

RENTAL PROCEDURE

We offer the total solution to make renting your property easy. With our wealth of experience, by listing your property with The Open Accommodation Bureau ("OAB") you know that it is in safe hands.

With the support and official endorsement from the R&A, OAB rent properties to Golfers, Caddies, Sponsors, Suppliers and TV Crew who are working or attending The Open.

Registering your Property

- ❖ Please register your property on our website, www.stayattheopen.com, including as much detail as possible. Please also include images of the property - this helps our team establish the suitability of your home for rental. May we suggest that all rooms are clean and free of debris and clutter; first impressions count.
- ❖ Please include a contact telephone number and e-mail address.
- ❖ A member of the OAB team will be in touch with you to arrange an appointment to view your property.
- ❖ Please allow 30 minutes for the OAB representative to view the property.
- ❖ All properties must have full Wi-Fi access.
- ❖ After visiting the property an OAB representative will advise you of a rental value. On confirmation that you are happy to proceed, please sign and return a copy of the Landlord's Terms and Conditions of Business. These can be found on our website, www.stayattheopen.com. Your property details will then be uploaded onto the website.
- ❖ We will provide you with a unique reference code that should be used in all correspondence.
- ❖ We will notify you of any interest in your property.
- ❖ The standard letting period is from midday on the Saturday before the event to midday on the Tuesday after the event. The exact rental period will be agreed with each tenant at the time of booking. It is usually between seven and ten days.

The Next Steps

- Once a rental has been agreed OAB, the Landlord (Owner) will receive confirmation by e-mail together with a Home Information Pack.
- All details concerning payment can be found in the Landlord's Terms of Business.
- Once a Tenant has confirmed a booking they pay a 25% deposit (of the agreed Rental Fee) to secure the booking. Sixty days before The Open the Tenant pays the agreed Rental Fee in full. Funds will appear in your account thirty days before The Open. If booking is confirmed less than thirty days before The Open, funds will appear in your account shortly after we have received the Tenant's final payment and it has cleared in OAB's account.

How to prepare the property for rental for The Open?

- Our tenants understand that this is often your home that they are renting so will be familiar with personal possessions in the property, however, we do recommend removing excess clutter, storing away children's toys etc.
- If you have valuables, heirlooms, precious fragile items, please do store these in a safe place.
- All beds in your home should be made up and an extra set of bedding provided.
- Two sets of towels should be provided for each tenant (2x bath and 2x hand towels).
- A reasonable space in your wardrobe with adequate drawer space; you do not need to empty the whole wardrobe.
- A copy of a valid Gas Safety Certificate must be provided.
- Notify your Insurance Company that you are sub-letting your property.
- Public Liability for the rental duration is required (OAB can provide you with details of a recommended insurance company).
- If the landlord is away during the rental, a nominated person is required to be appointed. If OAB are assigned to manage the property during the rental term, a daily fee will be charged which shall be deducted from the balance payment.
- Retain a set of house keys for yourself.
- An information pack on the use of household equipment, heating, etc., is to be left in the property and include a 24 hour contact number.
- With the information pack, we recommend including a full inventory of the property.
- We recommend contracting SkySports during The Open as they are the official broadcaster

Full details of the above instructions are found in our Landlord's information pack