

Change of Ownership Form

Please provide the following information so we can update our records for your property.

Email this form to supplier@hotelnetwork.com.au

Property Address			
City/Suburb		State:	Postcode:

Outgoing Owner

Outgoing Property Name (seller)	
Outgoing Business or Company Name if different to the property name (seller)	
Outgoing Name of owner & manager	
Outgoing Phone Number of owner & manager <i>(please advise number you can be contacted on after leaving the property)</i>	
Outgoing email owner & manager <i>please advise email address you can be contacted on after leaving the property</i>	
Outgoing ABN (seller)	

Change Date

Date of purchase/transfer of lease	
Payment of bookings - <i>The outgoing owner is to be paid for all bookings up to and including the night of</i>	

Incoming Owner

Incoming Property Name (buyer)	
Incoming Business or Company Name <i>if different to the property name (buyer)</i>	
Incoming ABN (buyer)	
Incoming Owner & Manager Name	
Incoming Owner & Manager Contact	Phone: Email:
Reservations Contact	Phone: Email:
Accounts Contact	Phone: Email:
Rates Submission Email	
Hotel Chain <i>(if applicable)</i>	
Web Address	
Reception Hours	Monday to Friday: Saturday: Sunday:
Check In Time	
Check Out Time	
Please advise your after hours check in procedure:	
Property Star Rating	☐ 3 Star ☐ 3.5 Star ☐ 4 Star ☐ 4.5 Star ☐ 5 Star

Payment Method - Incoming Owner

Option 1 - ☐ EFT Payment

Bank:		Account Name:	
BSB:		Account Number:	

- **EFT payments** are processed **twice** per month.
- Bookings departing between **1 – 15th of the month** – account paid the next business day after the **21st of the month**.
- Bookings departing between **15 – 31st of the month** – account paid the next business day after the **7th of the following month**.

Option 2 - Virtual Credit Card Payment - ☐ AMEX or ☐ Mastercard

Please advise **Merchant Name:**

- We **cannot** accept surcharges or transaction fees to our credit card **Please note that if you choose credit card as the form of payment for your property, you agree to waive the credit card surcharge.**
- Please charge only the total authorised **nett** amount of the booking on **guest departure**.

Cancellation Policy - Incoming Owner

What is your Cancellation Policy ?	☐ Prior to 3pm on Day of Arrival ☐ Prior to 2pm - 24 hours prior to Day of Arrival ☐ Other
If selected " Other " for above question, please advise:	
If amended or cancelled within the penalty period, what charges will apply for bookings of 7 nights or less ?	☐ One nights accommodation charge ☐ Charges for the total accommodation cost ☐ Other:
If amended or cancelled within the penalty period, what charges will apply for bookings of 8 nights or more ?	☐ One nights accommodation charge ☐ Charges for the total accommodation cost ☐ Other:

GDS by The Hotel Network Program - Incoming Owner

Is the property currently connected to our <i>GDS by The Hotel Network Program</i> ?	☐ Yes ☐ No
Will the incoming owner remain on the <i>GDS by The Hotel Network Program</i> ?	☐ Yes ☐ No
Is the new owner interested in our <i>GDS by The Hotel Network Program</i> ? (channel manager connection required and there is a yearly maintenance fee)	☐ Yes ☐ No

Channel Manager Connection

Outgoing Owner			
Is the property currently connected to a Channel Manager			
☐ Yes ☐ No			
If Yes, which one			
☐ channelmanager.com.au	☐ Cloudbeds	☐ GuestPoint - Channex	☐ GuestPoint - STAAH
☐ Levart	☐ NewBook	☐ Preno - STAAH	☐ Resly - STAAH
☐ ResOnline	☐ RMS	☐ Satin - STAAH	☐ SiteMinder - LittleHotelier
☐ STAAH	☐ Update247	☐ Other	

Incoming Owner
Will the incoming owner keep the current connected Channel Manager
☐ Yes ☐ No ☐ N/A
If No, please indicate which Channel Manager the property will change to

☐ channelmanager.com.au	☐ Cloudbeds	☐ GuestPoint - Channex	☐ GuestPoint - STAAH
☐ Levart	☐ NewBook	☐ Preno - STAAH	☐ Resly - STAAH
☐ ResOnline	☐ RMS	☐ Satin - STAAH	☐ SiteMinder - LittleHotelier
☐ STAAH	☐ Update247	☐ Other	

Room Types & Rates

(If the old owners have current Contract Rates)

Will the incoming owner keep the current Contract Rates submitted?

☐ Yes ☐ No ☐ N/A

If **No**, please fill up the table below with your **new Contract Rates**

Rate period: 1st January 2026 – 31st December 2026

Please quote rates inclusive of GST

<u>Room Type Name</u> (Eg. Deluxe)	<u>Corporate</u> Nett Rate (excl. comm) <i>Amount the hotel is paid</i>	<u>Corporate</u> 10% Commissionable Rate	<u>Government</u> Nett Rate (excl. comm) <i>Amount the hotel is paid</i>	<u>Government</u> 10% Commissionable Rate

Signature Required - Outgoing Owner & Incoming Owner

By signing below, you are agreeing that the above information is **correct**, and no further changes are required.

Outgoing Owner (Seller)

Name / Title	
Signature / Date	

Incoming Owner (Buyer)

Name / Title	
Signature / Date	

Please complete and send the form or any questions to supplier@hotelnetwork.com.au

Please allow 7 days for processing.