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Instant Book

Hey <NAME OF GUEST>!

Thanks for booking with us! I'll be sure to send over your check in instructions a bit closer to the date of your stay, otherwise let me know if you have any questions!

Cheers,

<AGENT NAME>

Check In

Hey <NAME OF GUEST>,

This is < CUSTOMER SUPPORT AGENT NAME > with < COMPANY NAME >. We help manage < HOST NAME > property.

We are looking forward to hosting you as a guest and I just want to welcome you to < CITY > in advance! A few quick things before check-in on <DATE OF RESERVATION eg. MM/DD/YR> , <DAY OF RESERVATION eg. Monday>

1) CHECK IN & CHECK OUT:

Check-in time is 3 PM. We have our place apartment professionally cleaned before each stay and they use the time between guests from 11 AM - 3 PM to get it in ship-shape for your stay.

2) HOW TO ACCESS THE PROPERTY:

The entrance to the apartment is on < STREET NAME >.

*To enter the unit, kindly put in the code ****

*As soon as you go into the unit, to the right by the mirrored wall there are two lockboxes and each with the door has number on it and yours is labeled no. 2.

*The code will be < CODE >.

3) PARKING:

There is a paid lot about 5 minutes away. The address for the parking lot is 9 Bonar Pl, Toronto, Ontario M6H 1B3. The price is about \$15 for 24 hours.

4) WIFI:

Network: < NETWORK NAME >

Password: < PASSWORD >

Please feel free to reach out if you have other questions/concerns at < EMAIL > or call us at < PHONE NUMBER > We'd be happy to answer them!

Cheers,

<AGENT NAME>

Transit

Hey <NAME OF GUEST>,

Your best and fastest way would be to download the Uber app and call an uber over (depending on the time it could be up to 30-40 mins and \$30-45). It's cheaper than a taxi, which is another option.

A more cost efficient way is to take the UP Express train to Union Station from the Airport, and take the streetcar at King St and University Avenue and head east (away from the CN Tower) until you get to King St and Sumach St, and walk about 400 metres from the stop! This would be about 45-50 mins

Cheers,

<AGENT NAME>

Parking

Hey <NAME OF GUEST>,

Your best bet for parking is to park in the lot at < PARKING LOT ADDRESS >.

There's also paid street parking available on Dundas and free street parking on Dundas overnight and on weekends.

Just be super careful with parking on Dundas! Read the signs carefully because if you park in the wrong place at the wrong time you will get ticketed and towed!

Cheers,

<AGENT NAME>

Internet

Hey <NAME OF GUEST>,

Here are the details for getting connected to the internet:

Network: < NETWORK NAME >

Password: < PASSWORD >

Cheers,

<AGENT NAME>

First Night Checking In

Hey <NAME OF GUEST>,

I just wanted to make sure that your first night in < CITY > was up to your expectations. Did you get settled in ok?

If there is anything I can do to make your stay more enjoyable, please don't hesitate to ask!

Cheers,

<AGENT NAME>

Check Out Reminder

Hi <NAME OF GUEST>,

I hope you've enjoyed your stay at our place!

Just a quick reminder that you check-out tomorrow. Check-out time is 11:00AM or earlier.

On your way out please lock the door and put the keys back in the lockbox and set the code to 0000.

Thanks so much for choosing to stay at our place.

Thanks again,

<AGENT NAME>

5-Star Review

Hey <NAME OF GUEST>,

Thanks for staying at our place, I hope you enjoyed it! 5-Star reviews help us out a LOT so if you enjoyed your stay, we'd really appreciate if you could leave a great review!

All the best,

<AGENT NAME>