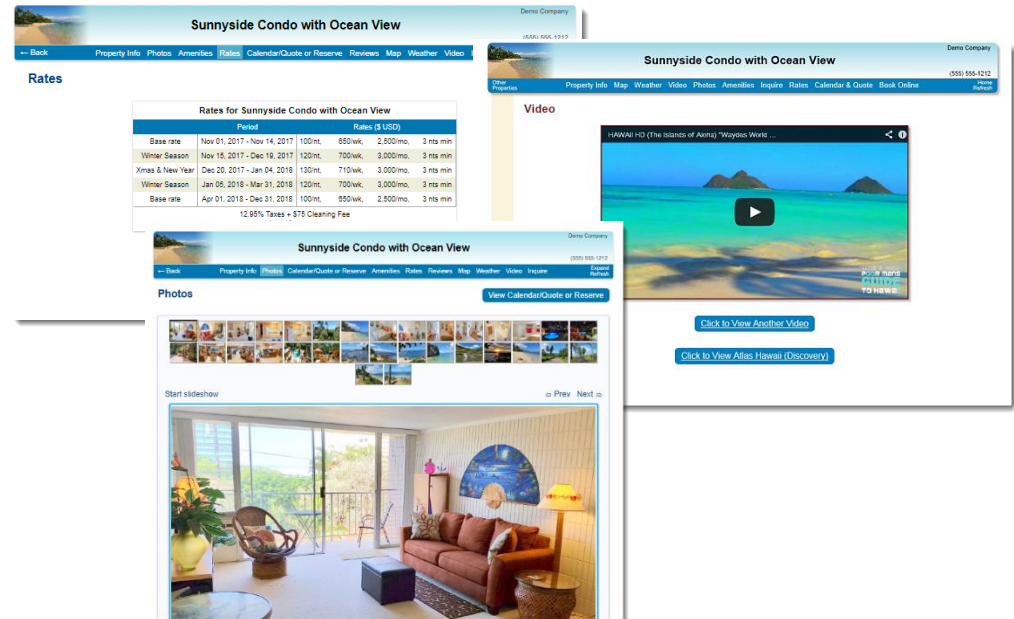
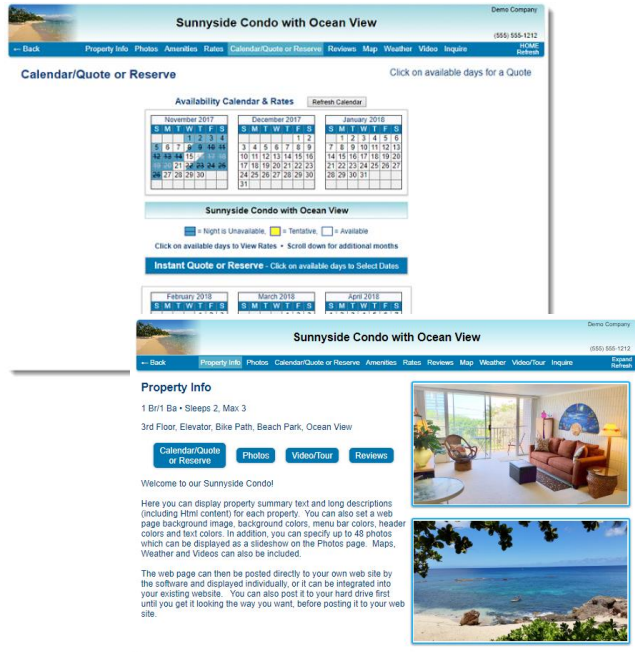
# Lockout Properties

- Automatically blocks “Lockout” type properties when booking either of the adjoining units, or the entire property.

# Availability Summary Properties

- Automatically summarizes availability for multiple properties into a single property, which can be posted online or interfaced with HomeAway™, FlipKey™, etc. to show dates where there is “Any” availability.

# Property Web Pages



- Additionally, you can post Property Web pages (SEO optimized) to your own website in different formats and colors with Photos, Rates, Availability Calendars, Videos, Weather, Maps, Booking forms, etc.
  - Colors and backgrounds are customizable.
- Guests can Book online (using the AvailabilityOnline interface). Or they can view a Quote and send an Inquiry.

# Property Group Web Pages

**Sunnyside North Shore Vacation Rentals**

Arrival:  Departure:  [Search](#) [List All](#)

☐ Pool ☐ Jacuzzi ☐ Washer ☐ A/C ☐ Parking ☐ Beachfront

[More Search Options](#)

[All Listings](#)

Looking for a specific property? [View a specific Property](#)

Our North Shore properties provide a choice of comfort and amenities for your perfect vacation. If you have any questions, please do not hesitate to call us.

[View Calendar](#) [Hide Map](#)

**Sunnyside Condo with Ocean View**  
 3rd Floor, Elevator, Bike Path, Beach Park, Ocean View  
 1 BR | 1 Ba | Sleeps 2, Max 3  
 \$100-130/nt  
[View Quote or Reserve](#)

**Tiki Hut Home in Style**  
 Beach House, Bike Path, Beach Park, Laundry  
 \$300-320/nt  
[View Quote or Reserve](#)

**Sunnyside South Shore Vacation Rentals**

Our South Shore properties provide a choice of comfort and amenities for your perfect vacation. If you have any questions, please do not hesitate to call us.

**Water Gardens 401 - Ocean View**  
 3 Br+2 Ba • Sleeps 4  
 \$100-130/nt, \$200-240/nt, \$250-310/nt  
[View Calendar & Quote or Reserve](#) [View Rates](#)

**Water Gardens 402 - Garden View**  
 2 Br+1 Ba • Sleeps 3  
 \$110-140/nt, \$150-180/nt, \$200-230/nt  
[View Calendar & Quote or Reserve](#) [View Rates](#)

**Sunnyside South Shore Vacation Rentals**

Our South Shore properties provide a choice of comfort and amenities for your perfect vacation. If you have any questions, please do not hesitate to call us.

**Water Gardens 401 - Ocean View**  
 3 Br+2 Ba • Sleeps 4  
 \$100-130/nt, \$200-240/nt, \$250-310/nt  
[View Calendar & Quote or Reserve](#) [View Rates](#)

**Water Gardens 402 - Garden View**  
 2 Br+1 Ba • Sleeps 3  
 \$110-140/nt, \$150-180/nt, \$200-230/nt  
[View Calendar & Quote or Reserve](#) [View Rates](#)

- You can also list Properties (in different formats) on the web in separate Groups with custom colors (ex. Short-term vs. Long-term) .
- Guests can also Search Properties by: Available Dates, Amenities, Bedrooms, Location, Site, Category or Name. (This feature requires the unlimited License).

# Web page Cleaning Schedules

The screenshot displays the 'Property Cleaning Schedules' section of the Sunnyside North Shore Vacation Rentals website. It features three property listings, each with a photo, a title, a 2-month cleaning schedule calendar, and detailed cleaning information.

**Mountain Retreat 101**

2-Month Cleaning Schedule - 04/25/2020 11:33:25 AM [Refresh Calendar]

April 2020: S M T W T F S  
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

May 2020: S M T W T F S  
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

Ensure clean before 3:00 PM on Tue, Apr 21  
-- Clean on: Fri, Apr 24 after 11:00 AM (Cleaned)  
Next Ck-In: 3:00 PM on Tue, May 05 - (11 Days)  
-- Clean on: Thu, May 14 after 11:00 AM  
Booked - 3 Nights:  
Tue, Apr 21, 3:00 PM - Fri, Apr 24, 11:00 AM  
Adults/Ch/P: 2/1/0

Primary Cleaner: Island Cleaners

**Mountain Retreat 102**

2-Month Cleaning Schedule - 04/25/2020 11:33:26 AM [Refresh Calendar]

April 2020: S M T W T F S  
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

May 2020: S M T W T F S  
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

Ensure clean before 3:00 PM on Tue, Apr 21  
-- Clean on: Sat, May 02 after 11:00 AM (Cleaned)  
Next Ck-In: 3:00 PM on (Same Day)  
-- Clean on: Tue, May 12 after 11:00 AM  
Booked - 11 Nights:  
Tue, Apr 21, 3:00 PM - Sat, May 02, 11:00 AM  
Adults/Ch/P: 2/0/0

Primary Cleaner: Island Cleaners

**Sunnyside Condo**

2-Month Cleaning Schedule - 04/25/2020 11:33:27 AM [Refresh Calendar]

- You can also post Cleaning Schedule calendars to your web site as just one of the many methods to provide cleaners with the latest housekeeping schedule information. The web cleaning schedules provide a visual calendar along with detailed information about scheduled cleanings, limited booking details, and any special cleaning notes for individual cleanings.



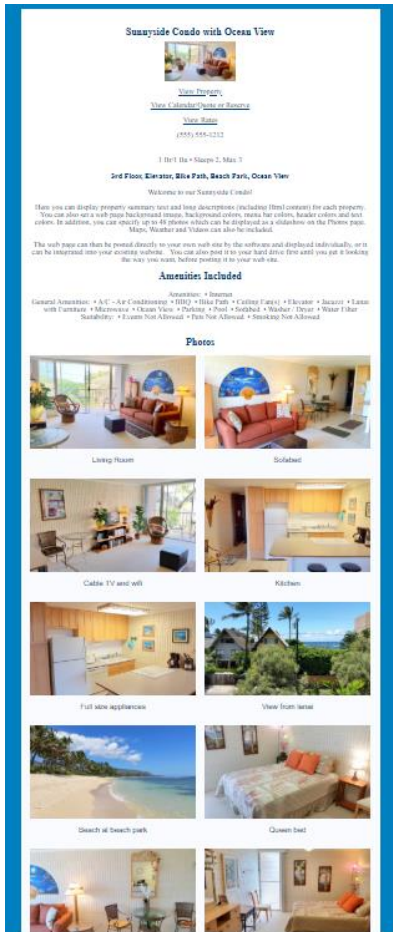
# View Bookings & check Availability from a Smart Phone or Browser



- You can optionally sync a list of Bookings & Availability, including a 15-month sliding Timeline to a password protected folder on your Website (or a DropBox folder). The list can then be viewed remotely from a Smart Phone or Browser while you are away from the office. There is also a version for Owners, showing their properties only.

# Create Html Classified Ads

- If you advertise on a classified web Ad service which accepts Html content within their ads, you can easily create these Ads for either:  
Individual Properties (left), or Property Groups (right).
- These pages are built with no CSS style sheets or javascript so that they can be “pasted” into the ad site content area.

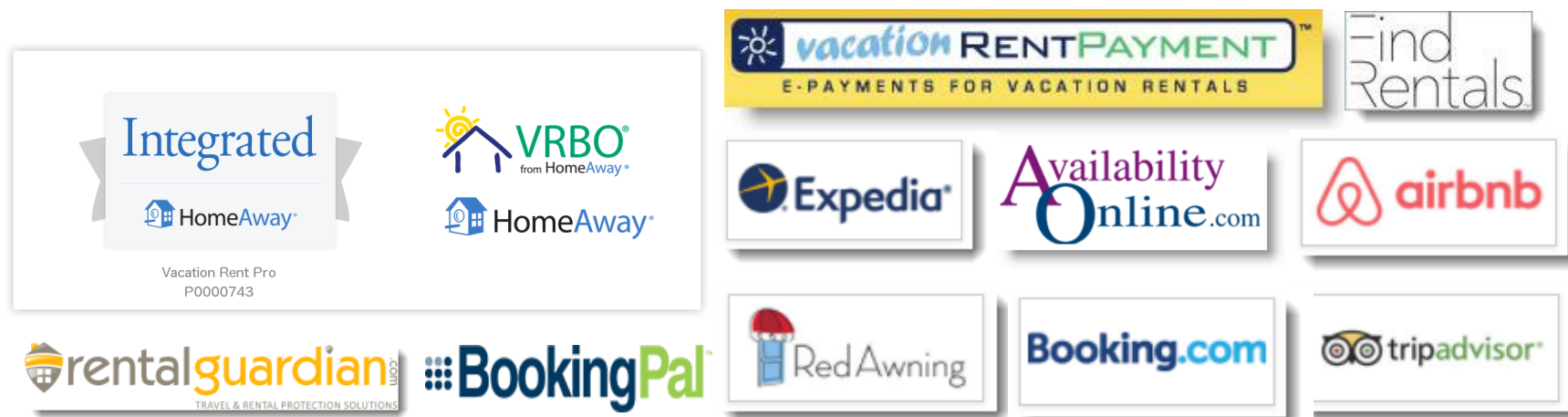


## Sunnyside North Shore Vacation Rentals

Demo Company (555) 555-1212



# Interfaces with 3<sup>rd</sup> Parties



- Interfaces Listings and Online Bookings with: [HomeAway/VRBO™](#).
- Interfaces with [Booking.com](#), [AirBnb](#), [TripAdvisor](#), and others (through BookingPal or RedAwning channel managers).
  - Interfaces [iCal calendars](#) with [AirBnB](#), [Google](#) and others.
- Interfaces with [AvailabilityOnline](#) to accept Secure Online Bookings.
  - Interfaces with [eRentalLock](#) for Door Lock Codes.
  - Interfaces with [Rental Guardian](#) for Travel Insurance.
  - Interfaces with [VacationRentPayment](#) for payments.
- Exports Owner Payments to [Bill.com](#), [PayPal](#), or [QuickBooks](#).
- Optionally uploads XML data to your own website (for custom use).

# There's more...



- See what our Customers are saying. Visit the [Comments](#) page on our website.
- Download a free trial on the [Download](#) page, or
- Purchase a license key on the [Purchase](#) page, at: [www.VacationRentPro.com](http://www.VacationRentPro.com)