

What You Will Need To Add A Villa

To simplify adding a villa to The Villa People website we have prepared this guide to help you. Here is the information you will need to maximise your adverts potential on our website. By spending a few minutes reading this help sheet you should be able to enter your villa data quickly and easily. You will have your online advert up and running in minutes.

Information you will need:

Description Page:

<i>Villa Title:</i>	Maximum 40 Characters
<i>Villa Description:</i>	300 - 600 words (5 - 10 paragraphs)
<i>Bedroom Configuration:</i>	You will need to know - No. of bedrooms, maximum occupancy, no. of bathrooms, size of beds, number of en-suites
<i>Villa Address:</i>	Including the development or community where it is located. The actual address will not be shown on your live advert.
<i>Virtual Tour Link:</i>	For those who have a link to a virtual tour of their property.
<i>Online Reservations:</i>	Decide if you would like to receive online reservations. You stay in control of the bookings you accept.

Amenities Page:

There is a range of amenities and features which you can select from a tick box menu. Choose those which apply to your villa.

Quotes & Enquiries Page:

<i>Pool Heat per day:</i>	An optional extra charge for those with private pools & spas.
<i>Cot Hire per day:</i>	An option to charge for a cot during a guests stay.
<i>Mid Term Clean:</i>	An optional charge for guests who require a mid term clean.
<i>Food Pack:</i>	An optional charge for a guest food pack / welcome pack.
<i>Refundable Security Bond:</i>	A security bond to cover damage or breakages.
<i>Cleaning Fee:</i>	An optional charge for properties that do not include the cleaning free in the daily rental rate
<i>Long Stay Discount:</i>	Stays over a given number of days receive a percentage discount of the rental rate (not the optional extras rates).
<i>Last Minute Discount:</i>	Arrivals within a given number of days receive a percentage discount of the rental rate (not the optional extras rates).
<i>Stay Length:</i>	Choose the minimum and / or maximum number of days rental
<i>Short Stay Cleaning Charge:</i>	An optional cleaning fee for stays less than a given number of days
<i>Deposits & Payments:</i>	Do you take a fixed value deposit per week or a percentage of the rental costs? Alternatively do you require full balance payment at the time of the booking?
<i>Multi Currencies & Exchange Rates</i>	You select your default currency:£UK, \$US, €Euro. You have the choice to enter an exchange rate for the two remaining currencies. All values entered will be based on your default currency.
<i>Daily Rental Charges:</i>	You will be able to enter your daily rates structure to enable you to provide on-line quotes. Saving you time!

Availability Page:

If you have a list of your existing bookings you can easily add them to the availability calendar. Once your availability calendar is up-to-date and you have entered your daily rental rates and charges you will be able to provide renters with real-time accurate quotes.

Photo Gallery Page:

If you have digital photographs of your property you can upload them directly through the internet. We suggest you save your photographs to the computer you will access the internet through. Digital photos need to be in JPEG or JPG format and landscape in orientation. It is quicker to upload photographs which are smaller size. If your photos are larger than 1MB each please try to reduce their size prior to uploading. If you have any difficulties you can always send or email them to us and we will upload them for you. Alternatively, for those who do not have digital photos, send us your printed photos and we will scan them and place them in your advert for you.