OPTION 02

Instructions to find available apartments for a specific period on www.holidayletslondon.co.uk using the Property Calendar

Step 01:

Open www.holidayletslondon.co.uk in your web browser.



Step 02:

Scroll down the home-page until you reach the property calendar under the "**Booking Centre**" section as shown below.

Returning customer? Log in here	Usernam	ie:					F	ass	word	I; [Log	in		For	gotte	in pa	1 <u>88 W</u>	<u>ord</u>	
	Select th	he start d	ate fo	or yo	our v	isit t	o se	e the	avai	ilabili	ty of	all ou	ir pi	rope	rties	for	that	date	•					
	Choose a	date	20	5/10	/201	3					Find	Availa	abili	ty	M	ake	a bo	ookin	g					
		C)	Prope	rties	ava	ilabi	lity fi	rom	20 00	ct 20	13 to	10 N	lov	2013	3 🖸	ľ								
			S	М	т	W	Т	F	S	s	М	т	W	т	F	s	S	М	т	W	т	F	s	S
Property	Sleep	Book	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10
Comeragh	8	book		7		1			23/1	0 - 3	1/10						1	1				-		1
Elsham	4	book				1						A					29	9/10	- 26	/11				
lffley - 1	5	book						2			/		1							1				
lffley - 2	8	book	7		y				24/1	0 - 3	0/10		2	1										
lffley - 3	8	<u>book</u>		19/1	0 - 2	25/10)				1					-	29	9/10	- 05	/12				
Iffley - 4	8	book	7					24/1	0 - 2	8/10	1				1							1		
Iffley - 5	4	book	1			12/	10 - 3	29/10	D						/		19		1		05/1	1 - 1	2/1	
Jamaica	6	book	31/07 - 16/11						****															
King St - 1	4	book	16/09 - 30/11																					
King St - 2	8	book									1	2/10	- 31	0/11										
King St 1 & 2	8	book	16/09 - 30/11																					
Sinclair Gd	4	book										6/09	- 3	0/11										
Talgarth	4	book	1								1	6/10	- 08	8/12										
				-		Sec. 1			1000		1.0404-0	-			- Co - 14		-		2	TON		10.014	-	

Note:

Our overall Calendar as in the above screen shot is set by default to show a period of 36 days starting from yesterday onwards.

For example, if you view this Calendar on 28th October, it will show a period of 36 days from 27th October to 1st December.

If you wish to view the overall availability for some other period, you can change this by clicking on the "**Choose a date**" button on top of the calendar, which is shown below.



When you click on "**Choose a date**" button, a smaller calendar will open as a drop-down (as shown below) from which you can choose a period you want to check availability of all properties. Just selecting the start date of the period is sufficient.



After selecting the date, click on "Find Availability" button and it will show the new period you wanted, starting closer to the date you chose.



Example below: Choose 26th December 2013 and click on "Find Availability"

The period of the Calendar has changed to represent 36 days from 22nd December to 26th January as shown below.





Once you view and find the property that is available for the dates you require, click on the "**Book**" link which is in front of the property you are interested to rent.

For example: Comeragh Road Apartment



Step 04:

Now, you will be taken to the selected apartment's individual calendar.

Note:

Check-In time is 4 PM (or after) on the Arrival Day Check-Out time is 11 AM (or before) on the Departure Day

If you nee	N d to check in/out at	≥ ote that check in 4p any other time and	2013 >> om and check out is I please add anothe	at 11am. r extra day to your book	ing request.
	Click cal	endar to select t	he start date of y	our reservation	
October	November	December	January	Details	
SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	Comeranh	
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4	Start date	
6 7 8 9 10 11 12	3456789	8 9 10 11 1213 14	5 6 7 8 9 10 11	End date	
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 1415 16 17 18	Rate basis	Daily
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	Peak rate	£209.00
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31	Off-peak rate	£165.00
				Super Peak rate	£251.00
Fobruary	Marah	Angil	Marri	Super Off-peak rate	£132.00
SMTWTFS	SMTWTFS	SMTWTES	SMTWTFS	Total Rent	£0.00
1	1	12345	123	Cleaning Charge	£50.00
2345678	2345678	6 7 8 9 10 11 12	4 5 6 7 8 9 10	Total rent including cleaning charge	£50.00
9 10 11 12 13 14 15	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17		
16 17 18 19 20 21 22	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	Security Bond	£200.00
23 24 25 26 27 28	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	(Refundable within 3	
	30 31			days of vacating) Grand total	£250.00
	- Labor	A	Contractors		
		August	September	Method of Payment:	
3 W I W I F S	3 WI WIFS	a WIIVIFS	422456	a) Holding deposit	£0.00
2 3 4 5 6 7	1 2 3 4 5	2456790	7 9 9 40 44 43 43	(25% of rent)	0000
0 5 10 11 12 13 14	0 1 0 5 10 11 12	J 4 5 0 7 6 9	1 0 9 10 11 12 13	pay	±250.00
45 46 47 40 40 20 24	1 1 1 1 1 1 1 1 1 1 1 2 1 4	10111213141510	14 15 10 1/ 10 19 20	Contraction of the second seco	
15 16 17 18 19 20 21	10 14 10 10 11 10 10	47 40 40 00 04 00 00	04 00 00 04 05 00 07	(Sum of 75% of rent,	



Please select your stay's "**Start Date**" and "**End Date**" from the calendar. The selected days will be highlighted in green as below.

For example: 21st Jan to 30th Jan

lf you nee	N d to check in/out at	ote that check in 4p any other time and	m and check out is I please add anothe	at 11am. r extra day to your book	ing request.	
	Click ca	endar to select t	he end date of ye	our reservation		
October S M T W T F S 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	November S M T W T F S 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	December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 1213 14 15 16 17 18 1920 21 22 23 24 25 2627 28 29 30 31	January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 1415 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Details Comeragh Start date (change) End date Super Off-peak nights Rate basis Super Off-peak rate Total Rent	21/01/2014 30/01/2014 9 Weekly £748.00 £961.71	
February SMTWTFS 1 2345678 9101112131415	March SMTWTFS 1 2345678 9101112131415	April S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	May SMTWTFS 123 45678910 11121314151617	Cleaning Charge Total rent including cleaning charge Security Bond (Refundable within 3 days of vacating)	£50.00 £1,011.71 £200.00	
16 1/ 18 19 20 21 22 23 24 25 26 27 28	16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	20 21 22 23 24 25 26 27 28 29 30	18 19 20 21 22 23 24 25 26 27 28 29 30 31	Grand total Method of Payment:	£1,211.71	
June	July	August	September	a) Holding deposit (25% of rent)	£240.43	
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	S M T W T F S 1 2 3 4 5 6 7 8 9 1011 1213141516	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 1617 18 19 20	b) Final balance to pay (Sum of 75% of rent, cleaning charge, security deposit)	£971.29	
22 23 24 25 26 27 28 29 30	20 21 22 23 24 25 26 27 28 29 30 31	17 18 19 20 21 22 23 24 25 26 27 28 29 30	21 22 23 24 25 26 27 28 29 30	Amount paid Amount owed	£0.00 £1,211.71	

ook in and departure date 1 Coloctoby Cto

(A) Then you will get the total calculation for the stay on the right side as marked below.

(B) If you are happy with the dates & prices, please click on "**Book Now**" button and proceed. **Note:**

If you want to change the property to another one to check the same dates,

(C) Click on "Change Property" button which is below the "Book Now" button.

October	November	December	January	Details (A)	
S M T W T F S 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	S M T W T F S 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	S M T W T F S 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	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 24 22 23 24 25 26 27 28 29 30 31	Comeragh Start date (<u>change</u>) End date Super Off-peak nights Rate basis Super Off-peak rate Total Rent	21/01/2014 30/01/2014 9 Weekly £748.00 £961.71
February SMTWTFS 1	March SMTWTFS	April SMTWTFS 12345	May SMTWTFS 123	Cleaning Charge Total rent including cleaning charge	£50.00 £1,011.71
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	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	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	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	Security Bond (Refundable within 3 days of vacating) Grand total	£200.00 £1,211.71
	30 31			Method of Payment:	£240 43
June	July	August	September	(25% of rent)	£240,43
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21	SMTWTFS 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 1617 18 19 20	 b) Final balance to pay (Sum of 75% of rent, cleaning charge, security deposit) 	£971.29
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27	Amount paid	£0.00
29 30	27 28 29 30 31	24 25 26 27 28 29 30 31	28 29 30	Amount owed	£1,211.71

Step 07:

Then you will be taken into the below Form which you need to **fill** with your personal details and booking details.

Important:

- All fields marked with red stars are compulsory .

- Please make sure you provide correct email address, since Holiday Lets London will communicate with you via emails only.

Once you fill the details, you need to scroll down

(A) The Tenancy Agreement section to **tick** the boxes at the end confirming you agree to the Tenancy Agreement.

(B)Then, you need to click on "**Proceed to payment**" button to confirm the booking.

Booking Centre	Property Finder All Available Properties
Returning customer? Username: Pa	Issword: Login Forgotten password
Step 2. Complete booking details	
Enter details	Booking details
Title	Number of adults
First name *	Number of children
Last name *	Ages of children
Email *	Your address
Username *	Building/Flat
Password *	Street *
Repeat password *	Town *
Contact numbers	County
Provide at least one contact number using the form below. Please prefix all numbers with your international dialing code. For example: 33 for France, 44 for UK.	Post code/Zipcode *
Mobile number	
Home number	How did you get to know us?
Work number	If other please give
Other number	details
Identification	
Nationality*	
Passport Number	
If you are using a different form of ID please enter the ID numb	er.
ID Number	
Please scroll to the end of our Booking Terms and Condition	ns and Privacy Policy to find the tick box, before proceeding with your booking.
Privacy F Website Use	rollicy (pat) er Terms (pdf)
I confirm that the purpose of this booking is for a holiday. I a have read and I accept the terms of the Privacy Policy	ccept the terms of the Booking Terms and Conditions (which understood); (which I have read and understood), E
•	F.
(B) Proceed to paym	Change booking
19 I	

Step 08:

If the registration is successful, the system will show a confirmation of the booking as below. You should note down your **Booking Reference** which is marked below.

Step 3. Payment

Rental details		Payment detail	s
Reference	HLL004284	Super Off-peak nights	4
Customer	Mr Holiday Lets London	Rate basis	Daily
Property	Comeragh	Super Off-peak rate	£132.00
Check-in date	16/11/2013	Total Rent	£528.00
Departure date	20/11/2013	Cleaning Charge	£50.00
Number of adults	4	Total rent including	£578.00
Number of children	0	cleaning charge	
Identification		Security Bond	£200.00
Nationality	United Kingdom	(Refundable within 3	
Passport number		days of vacating)	0770.00
Contact		Grand total	£778.00
Email		Method of Payment:	
Mobile number	0220 440 0252	a) Holding deposit (25% of rent)	£132.00
Work number	0550 119 0255	b) Final balance to pay	£646.00
		(Sum of 75% of rent, cleaning charge, security deposit)	
		Amount paid	£0.00
		Amount owed	£778.00
		Change booking	

Step 09:

As shown below, you will see **two options** at the bottom of the booking confirmation form as:



(A) Pay the Holding Deposit(B) Pay the Holding Deposit + Balance + Security Deposit Amount

There are 02 payment options,

(A) If you have made the booking **more than one month** in advance to your **arrival date**, you can pay the **Holding Deposit** (25% of the rental amount) within **the first 24 hours** and pay the balance (80% of the rental amount + cleaning fee + security deposit) **one month before the arrival date**.

(B) But if you are making the booking **within one month** to the **arrival date**, then you have to pay the total amount. (the rental amount + cleaning fee + security deposit) when making the booking.

Step 10:

There are 02 methods of payments and you can select the easy way for you.

- Pay through PayPal account
- Pay through your Credit card

If you have chosen Pay through Paypal Account

You can log in to your account and make the payment or create a new

Holiday Lets London

Your order summary		Choose a way to pay					
Descriptions	Amount	Pay with my PayPal account	PayPal a				
Property booking - deposit + balanc Item price: £778.00	£778.00	Log in to your account to complete the parchage					
Quantity: 1		Pay with a debit or credit card					
Item total	£778.00	(Optional) Sign up to PayPal to make your next checkout faster					
1	otal £778.00 GBP						

Choose the relevant option and click on the Pay button to complete the purchase

Click Pay to com correct.	plete your purchase. Please review your	information to make sure that it is
[Pay	
i de la companya de la	Pa	vments processed by PayPal

T.

Or if you have selected "**Pay through Credit Card**" you have to enter your Credit / debit card details and click Pay £xxx.xx amount

ils	HLL004284		Payment details Super Off-peak nights	4
	Mr Holida Comerac 16/11/20	stripe	×	Daily 2132.00 2528.00
on	4	Card number:	Expires:	C578.00
	United Ki	Name on card:	Card code:	8778.00
	hashnilu +947785 0330 119	Pay £7	78.00	8132.00 8646.00
			(Sum of 75% of rent, cleaning charge, security deposit)	
			Amount paid Amount owed	£0.00 £778.00

Our tenants have had experienced many difficulties while making credit card payments, which have resulted them in losing their booking. Therefore we suggest you to send in your credit card details to Mr RM Weeraratne (Owner of the business) via an e-mail <info@holidayletslondon.co.uk> to avoid any unfortunate situations.

We guarantee to use this information with utmost care and protection

To pay by Credit Card, please send us the following details

- Credit Card Number: ______
- Expiry Date: ______
- Security Code: ______
- Full Address with Postal/Zip Code : _______

But if you prefer to pay using a Bank Transfer, please refer to the Bank Details below. To pay directly to our Bank Account

When you pay deposits or rent directly to my bank, please use the **last 4 digits** of the Holiday Lets **Booking Reference**

Please note that you must send us the **proof of Bank Payment / Transfer** (scanned and attached) after making the payment / transfer.

If paying from Overseas

Bank Address: Barclays Bank, 75 King Street, London W6 9HY, UK Account Name: RM Weeraratne T/A Holiday Lets London IBAN-Code: GB85 BARC 203593 00537152 SWIFT-Code (BIC): BARCGB22

If paying from the UK

Bank: Barclays Bank (Hammersmith branch) Account Name: RM Weeraratne t/a Holiday Lets London Sort Code: 20-35-93 Account Number: 00537152

Note : We don't have any keys involved in our system. We have automated / electronic doors which can be opened by typing a **Pin Code / Pin Number** and turning the door-knob. We also have locked-key-boxes to which we give you access via Pin Codes.

Once you make the **full payment**, we will send an **email** with all the **Pin Codes** required to open the **door/s or to locate the keys**, the **password** for WiFi etc.

Therefore you can **check-in** anytime **after 4 PM** on your arrival date and **check-out** anytime **before 11.00 AM** on your departure date without having to meet anyone from our company to exchange keys.