

Onboarding Process

Flat4Day - Kigo



flat4day



Having Your Properties Online at Flat4Day is Simple!

Connect to
Flat4Day
from Kigo

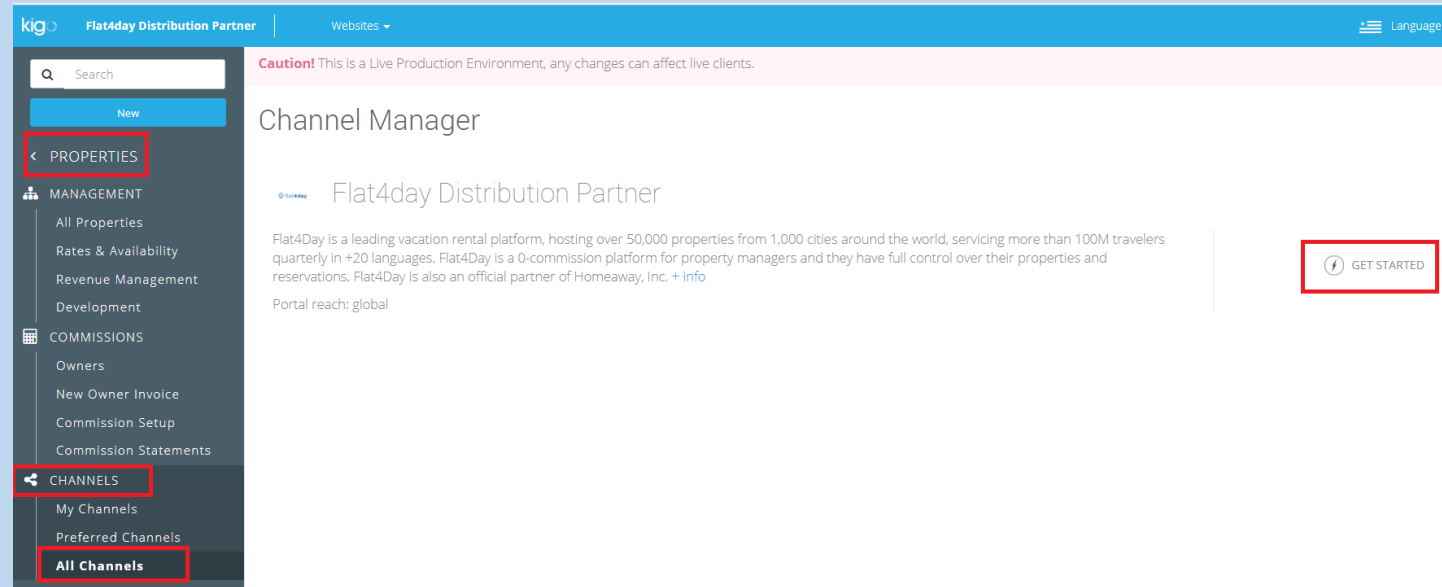
We List
Your
Properties

Receive an
Activation
Email

Start
Receiving
Bookings

Connect to Flat4Day from Kigo

1. Go to “**Properties**” > “**Channels**” > “**All Channels**” in Kigo and send us a connection request by clicking “**GET STARTED**”.
2. Share all the properties that you wish to publish with Flat4Day. We will start receiving all your property information automatically.
3. Send us an email at: account@flat4day.com indicating that you wish to publish your properties from Kigo.



Quality Criteria

Make sure that the properties you share with us meet the following criteria:

- Accept working with “**Instant Booking**”.
- The **name**, **category**, **capacity** (sleeps) and full **address** with the co-ordinates are defined.
- There is a **description**.
- The apartment **unit size** is in m2.
- The number of bathrooms and bedrooms is defined.
- The **prices** for the next 6 months are entered and are accurate (in \$, € or £).
- There are at least 10 photos.
- There is a **minimum stay** defined.
- There is a minimum of 3 choices of **amenities** marked.

The screenshot displays the 'New Property' form in the Flat4day Distribution Partner dashboard. The interface includes a search bar, a 'New' button, and a sidebar menu with categories: PROPERTIES, MANAGEMENT (All Properties, Rates & Availability, Revenue Management, Development), COMMISSIONS (Owners, New Owner Invoice, Commission Setup, Commission Statements), CHANNELS (My Channels, Preferred Channels, All Channels), and SETUP (Booking Settings). The main form is titled 'New Property' and has tabs for 'General', 'Photos', 'Amenities', 'Units', 'Policies', and 'Advanced'. The 'General' tab is active, showing fields for 'Internal Name' (placeholder #XXXXXX), 'Public Headline' (placeholder #XXXXXX, 6 characters), and 'Summary' (placeholder XXXXXX, 7 characters). The 'Description' field is a rich text editor with a toolbar and a placeholder 'xxxxxx'. The 'Details' section on the right includes fields for 'Bedrooms' (1), 'Bathrooms' (1), 'Sleeps' (2), 'Parking Spaces' (2), 'Year Built' (2001), and 'Min Stay' (4).

Please note! We don't accept properties that have the name of the agency in the title nor in the description.

We Add Your Properties

After the connection from Kigo, your property details will be **synchronized automatically** from your Kigo account.

Within **48 hours your properties will be online** and ready to receive bookings from Flat4Day.

Remember: Any change you make on Kigo will automatically be updated on our website too.

The screenshot displays the Flat4Day website interface. At the top, there is a navigation bar with the Flat4Day logo, a search bar for listing IDs, a language selector (UK), a user profile (Rana), and a 'LIST YOUR SPACE' button. The main header features a large image of a modern living room with the text 'Make Yourself At Home'. Below this is a search bar with fields for 'Where are you going?', 'Check In', 'Check Out', 'Person', and a 'SEARCH' button. Three key features are highlighted: 'Easy Search' (Browse through descriptions, host profiles and guest comments to choose your vacation home), 'Secure Payment' (Pay securely. Your payment is under our guarantee until you check-in safely), and 'Travel Like A Local' (Enjoy an affordable, and comfortable holiday home compared to 5 star hotels).

Below the features, there are several destination cards, each with a city name and country:

- Barcelona Rentals
- Amsterdam, Holland
- Moscow, Russia
- St. Petersburg, Russia
- Budapest, Hungary
- Warsaw, Poland
- Barcelona, Spain
- Split, Croatia
- Prague, Czech Republic

At the bottom, there is a call to action: 'Take a Look at Other Popular Destinations'.

Activation Email from Flat4Day

No need to manually upload your properties; we take care of all the work after the automatic integration! Your properties will be live within 48 hours.

Once your properties are live, we will send you an activation email.

Following the steps there, you can select the preferred payment/payout option for your account.

You Have Full Control & Protection

Our system is protective towards the property managers:

- No Listing Fees
- No Reservation Commissions or Service Fees
- Any additional amount (city tax, cleaning fees etc) should directly be paid to you by guest
- Super Strict cancellation policy; you still get paid with cancellations and no-shows!
- Pick your preferred payment method from Flat4Day once your account is set up.

Any Questions?

Get in touch with us and we will be glad to help!

Send us an email at:

account@flat4day.com