

CONDITIONS

1. **COMMITMENT:** Your input is paramount in order to complete & deliver the project in due time and achieve optimum efficiency down the road.
2. **DURATION:** Under normal circumstances with all data, documents, and input at hand the 4-step method may be completed in approximately 30-days.
3. **DOWN PAYMENT:** In order to initiate our 4-STEP METHOD agreement, a 50% downpayment is requested. The remaining 50% will need be settled at the time of project hand-over.
4. **FAMILIARISATION / AUDIT:** in order to commence the 4-STEP METHOD, one of two key steps need to be accomplished in due diligence.
 - a. **FAMILIARISATION:** it is of utmost importance that all aspects of your property are disclosed accurately. In order to acquaint myself to your property the following two methods may be considered:
 1. **video conferencing sessions:** showcasing every single detail of your property inside & outside. Please note that a quick video introduction tour will not cut it as I won't be able completely envision your property's layout and potential. Let us plan several live on-the-go video conferencing sessions.
 2. **onsite site visit:** Pending a mutual agreement regarding travel expenditures, an onsite site visit remains the most effective way forward.
 - b. **AUDIT:** SBJ-Consulting has developed a comprehensive and meticulously detailed checklist that encompasses over 500-checkmarks that need to be completed in order to analyse every detail of your property that may or not affect/enhance or influence the overall guest experience, during their stay. Bear in mind the checklist is your gateway to showcasing a genuine and accurate overview of your property. Most importantly it will indicate us the proximity your property really is from the "finish" line, from where we'll be able to capture the luxury traveller! Hereby following the two options available to you in order to complete the audit.
 1. **autonomous audit:** you agree to complete as truthfully as possible ALL checkmarks of my comprehensive check-list that will be forwarded to you in due course.
 2. **onsite audit:** once onsite, I will be able to complete the check-list for you.
 - c. **IMPORTANT:**
 1. it is at this stage and by mutual consent, that both parties agree on completing the 4-STEP METHOD. As owner your unwavering dedication at this juncture is vital to successfully complete the 4-STEP METHOD agreement. On the contrary and in the event that the immediate outcome of the audit prevents you from completing the 4-STEP METHOD, the 50% deposit will be reimbursement.
 2. each property within our agreement needs to be audited as an individual unit.
5. **PRICES:** The 4-STEP METHOD is priced on a per unit / per bedroom flat rate.
 - a. all properties grouped under one single 4-STEP METHOD agreement are to be of the same type, with similar facilities, and located within the same street address.

N° OF UNITS	N° OF BEDROOMS			
	1	2	3	4
1 PROPERTY	360 €	390 €	450 €	525 €
2 PROPERTIES	500 €	550 €	635 €	750 €
3 PROPERTIES	750 €	825 €	950 €	1.125 €
4 PROPERTIES	1.050 €	1.100 €	1.300 €	1.600 €

4-STEP METHOD

6. **SOFTWARE:** In order to complete the 4-step method, the owner will need to purchase the following third-party online applications:
- a. **PMS:** - property management system - While there are many PMS software solutions available, I wouldn't want to suggest something I'm not sure about! The best software for your property is the one that fits your specific business model and budget. If you are looking for my professional guidance on what you really need, how to choose it, install it and use it, allow me to recommend the German made Smoobu software. Over the years I have been extremely satisfied with Smoobu, the software is extremely complete with excellent website templates starting at 27 € a month, per unit. – www.smoobu.com
 - b. **SWIKLY:** for managing online credit card authorisations in order to settle damage deposits prior to arrival www.swikly.com
 - c. **STRIPE:** online payment platform in order to receive direct bookings www.stripe.com
 - d. **BUSINESS MAIL:** a branded identity with a registered domain and matching business e-mail address helps you stand out from the rest and reflects confidence.
7. **EXISTING LIVE PROPERTIES:** If you decided to purchase the 4-STEP METHOD as a revitalisation or optimisation service for an existing live short-term rental business, please take note:
- a. **softwares and applications:** all existing softwares and applications will remain the same until proven differently
 - b. **audit:** it is hereby understood that a comprehensive and systematic review of ALL applicable strategies and parameters past and present are to be meticulously analysed in order to meet all standards.
8. **VAT:** Published prices are inclusive of EU imposed VAT.

All payments by wire transfer to:
SBJ Consulting - VAT n°BE 673 816 438
255 Avenue Albert, 1190 Brussels BE
IBAN BE43 3630 6644 1101 / BBRUBEBB