

# Management Plan For Unit 13, 2 Coral Street, Scarborough

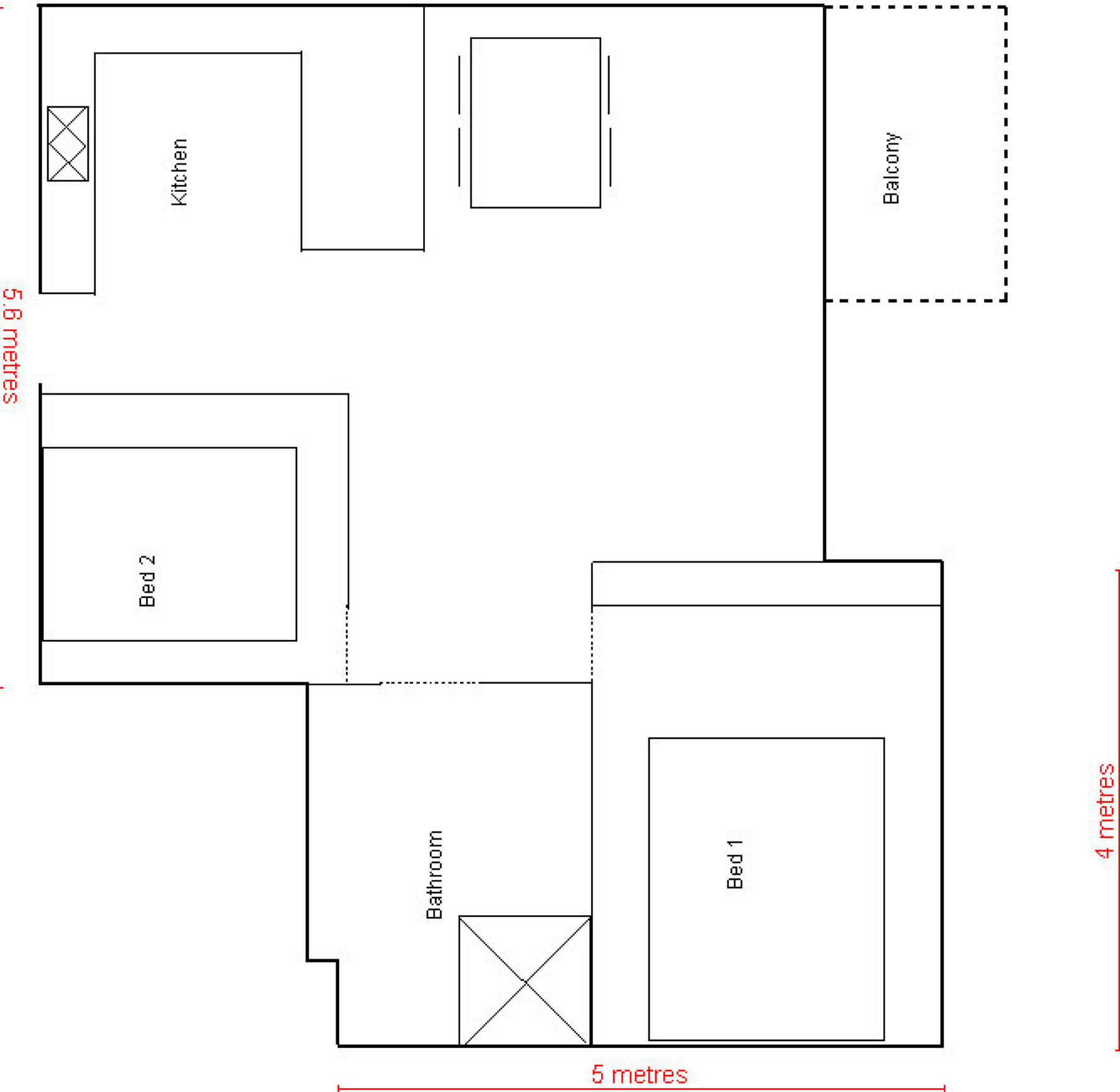
## Short Term Accommodation

Floor Plan 1:50

Owner: [REDACTED]

Manager: Nicole Laura Kohler

March 2026



City of Stirling  
14 Apr 2026  
RECEIVED

**Management Plan  
For Unit 13, 2 Coral Street, Scarborough**

**Short Term Accommodation**

Owner: [REDACTED]  
Manager: Nicole Laura Kohler

March 2026

**Property Address** Unit 13, 2 Coral Street Scarborough 6019

**Number of Bedrooms** Two (2) bedrooms

**Max Number of Guests** Four (4) guests

**Number of Bathrooms** One (1) with a Shower

**Car Parking** There is one car space located on the common parking area

**Outdoor Use** No use of outdoor areas between 10pm and 7am

**Visitors** Consent from management is required for visitors. No overnight visitors allowed

**Pets** No pets permitted at the property

**Parties & Gatherings** No parties or gatherings permitted

**Music & Noise** No loud music, movies etc. to be heard outside the property between 10pm to 7am

**Smoking** No smoking or vaping permitted at the property or on the premises

## **Booking Requirements**

The minimum stay length for this property is two (2) nights.

This length of stay significantly deters any unwanted one night bookings for parties or gatherings.

A booking cut-off time of 12 noon for staying on the day of booking is also imposed to avoid any last minute or late-night bookings.

## **Guest screening procedures**

When a guest requests or books a stay at this property, they are required to provide the information listed below through the booking platform:

- Verified identity
- Government ID (such as driver's licence or passport)
- Profile photo
- Confirmed payment
- Contact details including full name(s) & phone number
- Acceptance of House Rules
- Previous written recommendations from other hosts (reviews)
- For those with previous bookings, their overall star rating (such as observance of house rules,

cleanliness & communication)

- Total number of guests & home location
- Their reason for visiting and booking this property.

Nicole reviews the information above as part of my screening process, which includes a 'pre-booking questionnaire', for accepting guests. She can then further screen a potential guest by cross referencing linked social media accounts, obtaining names of all guests covered by the booking and confirming that government issued ID have been submitted for a successful booking confirmation.

If for any reason Nicole is not fully satisfied that the guest is a good fit for our property she has a right to refuse, accept or cancel the reservation.

Once a booking is confirmed the guests receive a 'Booking Confirmation' message reiterating the House Rules and our expectations of considerate guests.

The set of House Rules are displayed both on the online listing and in the property. The House Manual also includes recommendations on Cafes/Restaurants to visit locally, where to shop, what to see and do in the area.

### **Check-in and check-out procedures**

Check-in is from 3:00pm, flexible thereafter.

Nicole provides my guests with a self check-in facility as most guests prefer flexibility with their arrival time.

Nicole provide a detailed, easy to follow, step-by-step check in guide and everything they need to know for their arrival two days prior.

The guide contains photos of the building, location of keys, correct car parking space, entry doors and keys.

This allows them to be able to check-in with ease quickly and quietly.

Nicole does also provide a "meet and greet-check in" if guests wish to be welcomed by her.

A key lock box is installed at the Unit and the code will be always changed after the check-out to ensure the guests' safety. Check-out is by 10 am or earlier dependent on their departure travel plans.

### **Guest House Manual**

This lists the property manager's contact details, emergency contact details, house rules, parking rules, bin collection days, public transport, nearby amenities, sights, and attractions in the area and more.

Guests will also always have access to the booking platform during their stay and are required to communicate with their property managers on this platform so all details pertaining to their booking are

documented. The booking platform also provides guests with the hosts contact details.

### **Procedure for Managing Complaints**

Nicole is contactable 24/7. All contact details are provided to guests upon confirmation of booking and are also advertised in the property for easy access.

Nicole is also more than happy to provide these contact details to nearby neighbours for her to be even more effective in managing the property.

Before any booking, potential guests must agree to read the House Rules and the Code of Conduct.

The house rules are listed in our online listing, which the guest(s) must confirm they have read and agree to before booking.

The house rules thoroughly address matters related to the property, the surrounding area, and the amenities. Special emphasis is placed on noise and parking policies.

If guests fail to adhere to my house rules, they will be at risk of having their booking cancelled immediately. I, police, security, rangers, or other engaged professionals may attend in person to have the guest/s removed.

If I receive any complaints about guests, they will be dealt with immediately upon receipt of the complaint. I will contact the guests informing them of the situation and any breach of house rules and based on severity of the breach the reservation may be terminated.

Guests and visitors must not create noise which is offensive or excessive to occupants of neighbouring properties at any time during the stay and especially between 10:00pm and 7:00am.

Offensive and excessive noise is prohibited and may result in termination of permission to occupy the property, eviction, and extra charges for damage, security, and other expenses, which may be deducted under the terms and conditions.

Guests and visitors must not engage in any anti-social behaviour and must minimise their impact upon the residential amenity of neighbours and local community.

No exterior amplified noise is permitted.

No interior amplified music will be permitted between the hours of 10:00pm to 7:00am.

Guests/Visitors are not permitted to use the outdoor areas after the hours of 10:00pm and before 7:00am.

Visitors are not permitted at the property between the hours of 10:00pm and 7:00am.

Any substantiated complaint associated with noise will result in the guests being evicted from the premises.

Any complainant will be kept informed throughout the process

and will be encouraged to provide evidence to support the cause of us taking swift action. From receipt of a complaint, it is extremely rare for an issue to extend beyond just a few minutes, and I aim to resolve all issues within 30 minutes – 1 hour total.

### **Use and maintenance**

The Unit is well looked after and was newly renovated. I will maintain the property at a level that is consistent with visitors' expectations. Between visits, the Unit will receive thorough cleaning in all areas. I will always be close by and will keep an eye out on anything which needs to be done to ensure a high standard for guests.

### **Safety**

The property is fully compliant with the Government of Western Australia STRA requirements for RCD's and Smoke Alarms.

- Three RCDs professionally installed and regularly tested.
- Smoke Alarms comply with standards and regularly tested.

A Fire Blanket, a Fire Extinguisher and a first aid kit are provided.

All works are carried out by licensed and insured tradespeople.

In the Guest Handbook, guests are provided with the contact details for the local police station, hospitals & fire station and that the emergency contact number is '000'.

### **Hygiene, comfort and waste management**

The linen and towels are removed following each check-out clean and washed in hot water above 60 degrees Celsius to kill all bacteria and germs. Hotel grade linen is used.

A washing machine/dryer and a clothes line are provided for guest convenience to use during their stay.

It is also encouraged for guests to report any issues to the host immediately so that a swift resolution can be reached.

Guests are notified and reminded to place all rubbish and recycling in the allocated bins at the common area. The housekeeping team are also asked to attend and assist with rubbish disposal at checkout and if the property is vacant. Any excess rubbish must not be left in sight of a public area and is removed by housekeeping.

### **Security**

Our Key Lock Box Code is changed after every Check-out to insure Guests' Safety.

### **Car parking**

The Property has one dedicated parking space which is located on the common parking area.

Guests and their visitors will park on one of many visitors bay in the common parking area. Those parking spots are on-site.

#### 4. House Rules

The following House Rules will be displayed at the property & listing:

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##### 1: No Parties or Events

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Strictly no parties or events allowed. Infringement of this rule will result in eviction without refund

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##### 2: No Smoking Allowed

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Smoking on the property is prohibited and will result in an additional charge of \$300 for the property to be deodorised

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##### 3: No illegal Substances

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We strictly do not allow storing or consuming illegal substances in our property. Infringement on this rule will result in eviction without refund.

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##### 4: No Pets Allowed

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No pets allowed (except assistance animals - please let us know if you are bringing one). Violation of this rule will result in an additional fee for cleaning.

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##### 5: Please be mindful of Noise Levels

~~~~~ Quiet hours are between 10pm – 7am seven days a week. Please note that any noise complaint, including outside of the quiet hours, will result in eviction without refund.

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##### 6: Please report damages or left Items

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If there is any damage to the property please inform the host ASAP. We will need to replace damaged items and additional charges may apply.

If you leave any items behind by accident, I am happy to post them back to you. A fee of \$30 + the postage cost will apply.

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7: No unregistered guests allowed

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No unauthorised guests. Our home is prepared to accommodate ONLY the guests on the reservation. Each additional unauthorised guest will accrue a \$100 fine per person/per night and your booking may be cancelled immediately without refund.

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8: Please treat the property with love

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Take care of the property and avoid making a mess within the premises. Leaving dishes unwashed or having food items out in the open tend to attract pests and insects that may require pest control.

We ask you to try and return the property to how you first entered. The cleaning fee includes the time taken to clean the house and launder the linen

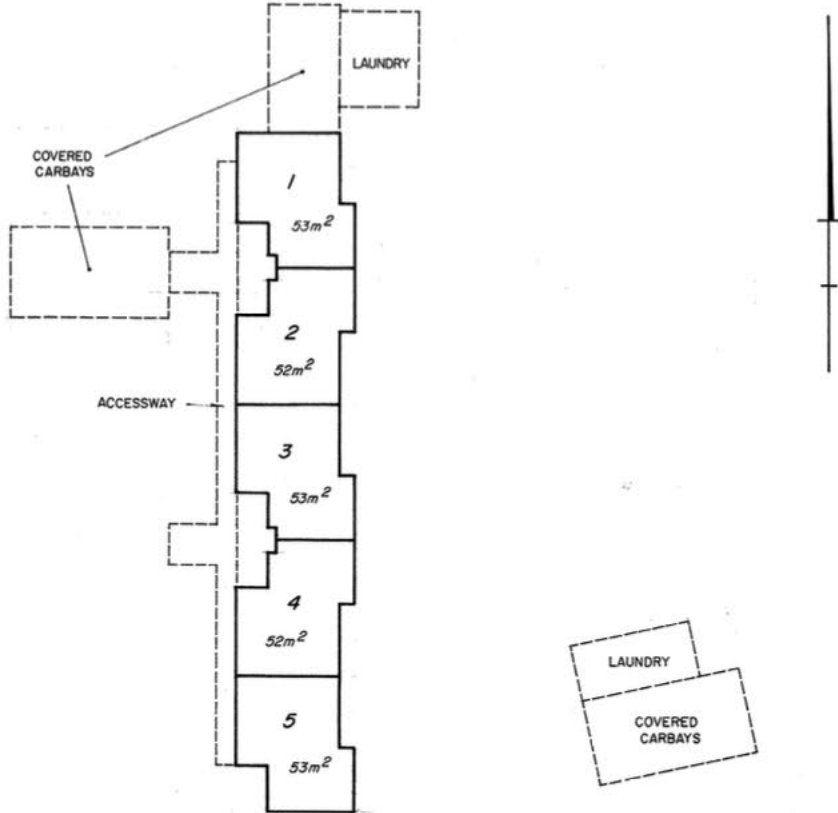
and towels provided to you without any extra mess. Any extra time spent cleaning or dealing with excessive laundry as a result of your stay will be charged to you.

C.A. 4

SHEET No. 1 OF 3 SHEETS

STRATA PLAN No. 7766

GROUND FLOOR



SCALE 1:300

BROWN McALLISTER PTY. LTD.,  
LICENSED SURVEYORS.

APPROVED

FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966 AS AMENDED

TOWN PLANNING BOARD

DATE 20 JAN 1980

CHAIRMAN

LOCAL AUTHORITY CITY OF STIRLING

DATE 21/1/80

SHIRE TOWN CLERK

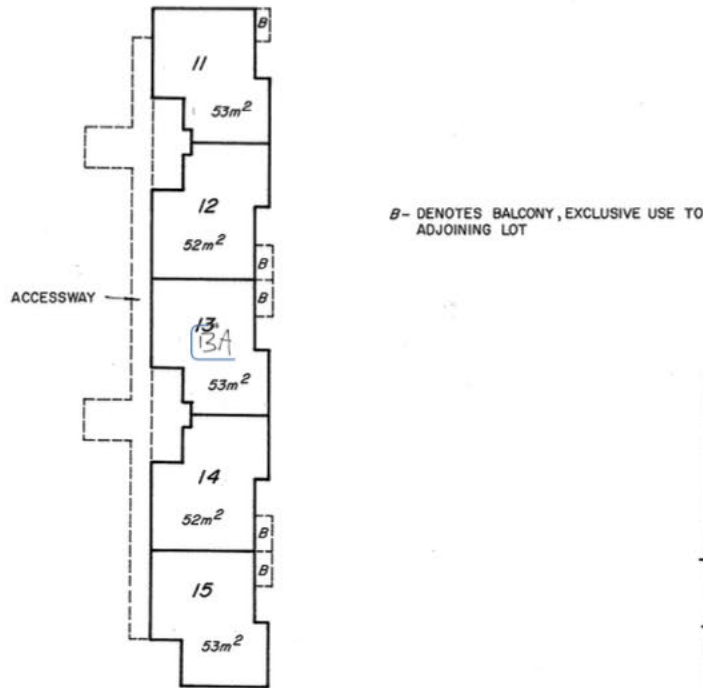
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C.A. 4

SHEET No. 3 OF 3 SHEETS

STRATA PLAN No. 7766

SECOND FLOOR



SCALE 1:300

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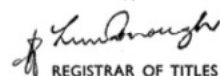
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| TOWN PLANNING BOARD<br><i>David Carr</i><br>DATE 29 JAN 1980<br>CHAIRMAN | LOCAL AUTHORITY CITY OF STIRLING<br><i>W. Sargent</i><br>DATE 21/1/80<br>SHIRE TOWN CLERK |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

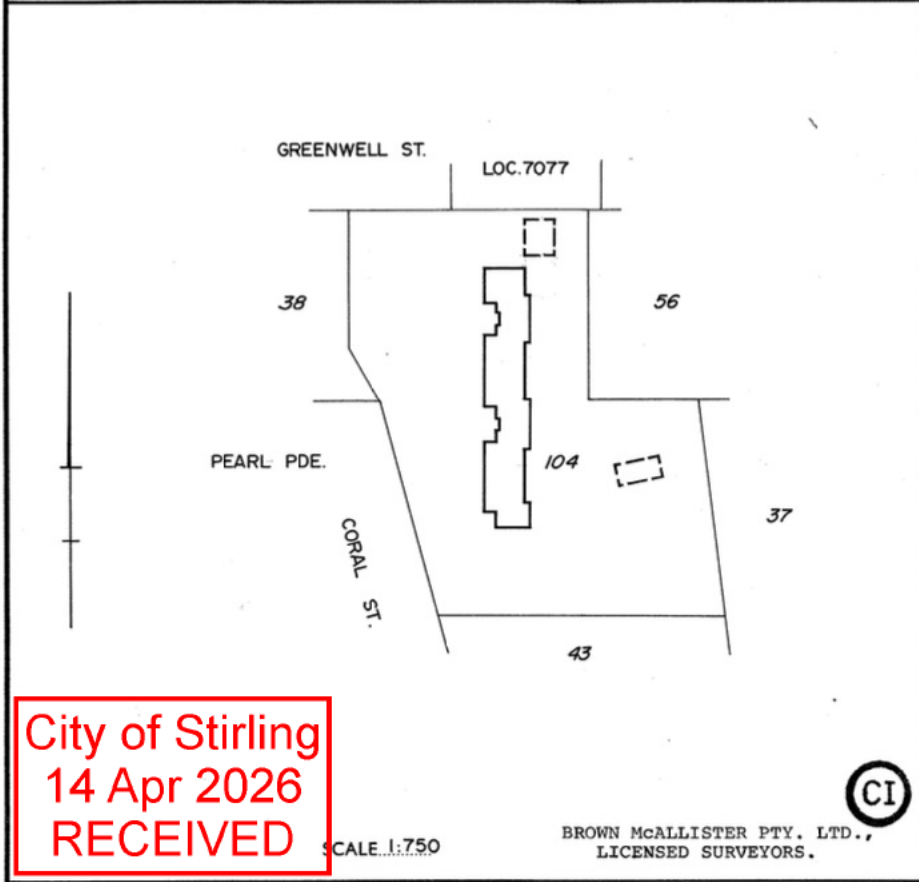
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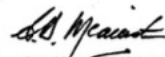

FORM I

STRATA PLAN 7766

Ca. I

|                                                                                                   |                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PARCEL OF LAND <u>PORTION OF SWAN LOCATION 1186</u><br>AND BEING <u>LOT 104 ON DIAGRAM 35999.</u> |                                                                                                            |
| CERTIFICATE OF TITLE: <u>1537/496.</u>                                                            |                                                                                                                                                                                             |
| LOCAL AUTHORITY <u>CITY OF STIRLING.</u>                                                          | LODGED <u>31.1.80</u>                                                                                                                                                                       |
| LOCALITY <u>SCARBOROUGH</u> INDEX PLAN <u>PERTH 2000</u>                                          | EXAMINED <u>28.4.2.80</u>                                                                                                                                                                   |
| NAME OF BUILDING <u>LORAL COURT.</u>                                                              | REGISTERED <u>13.2.80</u> App. B863354                                                                                                                                                      |
| ADDRESS FOR SERVING OF <u>2-4 CORAL STREET, SCARBOROUGH</u><br>NOTICES ON COMPANY <u>6019</u>     | <br> REGISTRAR OF TITLES |



| SCHEDULE OF UNIT ENTITLEMENT |                  | OFFICE USE ONLY      |           | SURVEYOR'S CERTIFICATE                                                                                                                                                                                                                                                                                                                                     |
|------------------------------|------------------|----------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LOT No.                      | UNIT ENTITLEMENT | CURRENT Ct. of TITLE | VOL. FOL. |                                                                                                                                                                                                                                                                                                                                                            |
|                              | SEE ANNEXURE 'A' |                      |           | I hereby certify that the building shown on the plan is within the external surface boundaries of the parcel and where eaves or guttering project beyond those boundaries, that a registered easement has been granted as an appurtenance of the parcel or, where the projection is over a road that the Local Authority has consented thereto. <i>and</i> |
|                              |                  |                      |           |                                                                                                                                                                                                                                                                                                                                                            |
|                              |                  |                      |           | DATE <u>18 July 1979</u>  LICENSED SURVEYOR.                                                                                                                                                                                                                           |
|                              |                  |                      |           | APPROVED BY THE TOWN PLANNING BOARD FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966                                                                                                                                                                                                                                                                   |
|                              |                  |                      |           | DATE <u>29 JAN 1980</u>  CHAIRMAN.                                                                                                                                                                                                                                     |
| AGGREGATE                    |                  |                      |           |                                                                                                                                                                                                                                                                                                                                                            |

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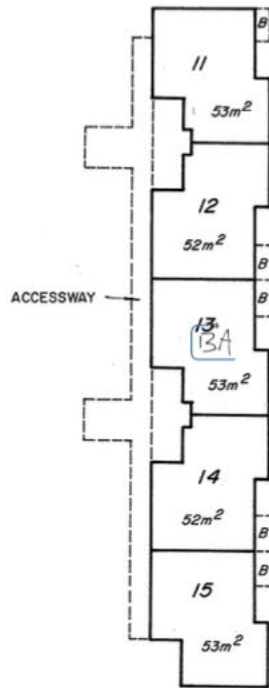
SHEET No. 3 OF 3 SHEETS

STRATA PLAN No. 7766

SECOND FLOOR

C.A. 4

City of Stirling  
14 Apr 2026  
RECEIVED



B - DENOTES BALCONY, EXCLUSIVE USE TO ADJOINING LOT

SCALE 1:300

BROWN McALLISTER PTY. LTD.,  
LICENSED SURVEYORS.

APPROVED

FOR THE PURPOSES OF THE STRATA TITLES ACT 39 OF 1966 AS AMENDED

|                     |                                  |
|---------------------|----------------------------------|
| TOWN PLANNING BOARD | LOCAL AUTHORITY CITY OF STIRLING |
| <i>David Carr</i>   | <i>W. Sargent</i>                |
| DATE 29 JAN 1980    | DATE 21/1/80                     |
| CHAIRMAN            | SHIRE TOWN CLERK                 |

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