

**RENTALS UNITED**  
MORE BOOKINGS. LESS WORK.

# MASTERS OF DISTRIBUTION HOW TO ADVERTISE ON



## WHO ARE THEY?

One of the original European vacation rental brands. ApartmentsApart have office in 5 locations, Warsaw, Krakow, London, Prague and London. They are better known for being a property manager but they also take inventory from other property managers and owners.

## WHERE ARE THEY STRONG?

Their strongest market is Europe and the English market makes the most bookings.

## WHAT INFORMATION DO WE SEND TO THEM?



Rentals United sends ApartmentsApart

- Rates
- Availability
- Static content such as photos and descriptions

Changes either from your PMS or your own platform if we are connected via API are updated automatically in ApartmentsApart. If you update Rentals United manually, changes in our platform will be pushed to ApartmentsApart.

**WHAT RATES DO THEY WANT?**



**Net rates**

ApartmentsApart work to daily / seasonal net rates so the rates you list in Rentals United are the rates you will receive for each booking.

They will put their commission (around 15%) on top of the rates you provide.

**HOW IS THEIR BOOKING PROCESS?**



**Direct contact**

Rentals United will send you the booking confirmation. You need to arrange the check-in details directly with the guest.

**WHAT EXTRA FEES CAN BE SENT TO THEM?**



Cleaning fees and security deposit info. Any additional fees need to be added on top of the rental rates.

**HOW ARE THEIR BOOKING MODELS?**



**Instant booking**

ApartmentsApart work on Instant booking. If you can't confirm a booking or you have a booking that you need to cancel, you need to contact them directly and there could be a cancellation fee to pay.

**HOW IS THEIR  
PAYMENT PROCESS?**



**Payment taken by channel**

Channel charges commission and pre-payment if applicable. You need to charge the remaining amount prior or upon arrival.

**CAN YOU UPLOAD YOUR OWN  
CANCELLATION POLICY?**



**Yes**

Yes. ApartmentsApart will take the cancellation policy you listed in your Rentals United account.

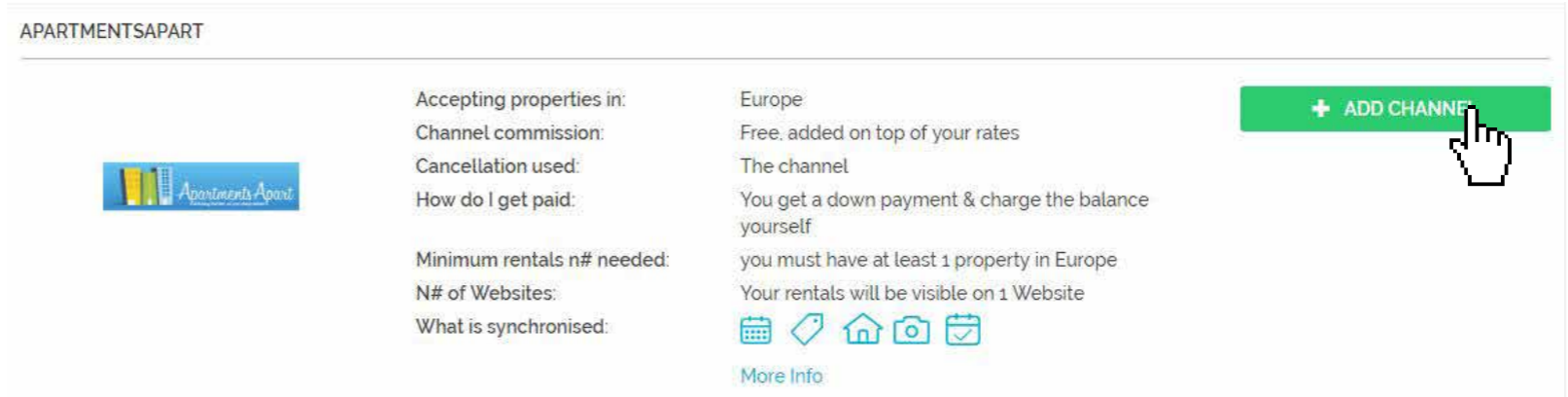
# **STEP BY STEP**







## **HOW TO ADVERTISE ON**



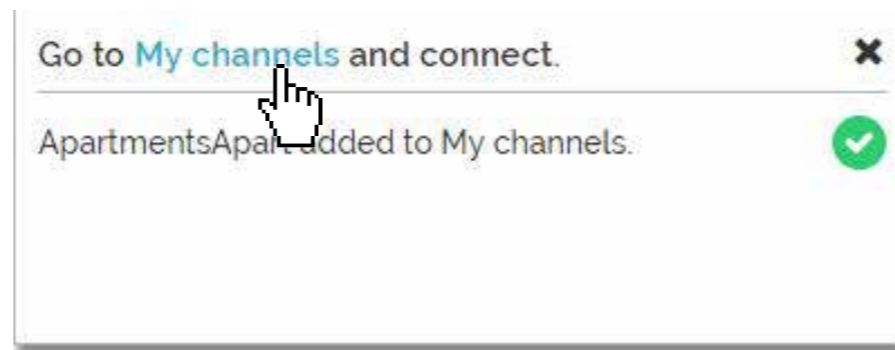
**STEP 1** | Go to “Add channels” on the main menu, search the name of the channel you want to connect to and click on “Add channel”.

APARTMENTSAPART



	Accepting properties in: Channel commission: Cancellation used: How do I get paid:  Minimum rentals n# needed: N# of Websites: What is synchronised:	Europe Free, added on top of your rates The channel You get a down payment & charge the balance yourself you must have at least 1 property in Europe Your rentals will be visible on 1 Website      <a href="#">More Info</a>	<a href="#">+ ADD CHANNEL</a>
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**STEP 2** | Once done this, a box with the added channel will appear on the right. Confirm the addition by clicking on “Add to my channels”.



Go to [My channels](#) and connect. ✕

ApartmentsApart added to My channels. ✓

**STEP 3** | Go to “My channels” on the main menu, find the just added channel and click on “Get connected”.

APARTMENTSAPART  
Not connected

Connection Date: 09/06/2017

N# of Properties Connected: 0 out of 0

N# of Bookings Received: 0

Channel Commission: on top of your rates

Cancellation Used: the channel.

How Do I Get Paid: you get a down payment & charge the balance yourself

Channel Contact: expansion@apartmentsapart.com

**! GET CONNECTED**

PROPERTY SETTINGS

ACCOUNT SETTINGS

**STEP 4** | Go through the checklist and accept the Terms & Conditions of the channel.

**Cancellations** ✓

Channels cancellation policy applies: More than 7 full days prior to arrival: Refund 50% of full amount (less 15%) Less than 7 days prior to arrival: No refund

**Payments** ✓

Channel charges the guest. Channel transfers the full payment to you the day of the client's arrival

**Deactivation** ✓

If you deactivate or delete a property in Rentals United or in your PMS, you will need to email the channel saying you don't want that property to be advertised anymore. There's no penalty for this however overusing the activate/deactivate feature could result in the channel no accepting your property in the future

**Instructions on how to connect**

Download the “Masters of distribution” PDF for full information about this channel

**DOWNLOAD TO CONTINUE**

## STEP 5 | Don't forget to save price settings.

**Step 1**  
MINIMUM PROPERTIES

**Step 2**  
PAYMENT

**Step 3**  
PRICING

Step 4  
HOW IT WORKS

Step 5  
FURTHER INSTRUCTIONS

### Pricing

Commission for Apartments Apart is **0%**. Apartments Apart charges the commission to the guest

You can either:

Keep prices I set up in Rentals United

Change prices for this website

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Channel name" allows you to charge a down payment at the time of booking, enter here how much you will be charging if you require it

**Down payment/ Prepayment**

**Amount of the total booking**

## STEP 6 | After you have connected your properties you will be able to see the connection in “My Channels”, “Property settings”.

**APARTMENTSAPART**  
Connected

	<b>Connection date:</b> 11-01-2016	<input checked="" type="button" value="PROCESS"/>
	<b>N# of properties live:</b> 0 out of 0	<input type="button" value="PROPERTY SETTINGS"/>
	<b>N# of bookings received:</b> 0	<input type="button" value="ACCOUNT SET"/>
	<b>Channel commission:</b> On top of your rates	
	<b>Cancellation used:</b> The channel	
	<b>How do I get paid:</b> The channel pays out the total amount	
	<b>Contact information:</b> name@mail.com	







**STEP 7** | All your properties should say “Connected” in gray on the right side. This doesn’t mean they are live yet, it may take a couple of days before ApartmentsApart publishes your properties.

connect all disconnected properties  2188 Properties | Show [10](#) | [50](#) | [250](#) « < 1 of 219 > »

Name	Location	Currency	PrePayment	Prepayment Amount	Scaling %	Status	Actions
<a href="#">Casa della Mama</a>	Amalfi	EUR	Default prepayme...		- 0% +	Connected	<a href="#">deactivate</a>
<a href="#">Casa Lauro</a>	Amalfi	EUR	Default prepayme...		- 0% +	Connected	<a href="#">deactivate</a>
<a href="#">Casa Letizia</a>	Amalfi	EUR	Default prepayme...		- 0% +	Connected	<a href="#">deactivate</a>

**STEP 8** | Check if your properties are live soon. When they are live, a blue icon with a link to the property will appear on the right.

<a href="#">BM Downtown Dreams 1</a>	Amsterdam	EUR	Default prepayme...		- +1% +	✓	<a href="#">deactivate</a>   <a href="#">link</a> 
<a href="#">BM DownTown Dreams 3</a>	Amsterdam	EUR	Default prepayme...		- +1% +	✓	<a href="#">deactivate</a>   <a href="#">link</a> 
<a href="#">CB LUXURY GROUP HOUS</a>	Amsterdam	EUR	Default prepayme...		- +1% +	✓	<a href="#">deactivate</a>   <a href="#">link</a> 
<a href="#">TOF Arena Deluxe</a>	Zuidoost	EUR	Default prepayme...		- +1% +	✓	<a href="#">deactivate</a>   <a href="#">link</a> 

**STEP 9** | If you want to disconnect properties do it in Rentals United and not in ApartmentsApart.

<a href="#">BM Downtown Dreams 1</a>	Amsterdam	EUR	Default prepayme..		- +1% +	✓	<a href="#">deactivate</a>   <a href="#">link</a>   <a href="#">link</a>
<a href="#">BM DownTown Dreams 3</a>	Amsterdam	EUR	Default prepayme..		- +1% +	✓	<a href="#">deactivate</a>   <a href="#">link</a>   <a href="#">link</a>
<a href="#">CB LUXURY GROUP HOUS.</a>	Amsterdam	EUR	Default prepayme..		- +1% +	✓	<a href="#">deactivate</a>   <a href="#">link</a>   <a href="#">link</a>
<a href="#">TOF Arena Deluxe</a>	Zuidoost	EUR	Default prepayme..		- +1% +	✓	<a href="#">deactivate</a>   <a href="#">link</a>   <a href="#">link</a>

## HOW IS THE CONNECTION PROCESS?

### Connection

You will have to sign an agreement with some channels and/or answer additional questions. Note, that even if you have connected your properties from Rentals United, you will not be live until an agreement has been signed.

Check your spam box for emails from the channel. Also, make sure you have the correct email for notifications set up in Rentals United, so they can reach you.

Average onboarding time is 1 week. If you haven't heard back from the channel after this week please email them directly at: [expansion@apartmentsapart.com](mailto:expansion@apartmentsapart.com)

Some channels don't accept all locations or type of property.  
**Rentals United can not influence this or the time it takes for the channel to put you live.**