



Rental Procedure

The Open Experiences provides a platform to rent properties to Golfers, Caddies, Sponsors, Suppliers, TV Crew and any other party who is either working at or interested in attending The Open Championship (“**The Open**”), with the support and official endorsement from The R&A.

HOW TO REGISTER YOUR PROPERTY

Step 1: Registration & Initial Information

1. Please register your property on our website, <https://property.theopenexperiences.com/register-a-property/>. Please complete the form accurately and truthfully and include as much information as possible, together with clear images (in landscape format) of all available spaces in and out of your property.

Step 2: Our Response

2. In the first instance, if we deem your property suitable for rental, we will contact you to arrange an appointment to view your property.
3. Please note: We charge a £50+VAT registration fee to view and/or list your property. This fee is only invoiced when a viewing slot is offered and accepted and is non-refundable under any circumstances, including if The Open is cancelled or postponed. We also require a signed copy of the Owner Agency Agreement. This must be returned along with proof of payment for the viewing appointment to be confirmed.
4. Please allow a minimum of 30 minutes for the viewing.

Step 3: After the Viewing

5. After completion of the viewing, we will inform you by email if your property is suitable for rental and, if it is, its suggested Rental Fee. Once we receive confirmation that you wish to proceed along with a copy of the Owner Agency Agreement signed by the Owner (please see here: [2025-11-20-The-Open-Experiences-Owner-Agency-Agreement.pdf](#)) your property details will then be uploaded onto our website. Your property will be marked as ‘Coming Soon’ while we verify your documentation and confirm compliance with legal and safety standards. The property will not be marketed or offered to licensees until this process is complete. **Please note that advertising your property on our platform does not guarantee rental.**
6. You will be given a reference number, please use this in all communications with us.
7. As soon as we receive interest in your property we will notify you by email and/or phone.

Step 4: Agreement and Payment Terms

8. Whilst the exact letting period will be agreed at the time of booking, the property should be made available from midday on the Saturday before The Open begins, to midday on the Tuesday after the close of The Open for a minimum period of 11 days (Saturday 11 July – Tuesday 21 July 2026).
9. Confirmation of an agreed rental will be e-mailed to the landlord (“**Owner**”) along with this Rental Procedure document. Whilst we are more than happy to work with management companies, we do require the legal owner to sign any relevant agreements.
10. You will find the details regarding payment in the Owner Agency Agreement.
11. Whilst the exact payment terms are at the discretion of the Owner, we suggest upon confirmation of a booking and to secure the property, a 25% deposit (of the agreed Rental Fee) is payable by the licensee. We also suggest the agreed Rental Fee must be paid by the licensee in full 60 days before the start of their stay. We will ensure a payment of 25% of the rental fee minus agency commission plus VAT, to the Owner’s account no later than 30 days before the start of The Open. If the booking is confirmed less than 30 days before the start of The Open, payment will be made to an Owner account once the licensee’s final payment has cleared in our account.

MINIMUM REQUIREMENTS: WHAT YOU NEED TO DO BEFORE YOUR PROPERTY CAN BE MARKETED

You **MUST** provide us with:

Property Registration and Documentation

- Ensure your property is registered with the appropriate local council, Tourist Board, or other relevant authority (where required).
- Provide the Agent with:
 - Proof of registration or evidence that all relevant authority requirements have been met, or
 - If no registration is required, you must provide written confirmation from the relevant authority stating this, proof of ownership, and, if the property is leasehold, evidence that the landowner has agreed to the rental.
- If applicable, obtain any necessary consents from your mortgage provider prior to letting the property.
- Submit all documentation as part of the onboarding and due diligence process.
- If the property is jointly owned, both parties must agree and sign all relevant documentation prior to letting out the property.

Gas Safety Certificate

- Provide a copy of a valid Gas Safety Certificate (completed by a Gas Safe-registered engineer).
- The certificate must be valid for the entire rental period.
- If it is due to expire before or during the rental period, ensure an up-to-date certificate is provided ahead of time.
- Failure to comply may delay full payment of the Rental Fee.

Oil Fired Boiler

- There is no legal requirement for a landlord safety certificate for oil-fired equipment.
- However, oil-fired appliances must be serviced regularly in line with manufacturer's instructions (BS 5410: Part 1).
- We recommend an annual safety check and boiler service by an OFTEC Registered Engineer.

Electrical Installation Condition Report (EICR)

- Provide a copy of a valid EICR, valid for the entire rental period.
- If it is due to expire before or during the rental period, ensure an up-to-date certificate is provided ahead of time.
- Ensure Residual Current Devices (RCDs) are installed on all required circuits as stipulated in the EICR report. If your property has an old-style fuse board, you will likely need to upgrade to a modern consumer unit with RCD protection to meet EICR requirements.
- Helpful website: <https://www.gov.uk/private-renting/your-landlords-safety-responsibilities>.
- Failure to comply may delay full payment of the Rental Fee.

Portable Appliance Test (PAT)

- If you provide portable electrical appliances in your property, we strongly recommend PAT testing these items.
- PAT testing may be compulsory in some areas. It is your responsibility to check with your local council regarding their requirements.
- PAT testing helps ensure all appliances are safe for use by licensees.
- We recommend arranging a PAT test at least every 5 years.
- PAT testing is low cost per appliance, but if a visit is required for only a few items, consider scheduling it alongside other electrical works to reduce costs.
- For more information, visit: [HSE Portable Appliance Testing FAQ](#)

Energy Performance Certificate (EPC)

- If applicable, provide a copy of a valid EPC rated E or above (see FAQ document for more information).

- It is the Property Owner's responsibility to determine if an EPC is legally required under UK regulations (e.g., if listed on another platform or rented out for 4+ months in a year).
- Failure to comply may result in removal from the platform and/or reporting to authorities.

Fire Safety Laws

- Confirm that your property complies with all applicable fire safety regulations, including the Regulatory Reform (Fire Safety) Order 2005.
- If your property is a House in Multiple Occupation (HMO), ensure all required fire safety measures are in place, including but not limited to smoke and heat detectors, fire blankets, and safe escape routes.
- Provide a clear emergency plan, including evacuation procedures and emergency contact information.
- If your property has a wood burner, open fire, chimney, or similar feature, ensure it is properly maintained and regularly cleaned (e.g., flue checks and cleaning). Fit carbon monoxide detectors in every room with a solid fuel-burning appliance.
- Install a working smoke alarm on each floor of the property. Where applicable, we recommend placing smoke alarms at the bottom of the staircase and on each upstairs landing.
- Provide evidence that the fire detection system—including smoke alarms, heat detectors, and any carbon monoxide alarms—is in working order at the start of the rental. We recommend taking a video recording as documented evidence.
- All furniture and furnishings provided must be fire resistant and comply with current regulations, including items stored in sheds, garages, or lofts.
- For more information, visit: [Furniture and Furnishings Fire Safety Regulations](#)

Blinds And Window Coverings

- Ensure all blinds and window coverings with cords or chains comply with current safety standards.
- Fit safety devices (such as cleats or snap connectors) to prevent hazardous loops, especially in properties where young children may be present.
- New blinds or tracks should include a safety label and device as required by the standard.
- For more information, visit: [European Standards Safety Protection](#)

Water Safety Risk Assessments - Legionella

- Ensure the water system is regularly maintained and free from limescale.
- If the property has water storage tanks, we recommend cleaning and treating them during the risk assessment, and at least every two years.
- Follow the Health and Safety Executive (HSE) code of practice for managing Legionella risk.
- For more information, visit: [HSE Legionella Guidance](#)

Insurance

- Provide evidence that your insurance company has been notified of the sublet.
- Public Liability Insurance of minimum value of £2,000,000.00 for the duration of the rental is required; provide a copy of the policy.

Administration

- A 24-hour contact number (for yourself or your representative)
- If unavailable during the rental period, designate a person to handle matters on your behalf.
- If we are managing the property, a daily fee will apply (deducted from the balance payment).
- Keep a spare set of house keys available for emergencies.

Welcome Pack

Provide a Welcome Pack in the property, including but not limited to:

- Instructions for household equipment and heating and location of fuse box
- Information on rubbish separation and recycling
- Clear and concise House Rules
- Wi-fi details, router location and password
- Safety notes
- Highlight existing damage to the property: Take photos of existing damage in the property and log this in your Welcome pack. We recommend including a full inventory of fixtures, fittings, and the property's condition just before the License starts
- Meter readings – It is important you take the meter readings when you vacate the Property if you are providing the Licensee access to a car charging point
- On arrival day, have the Licensee review and sign a copy of the inventory after the handover, and provide a copy to the Owner.

WiFi & Entertainment Services

- Ensure the property has full access to Wi-Fi with a minimum strength of -67 dBm (<https://www.speedcheck.org/>). Include wireless network name and password in the Welcome Pack.
- Sky Sports is required for the Licensee during their stay, as Sky Sports is the official broadcaster of The Open.

Personal Belongings

- Remove and store items not in use to ensure the property is clean and tidy.
- Secure or remove all valuables, fragile possessions and any important items.
- Ensure adequate wardrobe and drawer space, and clear space in kitchen cupboards and your fridge/freezer.
- **Children's Equipment:** We recommend that cots, highchairs, changing mats, child toys, or similar items are not provided or left at the Property for the licensee to use.
- We recommend including a full inventory in the Welcome Pack.

Bedding & Towels

- All beds should be made up, with an extra set of bedding available.
- Provide two sets of towels for each licensee (2 bath towels and 2 hand towels per person).