

1401 White Crown Building  
PO Box 282164 Sheikh Zayed Rd  
Dubai, UAE  
Tel +971 04 3328006  
Tel +971 04 3329002

Dear Landlord,

Thanks for your enquiry with regard to letting your property on a short term basis with Short Stay Dubai. Below you will find some information that we require to assess your property on becoming part of our short term rentals portfolio.

In the following pages you will find information on:

1. The Letting Process
2. Furnishing Standards
3. Market Rates
4. Rental Return

If you are happy with our business process as outlined below, please complete Form 1: The Client Data Form (on pages 11) - below and send it back to us at [info@shortstaydubai.com](mailto:info@shortstaydubai.com) or by fax to +971 (0)4 3329002. Once we receive this we will call you to make a valuation appointment and talk you through the letting process as detailed below.

Kind Regards

Cara Hedding

Portfolio Manager  
Short Stay Dubai

Tel 04 3328006 ( office)  
e-mail [cara@shortstaydubai.com](mailto:cara@shortstaydubai.com)

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## 1. The letting process

The success of our company depends on our ability to perform for you, our client. To succeed in this we must let properties to reliable tenants for the best return possible in line with market prices in order to minimise vacant periods.

The following is a brief description of the letting process

### **Valuation Appointment**

After reading this document, please contact us to arrange a valuation appointment. While viewing your property we will advise you on current market prices based on our industry experience and knowledge and offer you an individual grading and rate based on renting the property out annually on a short term basis. We would appreciate it at this point if you could **complete Form 1** (at the back of this document) and either send it to us by e-mail ([info@shortstaydubai.com](mailto:info@shortstaydubai.com)) or fax +971 (0)4 3329002 or have it ready for collection at the valuation appointment.

### **Processing the property**

After the valuation appointment should you decide that you wish for Short Stay Dubai to market your property we will assist you in getting your property ready for the short term rentals market. After signing and returning the necessary paperwork, your property details will be drafted and uploaded to our website complete with colour photographs, location maps, directions, location description and availability calendar. We will assign you with a landlord log in code for our website and guide you through the use of our booking system. At this stage we ask that you complete **Form 2: The property information form**

### **Property Management**

Both private and corporate clients are increasingly demanding professionally managed properties. Our cost effective service is fully comprehensive to give you total peace of mind. Our tailor-made property management is an essential part of our lettings service. After finding you a tenant, we take care of them and you, throughout the tenancy. That includes everything from collecting rent and handling all administration to assistance with more complex issues and a personal point of contact for both you and your tenant.

We also continually vet tradesmen, services and suppliers, and use only companies providing the very best quality workmanship and value on behalf of our clients.

You may choose to go for one of the following options which we will discuss with you on appointment:

- a) Booking service only
- b) Full management service
- c) Prestige Portfolio

### **On the market**

When you instruct Short Stay Dubai to let your property you automatically benefit from our unrivalled, comprehensive package of marketing services. These are designed to achieve maximum exposure for your property in order to obtain the best price quickly and efficiently.

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### **Proceeding with a suitable tenant**

We have many high calibre private and corporate tenants registering with us from month to month and we work with some of the world's most admired corporations who trust us to find accommodation for their key personnel.  
Once a suitable tenant has been found, we will reference them on your behalf. If the tenant proves to be acceptable, we then proceed to the next stage.

### **Tenancy agreement**

We will draw up the relevant paperwork forming an agreement, which is signed by both parties. As managing agents we will sign on behalf of you the landlord.

### **Inventory**

We require an inventory of the contents and condition of the property to be produced prior to commencement of the first tenancy. This document will remain in the property and we will carry out regular checks against this document to ensure all stays present and correct in the property and any damages are covered by the tenant responsible.

If you require Short Stay Dubai to make the inventory of contents for your property please complete and return **Form 3: The inventory form**

### **Maintenance**

In order that we can manage your property effectively we will either require that the property has a maintenance contract in place if not covered by the building warranty. We have preferred suppliers who we can set up an annual maintenance contract with to look after all those 'on demand' tasks such as small plumbing, electrical repairs and handyman maintenance items please complete and return **Form 4: The maintenance form**

### **Cleaning**

When we represent properties on our portfolio it is essential that they are cleaned to the highest standard before and after every tenancy. In short term rentals this is the landlords cost which we build into the rental rates. On signing your property to our portfolio we will set up an annual cleaning contract whereby a team of uniformed maids will attend the property weekly, before and after bookings to maintain the highest level of hygiene standards possible in the hospitality industry today. **Please complete and return Form 5: The Cleaning & Laundry form**

### **Keys & Access**

It is essential to supply a set of keys per number of rooms in your property plus 3 extra sets for property management (office, cleaners & maintenance). We have found that a more convenient method which provides enhanced security and ease of access is the installation of a combination door lock on the front door which we can organise upon request. Please complete and return **Form 6: The Key Form**

### **Rent and deposit**

We collect the rent on your behalf and a security deposit from the tenant is held during the term of the tenancy

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## 2. Furnishing Standards

All short term accommodation for rent needs to be fully furnished to a high standard, as such we do have preferred suppliers who have worked alongside us to develop furnishing packages to correctly prepare your property for the short term lettings market.

### **The Essential Design Co LLC ( offering standard & bespoke packages)**

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

[andrew@essentialdesigns.co.uk](mailto:andrew@essentialdesigns.co.uk)

Andrew Smith Tel: 00 971 50 7448 013

### **House of the World (offering exclusive interior design solutions recommended only for properties on our Prestige portfolio)**

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

[Yvette@houseoftheworld.com](mailto:Yvette@houseoftheworld.com)

Yvette Robeck Tel: 00 971 50 6404722

### **Compliance with safety regulations**

As a landlord, you have an obligation to ensure that your property complies with all the necessary regulations covering the safety of any installations and furnishings supplied for the tenancy. We can advise you on this if you call to speak with one of our property managers.

- Are fire extinguishers accessible in the property
- Are smoke alarms working properly
- Are the soft furnishings fire resistant

### **The Kitchen**

The Kitchen needs to be fully equipped for double the maximum number of guests (so if your property accommodates 2 adults, you need to furnish the kitchen with crockery & cutlery x4)

Instructions for operation of dishwasher and garbage disposal units (if any) should be clear. Manuals for the same should be left in the property in the top drawer of the kitchen.

### **Linen**

During tenancies we require there to be sufficient linen so our cleaners can complete a full change of bedding and towels for the maximum number of guests who can stay in the property at any one time. We store the clean linen in a lockable storage cupboard in your property ( which we require a key for) our cleaners will service the apartment so need to be able to access the cupboard with the key provided in order to complete the bedding and linen change.

### **Electrical**

Manuals for the operation of electrical goods in the property should be left in the bottom drawer of the kitchen including any warranties for replacement or repair. There should be spare light bulbs and batteries left in the property which we can lock away until needed

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**The table below indicates the basic furnishing required in a 1 bedroom apartment**

Room	Item	Quantity
<b>Master Bedroom</b>	King Mattress	1
	King Bed Wooden Bed frame	1
	Nightstand	2
	Table Lamp	2
	Dressing Table	1
	Dressing Chair	1
<b>Dining Room</b>	Dining Table	1
	Dining Chair	4
<b>Living Room</b>	2 Seater Sofa	1
	1 Seater Sofa	1
	Coffee Table	1
	End Table	2
	Table Lamp	2
	Floor Lamp	1
	TV Stand	1
	Console Table	1

<b>Example of a Kitchen Pack to accommodate 2 adults sharing a 1 bedroom apartment</b>		Qty
Silverware ( 1- dinner spoon, fork, knives, tea spoon )		4
Place settings ( 1- dinner plate, cereal bowl, side plate, cup & saucer )		4
Juice glasses		4
Tumbler glass		4
Wine glass		4
Pot, Frying Pan, Sauce Pan set		1
Can Opener		1
Potato peeler		1
Cooking ladle Set of 4 pcs		1
Sieve (Strainer) 1 big , 1 medium		1
Set of 4 Knives , Cutting Board		1
Mixing Bowl set of 3 ( small , medium , large )		2
Cork Screw		1
2 Dish Towels, 1 Heat Pad, 1 oven glove - set		1
Table Cloth/ runner		2
Place mats		4
large Dust Bin		1
Mop with Bucket		1
Dust pan & brush		1
Broom with stick		1
Dish drainer with tray		1
Cutlery tray		1
Dish washing brush		1

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<b>Example of a Linen Pack for a 1 bedroom apartment</b>		<b>Qty</b>
Pillows w/cases		4
Extra Pillow Cases		4
King Flat Sheets		2
King Fitted Sheets		2
King Duvet		1
King Duvet Cover		2
Bath Towels		4
Wash Cloth		4
Hand Towels		4
King mattress Pad		1
Dry Hanger Set of 12pcs		2
<b>Electrical Pack</b>		<b>Qty</b>
29" TV		1
Home Entertainment System		1
Iron & Ironing board		1
Vacuum Cleaner		1
Coffee Maker		1
Toaster		1
Electric Kettle		1

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### 3. Market Rates

Below is an overview of current market rates based on the standard of your property and the facilities and services on offer to the tenant during their stay.

**We have 3 grades of property categorised as follows**

**3 star** Basic facilities, fully furnished and decorated, internet access, satellite TV.

**4 star** Fully furnished and decorated, internet access, satellite TV, extra sleeping place, maids quarters, shared pool facility, gym/spa, beach access.

**5 star** Fully furnished and decorated, internet access, satellite TV, extra sleeping place, maids quarters, private pool and jacuzzi, gym/spa, beach access, luxury facilities or penthouse, very accessible to surrounding areas, shops and entertainment.

	stars	marina		palm jumeriah		greens		old town		jumeriah islands		arabian ranches	
		min	max	min	max	min	max	min	max	min	max	min	max
1 bed	3	900	1000	1000	1100	550	650	900	966	x	x	x	x
	4	1000	1100	1100	1200	650	750	966	1032	x	x	x	x
	5	1100	1200	1200	1300	750	850	1032	1100	x	x	x	x
2 bed	3	1000	1100	1200	1400	900	966	1100	1266	x	x	x	x
	4	1100	1200	1400	1600	966	1032	1266	1433	x	x	x	x
	5	1200	1300	1600	1800	1032	1100	1433	1600	x	x	x	x
3bed	3	1400	1500	1700	1900	1200	1333	x	x	x	x	1100	1366
	4	1500	1600	1900	2100	1333	1466	x	x	x	x	1366	1632
	5	1600	1700	2100	2300	1466	1600	x	x	x	x	1632	1900
4 bed	3	x	x	4000	4166	x	x	x	x	2300	2500	1800	1900
	4	x	x	4166	4332	x	x	x	x	2500	2700	1900	2000
	5	x	x	4332	4500	x	x	x	x	2700	2900	2000	2100
5 bed	3	x	x	4300	4866	x	x	x	x	2800	3033	x	x
	4	x	x	4866	5432	x	x	x	x	3033	3266	x	x
	5	x	x	5432	6000	x	x	x	x	3266	3500	x	x
6 bed	3	x	x	x	x	x	x	x	x	3500	3833	x	x
	4	x	x	x	x	x	x	x	x	3833	4166	x	x
	5	x	x	x	x	x	x	x	x	4166	4500	x	x

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## 4. Rental Return

The below rental calculators give a typical example of the return on investment achieved by a 1 bedroom apartment and a 4 bedroom villa on a 5 year short term letting plan.

Please note you will have to adjust the figures according to your personal situation to get a more accurate indication of rental return.

We have set the occupancy level in year 1 to 50% to show that you have the potential to make double what the property would achieve on a long let basis. ( The annual return for long let typically offering 10% or below).

### EXAMPLE ANNUAL INCOME & EXPENSES - AVERAGE CASE SCENARIO

#### 4 bedroom Jumeirah Islands Villa

<b>Villa Purchase Price</b>	<b>3,000,000.00</b>
Turn Key Fit Out/ Furnishing	150,000.00
<b>Total Purchase Price</b>	<b>3,150,000.00</b>
Registration Fees (currently 2%)	60,000.00
<b>Total Investment</b>	<b>3,210,000.00</b>

AVERAGE CASE SCENARIO	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Income:</b>					
Room Rate per Night	3,000.00	3,100.00	3,200.00	3,300.00	3,400.00
Occupancy in %	50%	60%	70%	70%	70%
Occupancy in Days	183	219	256	256	256
<b>Total Income</b>	<b>547,500.00</b>	<b>678,900.00</b>	<b>817,600.00</b>	<b>843,150.00</b>	<b>868,700.00</b>
<b>Expenses:</b>					
Management Fees (20% of revenue)	109,500.00	135,780.00	163,520.00	168,630.00	173,740.00
Emaar community Maintenance Fee	15,800.00	15,800.00	15,800.00	15,800.00	15,800.00
Phone / Internet connection	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
TV/ Showtime / Cable channels	840.00	840.00	840.00	840.00	840.00
Maintenance contract	4,560.00	4,560.00	4,560.00	4,560.00	4,560.00
Cleaning Contract	6,240.00	6,240.00	6,240.00	6,240.00	6,240.00
laundry contract	3,223.00	3,223.00	3,223.00	3,223.00	3,223.00
DEWA ( estimate annual cost)	16,000.00	3,000.00	3,000.00	3,000.00	3,000.00
<b>Total Expenses</b>	<b>159,763.00</b>	<b>173,043.00</b>	<b>200,783.00</b>	<b>205,893.00</b>	<b>211,003.00</b>
<b>Net Return in AED</b>	<b>387,737.00</b>	<b>505,857.00</b>	<b>616,817.00</b>	<b>637,257.00</b>	<b>657,697.00</b>
<b>Annual Return on Investment in %</b>	<b>12.08%</b>	<b>15.76%</b>	<b>19.22%</b>	<b>19.85%</b>	<b>20.49%</b>

<b>Return on Investment after 5 Years</b>	<b>in AED 2,805,365.00</b>	<b>in % 87.39</b>
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Please note we have not based the above on Maximum occupancy levels but a typical average occupancy in order to be conservative.

#### Comments:

- The calculated revenue is based on a villa purchase price of AED 3000000
- The size of the 4 bed villa measures Sqft. 5500
- The room rate published is comparable to Dubai Hotel rates for with 4-5 star rating.

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**EXAMPLE ANNUAL INCOME & EXPENSES - AVERAGE CASE SCENARIO**
**1 bedroom Greens apartment**

<b>Apartment Purchase Price</b>	<b>900,000.00</b>
Turn Key Fit Out	30,000.00
Total Purchase Price	930,000.00
Registration Fees (currently 2%)	18,000.00
<b>Total Investment</b>	<b>948,000.00</b>

<b>AVERAGE CASE SCENARIO</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Income:</b>					
Room Rate per Night	800.00	850.00	900.00	950.00	950.00
Occupancy in %	50%	60%	70%	70%	70%
Occupancy in Days	183	219	256	256	256
<b>Total Income</b>	<b>146,000.00</b>	<b>186,150.00</b>	<b>229,950.00</b>	<b>242,725.00</b>	<b>242,725.00</b>
<b>Expenses:</b>					
Management Fees (20% of revenue)	29,200.00	37,230.00	45,990.00	48,545.00	48,545.00
Building Maintenance Fees (AED7/ SqFt)	5,880.00	5,880.00	5,880.00	5,880.00	5,880.00
Phone / Internet connection	2,088.00	2,088.00	2,088.00	2,088.00	2,088.00
TV/ Showtime / Cable channels	840.00	840.00	840.00	840.00	840.00
Maintenance contract	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
Cleaning & laundry Contract	4,680.00	4,680.00	4,680.00	4,680.00	4,680.00
laundry contract	920.00	920.00	920.00	920.00	920.00
DEWA ( estimate annual cost)	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
<b>Total Expenses</b>	<b>50,208.00</b>	<b>58,238.00</b>	<b>66,998.00</b>	<b>69,553.00</b>	<b>69,553.00</b>
<b>Net Return in AED</b>	<b>95,792.00</b>	<b>127,912.00</b>	<b>162,952.00</b>	<b>173,172.00</b>	<b>173,172.00</b>
<b>Annual Return on Investment in %</b>	<b>10.10%</b>	<b>13.49%</b>	<b>17.19%</b>	<b>18.27%</b>	<b>18.27%</b>
<b>Return on Investment after 5 Years</b>	<b>in AED 733,000.00</b>		<b>in % 77.32</b>		

Please note we have not based the above on Maximum occupancy levels but a typical average occupancy in order to be conservative.

**Comments:**

- a) The calculated revenue is based on an apartment purchase price of AED 900,000
- b) The size of the 1 bed apartment measures Sqft. 700
- c) The room rate published is comparable to Dubai Hotel rates for with 4-5 star rating.

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## Form 1: Client Data Form

Please fill out all yellow boxes with as much information as possible

### Landlords details

Name	
e-mail	
mobile	
office	
fax	
Correspondence address	

### Property Details

Development / community name	
Building Name	
Floor number	
Apartment / Villa Number	
Street number	
Phase & or plot number	
Sq footage	
villa/apartment type	
Number of bedrooms	
Property Available From	Insert date

Please return completed forms by e-mail to [info@shortstaydubai.com](mailto:info@shortstaydubai.com) or by  
 Fax to +971 (0)4 3329002

Short Stay Dubai Commercial Brokers LLC

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## Form 2: Property Information Form

### Facilities

Villa or Apartment?	
Number of bedrooms	Double/single
Number of bathrooms	
maids quarters	Separate entrance?
study	For business or extra sleeping space?
Furnished	Full / partial/ standard
Television	Make/Model
	Cable/ Sky/Showtime package?
	Manual
Video/DVD player	Manual?
Fridge freezer	Make/model
Washing machine	Make/model
	Manual available?
Tumble dryer	Make/model
	Manual available?
Microwave	Make/model
	Manual available?
Dishwasher	Make/model
	Manual available?
intercom	Working?
Landscaped garden?	Front/back/shared gardens
swimming pool	Private or shared
gym access	Details & location
health club access	Details & location
spa access	Details & location
beach access	details
internet access	Dial up/ broadband/ wireless
telephone connection for incoming calls	Telephone number at property
Balcony	details
view	details
Distance to supermarket	
Café's & Restaurants on development	Details
<b>Notes</b>	
<b>Notes</b>	

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**Maintenance & Bills**

Dewa Account Number	
Dewa Account name	
Dewa emergency contact number	
Internet service provider	Company name and tel no
Internet account number and password	
Wireless access key code	
Telephone & contact name & number of building security/reception	
Land line account	Etisilat account number
Etisilat account name	
Etisilat account number	
Car park access pass	details
Contact number for car park	
Carpark access code	
Building access pass	
Building access code	
Date of last Aircon service	Date & company contact
Date of last pest control service	Date & company contact
Details of contents insurance	
Details of Building insurance	

**Conditions**

Max no of people who can reside in the premises	Adults/children
Pets: Permitted?	Yes/no
Smoking: Allowed?	Yes/no

**Items awaiting repair**

Please indicate any items that need attending to before rental can commence

<b>Job</b>	<b>Status</b>

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## Form 3: Inventory Form

Unless otherwise arranged, it is a requirement that the landlord provides Short Stay Dubai with a full inventory of the property contents and condition at the time of signing the contract.

This document will remain in the property and will be used as reference for prior to and after occupancy by tenants.

**Please indicate below**

**Please tick**  I will provide Short Stay Dubai with an inventory provided by myself

**Please tick**  I would like to purchase an inventory template from Short Stay Dubai at a cost of 200dhs which I will complete myself and return to short stay dubai on signing my agreement

**Please tick**  I require Short Stay Dubai to make a full inventory list of contents for your property this will be charged as follows and deducted from the first month's rental income.

Studio	750dhs
One Bed	800dhs
Two Bed	850dhs
Three Bed	900dhs
Four Bed	1000dhs
Five Bed	1100dhs

Please sign as follows and return this form to us by fax

Property Address \_\_\_\_\_

Owners Name \_\_\_\_\_

Owners Signature \_\_\_\_\_

Date \_\_\_\_\_

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### Form 4: Maintenance Form

In order that we can manage your property effectively we will either require that the property has a maintenance contract in place if not covered by the building warranty. We have preferred suppliers who we can set up an annual maintenance contract with to look after all those 'on demand' tasks such as small plumbing, electrical repairs and handyman maintenance items.

Please indicate below the maintenance details

Is the property under Warranty ?	<b>Yes</b> = complete rest of this table <b>No</b> = please tick check box below
When does the warranty expire ?	
Contact details for maintenance & repair work	

**Please tick**  The property does not have any existing warranty for repairs and maintenance, and as such I understand that Short Stay Dubai will organise a general "Annual Maintenance & emergency call out package" costing AED 4800 which will be deducted from the first rental payment collected.

Please complete the below and return this form to us by fax

Property Address \_\_\_\_\_

Owners Name \_\_\_\_\_

Owners Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Form 5: Cleaning & Laundry Form

When we represent properties on our portfolio it is essential that they are cleaned to the highest standard before and after every tenancy. In short term rentals this is the landlords cost which we build into the rental rates. On signing your property to our portfolio we will set up an annual cleaning contract whereby a team of uniformed maids will attend the property weekly, before and after bookings to maintain the highest level of hygiene standards possible in the hospitality industry today.

Annual Cleaning costs	Weekly clean	Annual cost
Property Type	Dhs	Dhs
Studio	70	3640
1 Bed	90	4680
2 Bed	100	5200
3 Bed	110	5720
4 Bed	120	6240

Annual Laundry costs	cost per item	Number of items used per property per week					Sub total
Item	Dhs	studio	1 bed	2 bed	3 bed	4 bed	
Flat Sheet	1.75	1	1	2	3	4	
Fitted Sheet	1.75	1	1	2	3	4	
Pillow case	0.86	4	4	8	12	16	
Duvet cover	3.25	1	1	2	3	4	
Towel large	1.13	2	2	4	6	8	
Towel small	0.8	2	2	4	6	8	
Bath mat	1	1	1	2	3	4	
Kitchen towel	0.86	2	2	2	2	2	
						Weekly Total	
						Number of weeks	x52
						Annual Total	

The total annual cost of laundry and cleaning will be deducted out of the first months rent  
 Please complete and sign this form and return to us by fax.

Property \_\_\_\_\_

Landlord Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Form 6: The Key Form

So that we can manage your property effectively It is essential to supply us with enough sets of keys.

We require a set of keys per number of rooms in your property plus 3 extra sets for property management (office, cleaners & maintenance).

We have found that a more convenient method which provides enhanced security and ease of access is the installation of a combination door lock on the front door which we can organise upon request.

**Please indicate**

I will supply Short Stay Dubai with multiple sets of keys **Please tick**

Or

I wish for Short Stay Dubai to install a combination door lock **Please tick**

Please complete the below and return this form to us by fax

Property Address \_\_\_\_\_

Owners Name \_\_\_\_\_

Owners Signature \_\_\_\_\_

Date \_\_\_\_\_