

## Subletting your Holiday Home



Visit your park reception today and discover how rewarding subletting can be.



SUBLETTING 2012 Easier and more rewarding for 2012 SUBLETTING 2012

# Subletting-it's easy and even more rewarding for 2012



## Dear Holiday Home Owner

Here is your new 2012 Guide to Subletting. Inside you'll find everything you need to know about the scheme.

If you have ever considered subletting your holiday home to our guests when you are not using it, there has never been a better time than right now. There is no minimum subletting period to worry about, so why not give it a try and let us show you how much you can earn?

Imagine what you could do with the extra money?

## What's holiday home subletting all about?

Subletting is a great way of earning an extra income from your holiday home. There is an increasingly high demand for holidays at our parks and as a holiday home owner you can take advantage of this. Subletting your holiday home through Park Holidays UK, even for just a few weeks in the peak summer season can generate a substantial income each year, often covering the running costs and site fees of your holiday home.

As a holiday home owner you can become an important part of our expanding holiday business by providing us with a high quality holiday home for our holiday customers.

There is an increasingly high demand for holidays at our parks.



## How does subletting with Park Holidays UK work?

Subletting with Park Holidays UK couldn't be simpler. All you have to do is let us know what dates you aren't using your holiday home and we'll do the rest. Your holiday home will then be graded by us to ensure that it fits into one of our grade categories and has the required inventory and certification.

The grade will depend on a number of different factors including size, number of bedrooms, year of manufacture, condition and its features.

Once we know all of this, you will benefit from all the Park Holidays UK marketing and advertising resources to ensure plenty of bookings. Remember, the sooner you let us know that you would like to sublet, the more time we have to advertise your holiday home and the more chance there is of letting it for the best price.

# Exciting new holiday brochure for 2012



## How much income will I receive?

The answer to this question depends on how many dates you give us to sublet your holiday home, and also what dates are available. No two weeks are ever the same over the course of the season, and this is reflected in our pricing. Rest assured, we will always try and get the best price possible for each date that you give us. Complete and return your agreement form early to allow us more time to sell your holiday home for the best price.

The enclosed Earnings Guide will provide you with a rough guide to expected income during the season.

All bookings that we make for your holiday home will be subject to a commission of 19% plus VAT on the net accommodation booking value, plus £15 per holiday let for linen. At the end of the season you will receive a full statement detailing all lettings and the income that you are due.



## Guaranteed Letting Income Scheme - G.L.I

You will see from the enclosed earnings guides how higher grade holiday homes can earn you considerably more. If you're considering a holiday home upgrade, our Guaranteed Letting Income could help you own a better model by giving you your full years rental income up front.

You're just 3 steps away from your dream holiday home.

1. Choose your new holiday model.
2. Agree the weeks you want to let out your holiday home and we'll calculate your annual income.
3. Use the value of the weeks you decide to let your holiday home to reduce the purchase price of your new home.

It's as simple as that. To find out more about GLI's, ask at your sales office and see if it's for you.

Thinking of upgrading?  
Join the G.L.I scheme to help fund your purchase

# £100 BONUS IF YOU ACT TODAY!



## The benefits of our subletting programme

- Subletting your holiday home with us provides you with the opportunity to help **cover some or even all of your running costs!**
- **We do all of the work** and you earn a valuable income!
- **Earn an extra £100 bonus FREE** when you sublet your caravan and include any 3 weeks between 21 July - 25 August! To get your **£100 bonus** you must return the enclosed agreement form by **1st February 2012.**

All the information about our holiday subletting programme is enclosed in this booklet. The sooner we receive your sublet agreement form, the sooner we can start taking bookings.



## Relax, we'll take care of everything...

The team at Park Holidays UK will help you every step of the way to make sure subletting is a rewarding and hassle free experience for you. This includes achieving the highest value bookings, all customer contact and providing a full statement at the end of the season.

- We do the **ADVERTISING** - we are the market leader in advertising on the internet.
- We work with reputable agents and tour operators such as **HOSEASONS** who promote our parks to their customers.
- We handle all the **MARKETING** - brochures, flyers and letters to our extensive customer database.
- We look after all the necessary **CUSTOMER CORRESPONDENCE** including confirmations and invoices.
- We arrange the **COLLECTION** of holiday payments on your behalf.



- We provide a full **RECEPTION SERVICE** to handle all customer enquiries before, during and after holiday lets as well as issuing and collecting keys.
- We do a **FULL CLEAN** of your holiday home after each holiday let.
- We look after the **LINEN** including delivery, pick up and laundry for holiday lets.
- Plus, we provide a full **HOLIDAY LETTING STATEMENT** at the end of the season detailing all holiday lets and breakdown of income.

Subletting provides you with the opportunity to help cover some or even all of your running costs!

## YOUR GUIDE TO ARRIVAL DAYS

3 night weekend break starts Friday

4 night midweek break starts Monday

7 night holiday starts Friday, Saturday or Monday



## Choosing your sublet dates

When choosing your dates, it is worth considering when our peak demand is, as well as our check-in days (see our arrival day guide at the top of this page).

Demand for holidays are highest in July, August and school holidays. Weekends are more popular during early and late season whilst midweek breaks achieve the best sales during the school holidays. We will have a much better chance of letting your holiday home based on these availability patterns.

When choosing your dates, it is worth considering when our peak demand is.



## Further helpful information

A full inventory is required in order to let your accommodation, and you will find a list of the inventory required in this booklet. But don't worry - you will probably have many of these items already.

In order to let your holiday home, there are a number of requirements. These include licensing, gas, electric checks and insurance. A colour TV is part of the inventory - for details on TV licence requirements please contact the TV Licensing Authority [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk).

All gas and electrical equipment must be checked once a year in accordance with Health and Safety standards, and also Park Rules. This testing can be organised by the park and the cost of which can be debited from your account. A smoke alarm and fire extinguisher of at least 1kg dry powder with an indicator dial must be installed in your

holiday home and checked at least once a year. We would also ask that you fit a carbon monoxide alarm, please contact the park reception team if you would like to purchase one.

You should consider removing any personal items that you keep in your holiday home over and above the required inventory prior to a holiday let commencing, as Park Holidays UK cannot be held liable for any damage, breakage or loss to this property.

Holiday home insurance cover is mandatory for all parks, but please ensure that your holiday home insurance policy cover includes provisions for holiday letting. Park Holidays UK uses a specialist insurer, and this provision is included in the cover on policies that we can offer. This insurance is available to all owners - please enquire with your park for full details.

[www.ParkHolidays.com](http://www.ParkHolidays.com)

Please note: In order to maximise the chances of letting your accommodation please complete the sublet agreement form opposite as soon as possible.



### What's the next step?

We are delighted that you have chosen to join hundreds of other owners who sublet with Park Holidays UK and rest assured we will take good care of you and your holiday home throughout the season.

All you need to do is follow the four simple steps below:

- Step 1** - Complete the enclosed Sublet Agreement Form and decide which dates that you wish to give us to let.
- Step 2** - Block off on the Sublet Agreement Form those dates you wish to **RETAIN FOR YOUR OWN USE. EACH DATE REPRESENTS 1 NIGHT.**
- Step 3** - Record those dates that you are giving us to let, and the dates you ticked off for your own use on your copy and keep this booklet somewhere safe.
- Step 4** - Send in the completed Sublet Agreement Form, as well as the required certificates, eg. gas, electric, holiday home insurance certificate to your park.

### Here to help!

Don't worry - we're here to help you. If you have any problems please contact your park. We will inspect and grade your holiday home, and confirm the grade to you. We will confirm any additional inventory required before we can let your accommodation and arrange for any safety and licensing checks to be carried out.

Once your holiday home has been graded and accepted to be let, we will then send you a confirmation detailing the grade, and also the dates that we have your holiday home available to let.

We will then add your holiday home onto our booking system, and start selling the dates that you have given us.

Rest assured we will take good care of you and your holiday home throughout the season.

# 2012 Sublet Agreement Form

Name .....  
 Address .....  
 Postcode .....

Park ..... Plot No ..... Customer No .....  
 Telephone (evening) ..... Telephone (day) .....  
 Mobile ..... Email .....

I declare that I am / am not registered for VAT (PLEASE CIRCLE AS APPROPRIATE). VAT No .....

I have read the subletting terms and conditions and agree to sublet my holiday home to Park Holidays UK (PLEASE TICK)

Signature ..... Date .....

Please send completed form to your Park Reception.

### Owner's Dates Required

Please commence letting from ..... until .....  
 with the exception of the dates ticked below which are retained for my own use.

**PLEASE NOTE:** Each date represents one night and Saturday dates are in bold. Mark only dates you require for your own use.

<b>MAR</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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<b>APR</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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<b>JUNE</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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<b>JULY</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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<b>OCT</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
PLEASE TICK ✓																																
<b>NOV</b>	1	2	3	4	5	6																										
PLEASE TICK ✓																																

**PLEASE NOTE:** To maximise the number of bookings please try where possible to leave dates free which fit in with our booking patterns, i.e. 3 nights Fri-Mon, 4 nights Mon-Fri or 7 nights Fri-Fri, Sat-Sat or Mon-Mon. Pets are accepted in all Bronze grade accommodation.

Please send the completed form to your Park Reception.

# Your Holiday Home Grading Information

## Your Holiday Home Details

Make ..... Model .....

Size ..... Year .....

Number of Bedrooms ..... Plot Number .....

Double  Twin  Single  Triple

Lounge/Diner Sleeping **YES / NO** (PLEASE CIRCLE)

My holiday home sleeps (No. of persons including sofa bed in lounge) .....

Additional features, e.g. bedroom heating, DVD player

### FOR OFFICE USE ONLY

Accepted/Declined	Date	Park Managers Signature

Comments.....

Holiday Home Grade .....

## Certification Details

Electrical Test Certificate Valid Until	Portable Appliance Test Certificate (PAT) Valid Until	Gas Test Certificate Valid Until	Smoke Detector Checked	Fire Extinguisher Checked

Date added to system ..... By .....

## Insurance Details

Company .....

Certificate No. .... Valid Until .....

Please send completed form to your Park Reception.

# 2012 Sublet Agreement Form

Owner Copy

Please copy across your sublet dates from the park copy of your agreement form on the previous page. Keep this as a record of the dates you have agreed to let us use your holiday home. Don't forget you can add additional sublet dates at any time throughout the season, just complete a sublet amendment form should you chose to do so. Additional sublet dates will be subject to demand so please let us know as soon as you can to avoid disappointment.

## Owner's Dates Required

Please commence letting from ..... until .....  
with the exception of the dates ticked below which are retained for my own use.

**PLEASE NOTE:** Each date represents one night and Saturday dates are in bold.  
Mark only dates you require for your own use.

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**PLEASE NOTE:** To maximise the number of bookings please try where possible to leave dates free which fit in with our booking patterns, i.e. 3 nights Fri-Mon, 4 nights Mon-Fri or 7 nights Fri-Fri, Sat-Sat or Mon-Mon. Pets are accepted in all Bronze grade accommodation.

Your copy.  
Please keep it in a safe place.

## Caravan inventory requirements

	Qty	Check ✓		Qty	Check ✓
Cereal Bowls	6/8	<input type="checkbox"/>	Bread Board	1	<input type="checkbox"/>
Mugs	6/8	<input type="checkbox"/>	Broom & Handle	1	<input type="checkbox"/>
Dinner Plates	6/8	<input type="checkbox"/>	Bucket	1	<input type="checkbox"/>
Tea Plates	6/8	<input type="checkbox"/>	Wash up Bowl	1	<input type="checkbox"/>
Bread Knife	1	<input type="checkbox"/>	Casserole Dish	1	<input type="checkbox"/>
Carving Knife & Fork	1	<input type="checkbox"/>	Colander	1	<input type="checkbox"/>
Corkscrew	1	<input type="checkbox"/>	Cruet Set	1	<input type="checkbox"/>
Cutlery Tray	1	<input type="checkbox"/>	Fruit Bowl	1	<input type="checkbox"/>
Dessert Spoons	6/8	<input type="checkbox"/>	Frying Pan	1	<input type="checkbox"/>
Dinner Forks	6/8	<input type="checkbox"/>	Grill Pan	1	<input type="checkbox"/>
Dinner Knives	6/8	<input type="checkbox"/>	Ice Tray	1	<input type="checkbox"/>
Teaspoons	6/8	<input type="checkbox"/>	Kettle	1	<input type="checkbox"/>
Egg Cups	6/8	<input type="checkbox"/>	Oven Tray	1	<input type="checkbox"/>
Potato Masher	1	<input type="checkbox"/>	Microwave	1	<input type="checkbox"/>
Potato Peeler	1	<input type="checkbox"/>	Toaster	1	<input type="checkbox"/>
Serving Spoons	1	<input type="checkbox"/>	Wooden Spoon	1	<input type="checkbox"/>
Slotted Spoon	1	<input type="checkbox"/>	Duvets – Single (1 duvet per bed)		<input type="checkbox"/>
Tablespoons	2	<input type="checkbox"/>	Duvets – Double (1 duvet per bed)		<input type="checkbox"/>
Tin Opener	1	<input type="checkbox"/>	Pillows (1 pillow per each single bed) (2 pillows per each double bed)		<input type="checkbox"/>
Vegetable Knife	1	<input type="checkbox"/>	Dustpan/Brush	1	<input type="checkbox"/>
Fish Slice	1	<input type="checkbox"/>	Clothes Airer	1	<input type="checkbox"/>
Cheese Grater	1	<input type="checkbox"/>	Steps and Handrail (per door)	1	<input type="checkbox"/>
Measuring Jug	1	<input type="checkbox"/>	Smoke Alarm	1	<input type="checkbox"/>
Kitchen Bin	1	<input type="checkbox"/>	Carbon Monoxide Alarm	1	<input type="checkbox"/>
Mixing Bowl	1	<input type="checkbox"/>	Television (min 14" colour)	1	<input type="checkbox"/>
Pudding Basin	1	<input type="checkbox"/>	Fire Extinguisher (min 1kg dry powder with indicator display)	1	<input type="checkbox"/>
Saucepan – set of 3	1	<input type="checkbox"/>	To qualify as a GOLD Holiday Home you must have:		
Sugar Bowl	1	<input type="checkbox"/>	DVD Player in the lounge		<input type="checkbox"/>
Teapot	1	<input type="checkbox"/>	Heating in all bedrooms		<input type="checkbox"/>
Water Jug	1	<input type="checkbox"/>			
Wine Glasses	6/8	<input type="checkbox"/>			
Water Glasses	6/8	<input type="checkbox"/>			
Bread Bin	1	<input type="checkbox"/>			

## Our subletting terms and conditions

We are committed to providing you with all the information you need to ensure that subletting is right for you. Please read the points below carefully.

### Owners responsibilities

All holiday homes must be of a modern and clean appearance, and fit into one of our current holiday home gradings for the holiday park it is situated on. Holiday homes to let must be no older than 10 years.

In order to let your holiday home, it must be equipped with all of the items listed on the inventory list.

All gas and electrical appliances are to be inspected once a year, and must be properly certificated. This also includes a smoke/ carbon monoxide alarm and fire extinguishers. All checks and certification can be arranged by Park Holidays UK at the owners cost. All inspection certificates and licences must be given to the park reception. For details on TV Licence requirements, please contact the TV Licensing Authority - [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

The owner must provide three sets of keys to the park reception before the first holiday let can take place.

Pets - please note that pets are accepted in all bronze grade accommodation. If you specifically request that pets are not permitted in your holiday home, Park Holidays UK will be unable to promote your holiday home on our website or through any of our partners such as Hoseasons. This is likely to restrict our ability to take bookings for you so we recommend you contact the holiday sales manager at your park to discuss your requirements.

Park Holidays UK will be acting as the booking agent on behalf of the owner. The owner remains responsible for insuring the holiday home against loss, damage and third party liability. A copy of your insurance certificate must be provided.

Owners Dates: Please select the dates that you will be using your holiday home as soon as possible. If you wish to make any alterations to the dates you have selected over the course of the season, please complete an amendment form and send or take to your park reception for updating. Your park team will be happy to help providing your holiday home has not been booked for the dates in question.

### Park Holidays UK responsibilities

Park Holidays UK will carry out all marketing activities to promote your holiday home, as well as all administration of bookings including collection of all payments.

The price in the brochure is shown before any discounts or commission payments. It may be necessary to offer discounts during the season to ensure maximum bookings, however discounts will only be offered when necessary. Commission is paid to tour operators such as Hoseasons who feature many of our parks in their brochures and on their website.

Park Holidays UK will clean your holiday home after every letting. Should your holiday home require cleaning after any owner dates and before a letting, the charge for this will be added to the owner's account.

Park Holidays UK reserve the right to carry out repairs to ensure that your holiday home meets the required standard for letting. These repairs will be invoiced to the owner's account.

Park Holidays UK will replace any equipment or breakages of items on the required inventory, and renew any gas cylinders when empty. Replacements are charged to the owner's account.

### Payments and charges

All brochure prices are inclusive of VAT. For owners who are not VAT registered the booking charge is not subject to VAT but to a further handling fee to ensure that the final holiday price remains identical. Commission is charged at 19% plus VAT on the net accommodation booking value, ie selling price less VAT. The overall effect is that you are likely to receive approximately £63 of every £100 paid less any linen charge.

A full linen service will be provided including supply, delivery and collection of all linen supplied for each booking. This will be charged at £15 per booking.

At the end of the letting season, we will provide the owner with a statement showing the breakdown of lettings during that season. The end of the letting season may vary between parks, and can be changed during the course of the season.

Once any final deductions of necessary letting expenses such as commission and linen charges have been made, Park Holidays UK will credit the sublet income to the owners account at the end of the season.