

RENTALS UNITED
MORE BOOKINGS. LESS WORK.

**MASTERS OF
DISTRIBUTION
HOW TO ADVERTISE ON**

vacagent

WHO ARE THEY?

Vacagent is a unique combination of the most effective channel management and property management systems, created to operate specifically within B2B environment.

WHERE ARE THEY STRONG?

They are strong worldwide.

WHAT INFORMATION DO WE SEND TO THEM?



Rentals United sends VacAgent

- Rates
- Availability
- All static content such as amenities, description, photos etc

Changes are updated automatically but needs to be done in your PMS or your own platform if we are connected via API. If you only use Rentals United, changes in our platform will be pushed automatically to the channel.

WHAT RATES DO THEY WANT?



The Channel charges 10% from the rates received via Rentals United and will also place a commission on top of your rates. It is your responsibility to scale up the rates in the Rentals United system.

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: support@vacagent.net

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.

HOW IS THEIR BOOKING PROCESS?

 **Direct contact**

Rentals United will send you a booking confirmation.

After guests have booked, the channel will send a confirmation to the guest and you. You will have to arrange the check-in details directly with the guest.

After departure the channel sends out a review request to the guest.

HOW ARE THEIR BOOKING MODELS?

 **Instant confirmation**

VacAgent works on Instant booking. All bookings must be accepted. If you can't accept a booking you must relocate the guest to an equal or greater accommodation and pay for all extra costs.

HOW IS THEIR PAYMENT PROCESS?

 **Payment taken by channel**

Payments are taken by VacAgent. Vacagent transfers the payment to you via bank transger or paypal

CAN YOU UPLOAD YOUR OWN CANCELLATION POLICY?

 **Yes**

Your cancellation will be used which you saved in Rentals United.

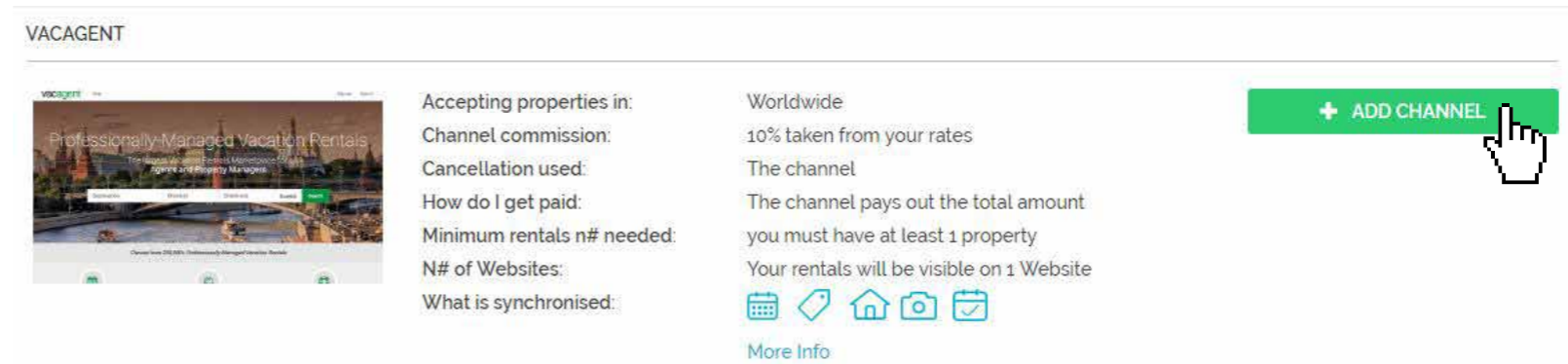
REMEMBER! All bookings MUST be accepted.


STEP BY STEP
HOW TO ADVERTISE ON

vacagent

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”.


VACAGENT




Accepting properties in: Worldwide
Channel commission: 10% taken from your rates
Cancellation used: The channel
How do I get paid: The channel pays out the total amount
Minimum rentals n# needed: you must have at least 1 property
N# of Websites: Your rentals will be visible on 1 Website
What is synchronised: 
[More Info](#)

+ ADD CHANNEL

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. 

VacAgent added to My channels. 

STEP 3 | Go to “My channels” on the main menu, click on “Get connected” to read VacAgent’s Terms & Conditions.

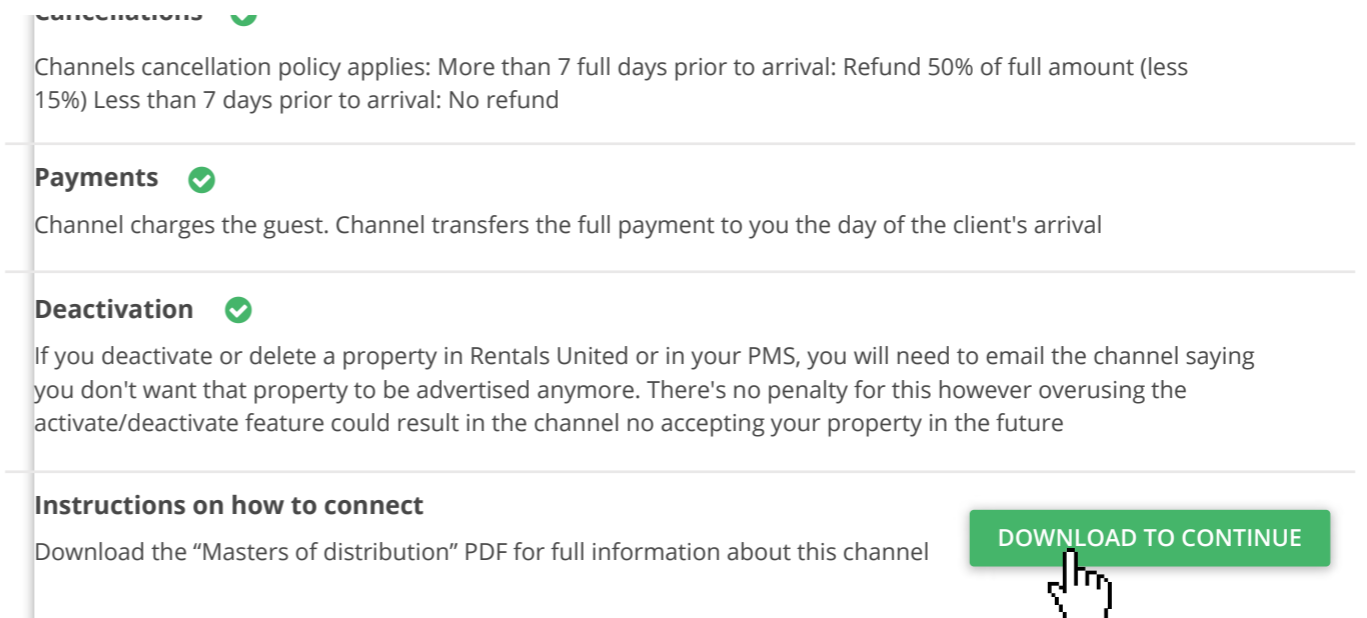


The screenshot shows the VacAgent interface. At the top left, there is a status indicator 'VACAGENT Not connected'. The main content area is divided into three sections: a logo for 'vacagent', a table of connection details, and a sidebar with action buttons. The table lists the following information:

Connection Date:	27/03/2017
N# of Properties Connected:	0 out of 0
N# of Bookings Received:	0
Channel Commission:	10% taken from your rates
Cancellation Used:	the channel
How Do I Get Paid:	The channel pays out the total amount
Channel Contact:	biz@vacagent.net

On the right side, there are three buttons: a red 'GET CONNECTED' button with an exclamation mark icon, a grey 'PROPERTY SETTINGS' button with a house icon, and a grey 'ACCOUNT SETTINGS' button with a gear icon. A hand cursor is pointing at the 'GET CONNECTED' button.

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



The screenshot shows a checklist with three items, each marked with a green checkmark:

- 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

Below the checklist, there is a section titled 'Instructions on how to connect' with the text: 'Download the "Masters of distribution" PDF for full information about this channel'. To the right of this text is a green button labeled 'DOWNLOAD TO CONTINUE' with a hand cursor pointing at it.

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

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".

✓ VACAGENT
Connected ^ x

vacagent

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




connect all disconnected properties **APPLY** 2188 Properties | Show 10 | 50 | 250 << < 1 of 219 > >>

Name	Location	Currency	PrePayment	Prepayment Amount	Scaling %	Status	Actions
Casa della Mama	Amalfi	EUR	Default prepayme...		- 0% +	✓	Connected deactivate
Casa Lauro	Amalfi	EUR	Default prepayme...		- 0% +	✓	Connected deactivate
Casa Letizia	Amalfi	EUR	Default prepayme...		- 0% +	✓	Connected deactivate

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.

BM Downtown Dreams 1	Amsterdam	EUR	Default prepayme...		- +1% +	✓	deactivate link
BM DownTown Dreams 3	Amsterdam	EUR	Default prepayme...		- +1% +	✓	deactivate link
CB LUXURY GROUP HOUS	Amsterdam	EUR	Default prepayme...		- +1% +	✓	deactivate link
TOF Arena Deluxe	Zuidoost	EUR	Default prepayme...		- +1% +	✓	deactivate link

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

BM Downtown Dreams 1	Amsterdam	EUR	Default prepayme..		- +1% +	✓	deactivate link 
BM DownTown Dreams 3	Amsterdam	EUR	Default prepayme..		- +1% +	✓	deactivate link 
CB LUXURY GROUP HOUS.	Amsterdam	EUR	Default prepayme..		- +1% +	✓	deactivate link 
TOF Arena Deluxe	Zuidoost	EUR	Default prepayme..		- +1% +	✓	deactivate link 