

## 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, both paragraph 4.1 and 4.2 need to be agreed on.

**4.1 FAMILIARISATION** in order for us to familiarise ourselves with your property, absolutely all aspects need to be surveyed thoroughly. In order to do so, the following two options may be considered:

### A SITE VISIT

a physical site visit is most definitely the ideal solution in order to meet and interact with the owner & decision-makers responsible for partnering with SBJ Consulting to deliver an optimum service. We kindly request that you contact us to arrange an appointment that suits you. Please note that travel expenses will be at the owner's expense.

### B VIDEO CONFERENCING

while not as comprehensive as an on-site visit, exploring your property digitally is a viable alternative. We propose scheduling a pre-determined number of video conferencing calls, during which the owners will have the opportunity to showcase their property's full potential, including each room's unique layout, so that we can gain a comprehensive understanding of how your property fits together.

### 4.2 AUDIT

SBJ-Consulting has developed a comprehensive and meticulously detailed checklist that encompasses over 500-checkmarks that need to be completed for each property to be included in our agreement. Each unit within our agreement needs to be audited as an individual unit.

### A ON SITE AUDIT

should a site visit have been arranged, SBJ Consulting will complete the checklist.

### B AUTONOMOUS

prior to each scheduled video conference session, the corresponding checklist will be sent to the relevant owner.

- o **IMPORTANT:** 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.

**5 - PRICES:** The 4-STEP METHOD is priced on a per unit / per bedroom flat rate.

- o all properties aka units, 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.

**6 - VAT :** Published prices are BE imposed VAT inclusive.

**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:

- o softwares and applications: all existing softwares and applications will remain the same until proven differently
- o 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 -THIRD PARTY SOFTWARE:** In order to complete the 4-step method, the owner will need to purchase the following third-party online applications:

- o **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](http://www.smoobu.com)
- o **SWIKLY:** for managing online damage deposits prior to arrival [www.swikly.com](http://www.swikly.com)
- o **STRIPE:** online payment platform linked to the owner's account in order to receive payments [www.stripe.com](http://www.stripe.com)
- o **BUSINESS MAIL:** (optional) a branded identity with a registered domain and matching business e-mail address helps you stand out from the rest and reflects confidence.

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