

OPTION 01

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

Step 01:

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

Step 02:

You will see the Property Search box in right hand side of the Home page



Booking Centre [Property Finder](#) [All Available Properties](#)

Returning customer? Log in here
Username: Password: [Forgotten password](#)

Select the start date for your visit to see the availability of all our properties for that date

Choose a date

Properties availability from 20 Oct 2013 to 10 Nov 2013

Property	Sleep	Book	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Comeragh	8	book																						
Elsham	4	book																						
Iffley - 1	5	book																						
Iffley - 2	8	book																						
Iffley - 3	8	book																						
Iffley - 4	8	book																						

SEARCH BOX

Find out what properties are available for the dates you require

Start date

End date

Number of people



Property Search Box Close-up

SEARCH BOX

Find out what properties are available for the dates you require

Start date

End date

Number of people

Step 03:

As shown in the example in the below screen shot, enter the period for which you need the property and the number of individuals who need sleeping space. (Any child over 6 should be counted as a separate individual)

The screenshot shows a 'SEARCH BOX' with the following fields and actions:

- Start date:** 12/25/2013
- End date:** (empty)
- Number of people:** (empty)

A calendar for October is displayed below the 'Number of people' field. The date 25 is highlighted. Red arrows labeled (A) and (B) point to the date input fields and the calendar, respectively.

(A) Click the **Start date** box & **End date** text boxes.

(B) A calendar will pop up as shown above, which you can select the dates easily. Use arrow keys to go forward or backward

Step:04

Once both the dates and the number-of-people are filled (Maximum 08 number of people), click on the "**Find Properties**" button which is shown below.

The screenshot shows the 'SEARCH BOX' with the following fields and actions:

- Start date:** 12/25/2013
- End date:** 12/31/2013
- Number of people:** 8

The 'Number of people' field is highlighted with a red box, and a red arrow points to it. Below the fields is a 'Find Properties' button.

Step:05

Then you will be taken to the search results page which shows you the property options available for your requirement with the rates that includes the Rental and the Cleaning Fee.

Apart from that, you will need to pay a Refundable Security **Deposit of £200.00**

Booking Centre

[Property Finder](#)[All Available Properties](#)

Returning customer?
Log in here

Username:

Password:

[Forgotten password](#)

Find out what properties are available for the dates you require

Start date

End date

Number of people

Select one of the options below and click 'Make Booking'.

If you wish to see the availability of all other properties please click 'All Available Properties' or scroll up to view individual properties.

King St - 1 (Sleeps up to 4)	30/11/2013 - 15/12/2013 (15 nights)		
Total Rent (all inclusive)		£1,226.43	<input type="radio"/>
King St 1 & 2 (Sleeps up to 8)	30/11/2013 - 15/12/2013 (15 nights)		
Total Rent (all inclusive)		£1,276.43	<input type="radio"/>
Sinclair Gd (Sleeps up to 4)	30/11/2013 - 15/12/2013 (15 nights)		
Total Rent (all inclusive)		£1,226.43	<input type="radio"/>
King St - 2 (Sleeps up to 8)	30/11/2013 - 15/12/2013 (15 nights)		
Total Rent (all inclusive)		£1,276.43	<input type="radio"/>

Step 06:

If you are happy with one of the search results provided,

(A) Please select that option by clicking on the circle which is on the right side of the related option

(B) Then click "**Make Booking**" and proceed.

End date
Number of people

Select one of the options below and click 'Make Booking'.
If you wish to see the availability of all other properties please click 'All Available Properties' or scroll up to view individual properties.

King St - 1 (Sleeps up to 4) Total Rent (all inclusive)	30/11/2013 - 15/12/2013 (15 nights) £1,226.43	<input checked="" type="radio"/>	(A)
King St 1 & 2 (Sleeps up to 8) Total Rent (all inclusive)	30/11/2013 - 15/12/2013 (15 nights) £1,276.43	<input type="radio"/>	
Sinclair Gd (Sleeps up to 4) Total Rent (all inclusive)	30/11/2013 - 15/12/2013 (15 nights) £1,226.43	<input type="radio"/>	
King St - 2 (Sleeps up to 8) Total Rent (all inclusive)	30/11/2013 - 15/12/2013 (15 nights) £1,276.43	<input type="radio"/>	

(B)

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.

Returning customer?
Log in here

Username:

Password:

[Forgotten password](#)

Step 2. Complete booking details

Enter details

Title

First name *

Last name *

Email *

Username *

Password *

Repeat password *

Contact numbers

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.

Mobile number

Home number

Work number

Other number

Identification

Nationality *

Passport Number

If you are using a different form of ID please enter the ID number.

ID Number

Booking details

Number of adults

Number of children

Ages of children

Your address

Building/Flat

Street *

Town *

County

Post code/Zipcode *

Country *

How did you get to know us?

If other, please give details

Please scroll to the end of our [Booking Terms and Conditions](#) and [Privacy Policy](#) to find the tick box, before proceeding with your booking.

[Privacy Policy \(pdf\)](#)
[Website User Terms \(pdf\)](#)

(A)

I confirm that the purpose of this booking is for a holiday. I accept the terms of the Booking Terms and Conditions (which I have read and understood).

I accept the terms of the Privacy Policy (which I have read and understood).

(B)

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 details	
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 cleaning charge	£578.00
Number of children	0		
Identification		Security Bond	£200.00
Nationality	United Kingdom	(Refundable within 3 days of vacating)	
Passport number		Grand total	£778.00
Contact		Method of Payment:	
Email		a) Holding deposit (25% of rent)	£132.00
Mobile number		b) Final balance to pay	£646.00
Home number	0330 119 0253	(Sum of 75% of rent, cleaning charge, security deposit)	
Work number		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:

- **Pay the Holding Deposit**

- **Pay the Holding Deposit + Balance + Security Deposit Amount**

<p>To pay your holding deposit of £132.00 choose one of the payment methods below:</p> <p>(A) Pay by credit card: Pay with Card</p> <p>Pay using PayPal: Buy Now</p>	<p>To pay your holding deposit + balance + Security Bond amount of £778.00 choose one of the payment methods below:</p> <p>(B) Pay by credit card: Pay with Card</p> <p>Pay using PayPal: Buy Now</p>
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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 to pay through **Paypal Account**

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

Holiday Lets London

The screenshot shows a checkout page for 'Holiday Lets London'. On the left is a 'Your order summary' table. On the right is a 'Choose a way to pay' section with two options: 'Pay with my PayPal account' (highlighted with a red box) and 'Pay with a debit or credit card'.

Descriptions	Amount
Property booking - deposit + balanc...	£778.00
Item price: £778.00	
Quantity: 1	
Item total	£778.00
Total £778.00 GBP	

Choose a way to pay

- Pay with my PayPal account** 
Log in to your account to complete the purchase
- Pay with a debit or credit card**
(Optional) Sign up to PayPal to make your next checkout faster

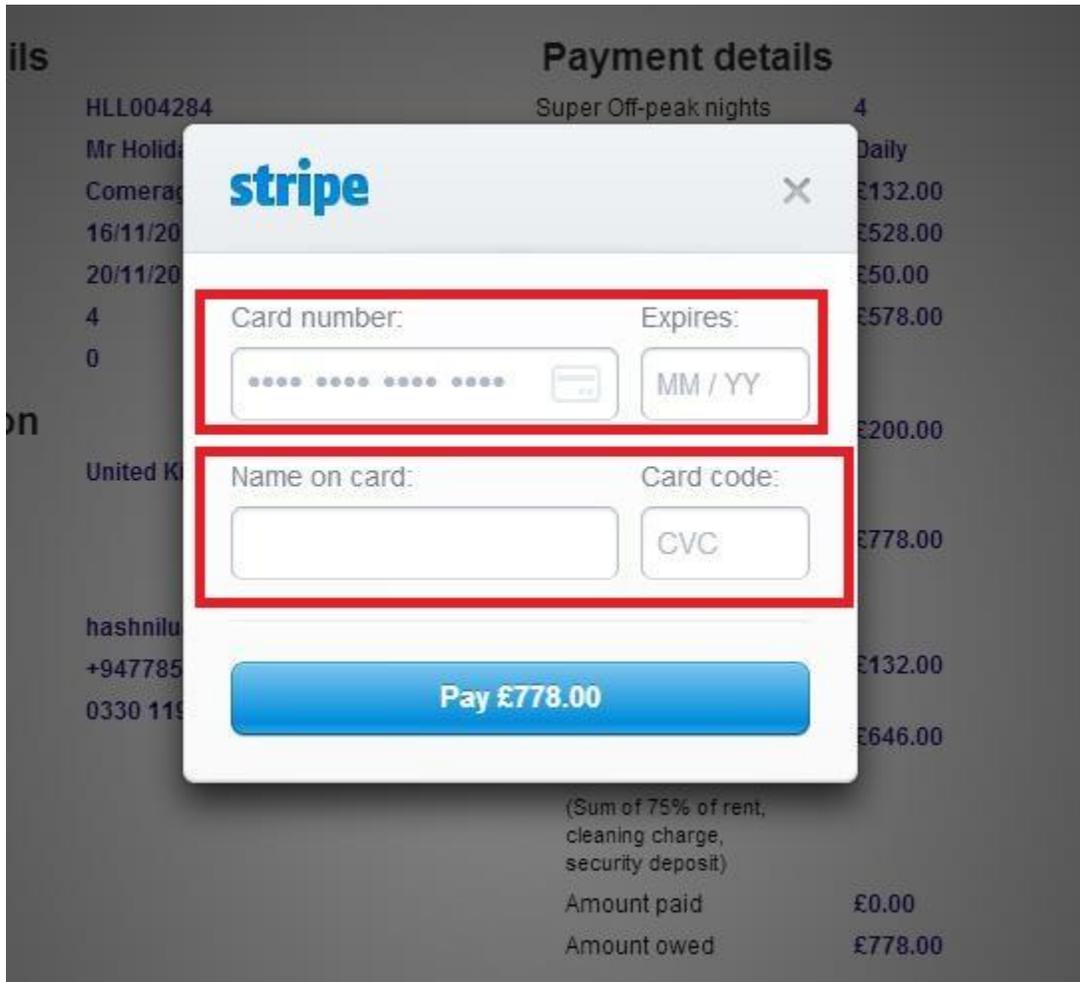
Choose the relevant option and click on the Pay button to complete the purchase

Click **Pay** to complete your purchase. Please review your information to make sure that it is correct.

Pay

Payments processed by 

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



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.