

Estate Company Owner’s Interface – User Manual

Welcome to use the estate company's owner interface! In this user manual, you will find instructions for using the interface. The estate Interface enables shareholders to have their own view of the reservation status of their own ownership weeks and their management.

As an estate company owner, you can assign the weeks you own for leasing out to Lomarengas, or you can book only a part of the weeks according to your needs. Lomarengas is able to offer the times assigned for leasing out to its own customers and make reservations through its own reservation system. With the owner's interface, you can also make arrival notifications, view payments made by Lomarengas and keep your own contact information up-to-date with Lomarengas.

In all matters related to the use of the owner's interface, please contact Lomarengas, which manages and is responsible for the usage rights of the owner's interface to all the users:

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 Torikuja 10 A, 99130 Sirkka
 omistajat@lomarengas.fi
 Customer service: +358 (0)306 502 502
 Customer service for owners: +358 (0)800 30105

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Login

Logging in takes place through the login page of the owner interface using the username and password found in the user license delivered to the owner. The link to the login page is also visible in the license. Owner logins are always shareholder-specific, so do not pass on the user data you receive. If you forget or lose your username or password, contact Lomarengas without delay.

Estate Company Owner Interface [Instructions](#)

Login

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Language

Enter the username and password and press the login button

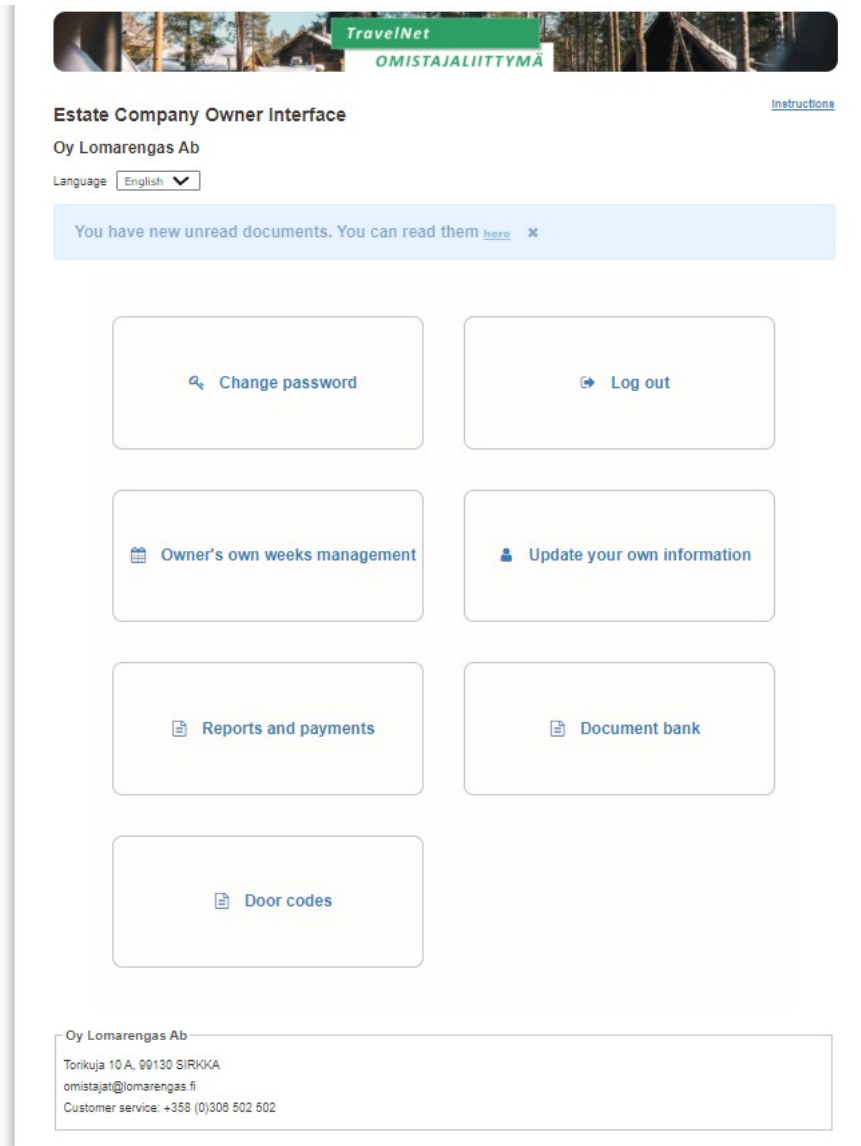
User code

Password

Login

Main view

After logging in to the owner interface, the main view opens, where all functions of the owner interface are available. You can also see Lomarengas' up-to-date contact information at the bottom of the main view page.



Changing the password

When logging in for the first time, change the password for your username. From the main view of the owner interface, select Change password, where you can change the password. You can also renew your old password according to your needs by changing it to a new one.

The password must be at least six characters long. The characters in the password must be letters or numbers.

This is how you change your password in the owner interface:

1. Enter a new password in the **password** field
2. Retype the password in the **Confirm your password** field
3. Press the **Change password** button to change your password.

You can get back to the main view of the owner's interface by clicking on **Back to home page**.

Change password [Instructions](#)

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Write your new password to both fields below and click Change password. Password length must be at least six characters and it can contain letters or/and numbers.

Password **1**

Confirm your password **2**

3

Week ownership management

From the main view of the owner interface, select the section **Owner’s own week management** and select the share whose ownership weeks you want to view. Each week of your ownership shows a certain status, and you can view some of them in more detail and modify them with different functions.

By clicking on the week, you can view its more detailed information and the possible actions that you can perform as an owner (see the detailed explanations and actions in the table shown after the picture). You can edit only the weeks in the future (excluding states that cannot be edited at all: "Week assigned for leasing out and sold").

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Owner's own weeks management


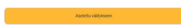
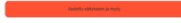


Select the share Share 7, Service XXXXXXXX Continue

Time period: 08.10.2022 - 27.09.2025

Period	Status information
22.10.2022 - 29.10.2022 Year 2022, Week 43	Week no longer updateable Week assigned for leasing out
03.12.2022 - 10.12.2022 Year 2022, Week 49	Week no longer updateable Several reservations during the period or only part of the week has been booked
14.01.2023 - 21.01.2023 Year 2023, Week 3	Week no longer updateable Week assigned for leasing out
25.02.2023 - 04.03.2023 Year 2023, Week 9	Week no longer updateable Several reservations during the period or only part of the week has been booked
08.04.2023 - 15.04.2023 Year 2023, Week 15	Week no longer updateable Several reservations during the period or only part of the week has been booked
20.05.2023 - 27.05.2023 Year 2023, Week 21	Week no longer updateable Week assigned for leasing out
01.07.2023 - 08.07.2023 Year 2023, Week 27	Week no longer updateable Week assigned for leasing out

Ownership weeks status information and functions

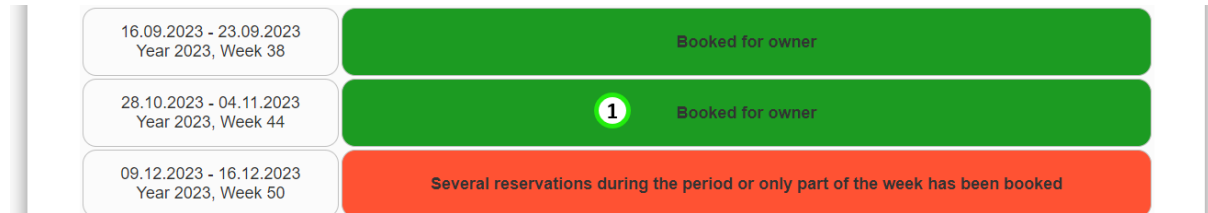
Below you can see a summary of the different status information of the ownership weeks and their colors, explanations of the status information, and functions related to the status.

State info	Explanation	Functions
<p>Booked for owner</p> 	The week has been marked as completely reserved for the owner and is therefore not for sale.	<ul style="list-style-type: none"> - You can assign the week for leasing out - You can make an arrival notification - If you want to book the week only partially, and set the rest for leasing out, first set the whole week for leasing out and then add your own booking for the days you are going to use yourself.
<p>Assigned for leasing out</p> 	The owner has assigned the week up for leasing out, but no reservations have been made for that period yet.	<ul style="list-style-type: none"> - You can remove the week from leasing out - You can make a new booking (especially if you want to make a booking for a part of the week).
<p>Assigned for leasing out and sold</p> 	The owner has put that week up for leasing out and Lomarengas has sold the week.	The status is not editable.
<p>Listed for leasing out, but booked by the owner</p> 	The owner has put the week in question up for leasing out, but later separately reserved the week entirely for himself.	<ul style="list-style-type: none"> - You can set the week back for leasing out by cancelling your own reservation. -You can make an arrival notification.
<p>Several reservations during the period or only part of the week has been booked</p> 	A week consists of several different bookings or/and booking periods. Reservations could have been made by both the owner and sold out through Lomarengas.	<p>The activities depend on how the week is booked, but basically you can:</p> <ul style="list-style-type: none"> - You can make an arrival notification regarding your stay. - If there are still days available during the week, you can make new reservation for that period. - You can cancel your reservation, thus releasing those days up for leasing out.

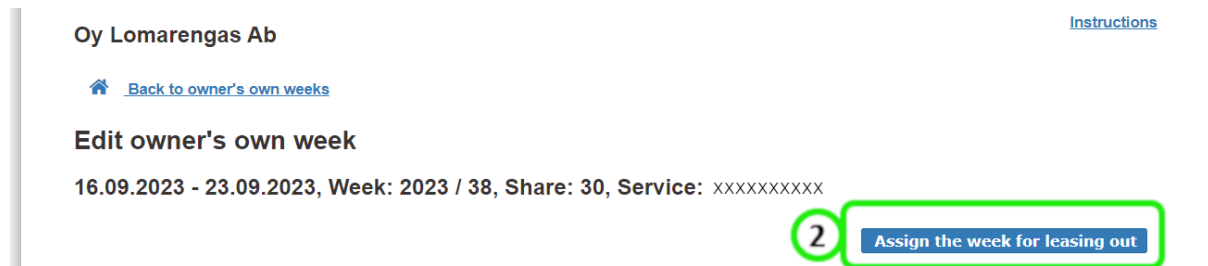
Assigning a week for leasing out

In this example, we go through how to get a week you own up for leasing out. From the main view of the owner interface, select the section **Owner’s own week management** and select the share whose ownership weeks you want to view.

1. Click on the week that you want to lease out.



2. You will see the page for editing the ownership week, so click on the button **"Assign the week for leasing out"**



3. The week is now set for leasing out and you can see its status updated in the management view of your own weeks. The yellow color of the space indicates that there are no reservations for the week yet.



Sending and cancelling arrival notifications

For the owner’s reservations, the owner must always make an arrival notification, which provides the guest's contact information for the period in question. Notification of arrival must be made no later than one day before the start of the reservation.

With the same notification, you can order additional services from Neljän Tuulen Siivous. The additional service order is only binding when Neljän Tuulen Siivous has confirmed it by e-mail. The order for additional services must be made no later than one week before the arrival date and it will be confirmed by NT if resources allow. There may be restrictions on availability during certain seasons. With less than a week's notice, cleaning is agreed on a case-by-case basis.

Make the arrival notification

Arrival date

Departure date

Estimated time of arrival

Additional information.
Please inform the arrival's name, phone number and email address as well as the necessary additional services here. Arrival notification can be made no later than 1 day before arrival. Additional service orders must be made and can be changed/cancelled no later than 7 days before arrival.

saturday ▾

sunday ▾

00 ▾

PLEASE NOTE: Additional service orders are only confirmed when Neljän Tuulen Siivous has confirmed them by e-mail.

[Make the arrival notification](#)

If an arrival notification has been sent by mistake, or there are errors in it, you can also cancel the sent arrival notification. The function is available if the arrival notice has been sent and the reservation has not yet started.

Make the arrival notification

Arrival notification made

Arrival date: saturday

Departure date: thursday

Estimated time of arrival: 16

Additional information: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

PLEASE NOTE: Additional service orders are only confirmed when Neljän Tuulen Siivous has confirmed them by e-mail.

Arrival notification has been sent: 08.08.2023 07:32

[Cancel the arrival notification](#)

Updating your own information

From the main view of the owner's interface, select the section **Update your own information**, where you can see and edit your own contact information. Please note that Lomarengas uses your information for the delivery of payments, so please keep your information up to date and ensure that they are correct. The information is updated up to Lomarengas’ reservation system.

Pay particular attention to this information:

- **E-mail address** – Lomarengas delivers Payment reports to this email address.
- **Bank account information** – Lomarengas uses the bank account number for payments. This information is available if the user of the interface is marked as the share's contact person.
- **Value added tax liability** - Changes to the value added tax liability (VAT) are made by Lomarengas customer service. If your VAT status changes, please contact customer service.

Update of the owner's information
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Last name	<input type="text" value="xxxxxx"/>
First name	<input type="text" value="yyyyyy"/>
Company name	<input type="text"/>
Position	<input type="text"/>
Department	<input type="text"/>
BIC	<input type="text"/>
Owner's language	Suomi <input type="button" value="v"/>

Country	Suomi <input type="button" value="v"/>
State	<input type="text"/>
Street address	<input type="text" value="xxxxxxxxxx"/>
Postal code	<input type="text" value="yyyyyy"/> <input type="text" value="zzzzzzzz"/>

Phone	<input type="text" value="xxxxxxxxxx"/>
Mobile phone	<input type="text"/>
Sähköpostiosoite	<input type="text" value="yyyyyyyyyyyyyyyyyy"/>

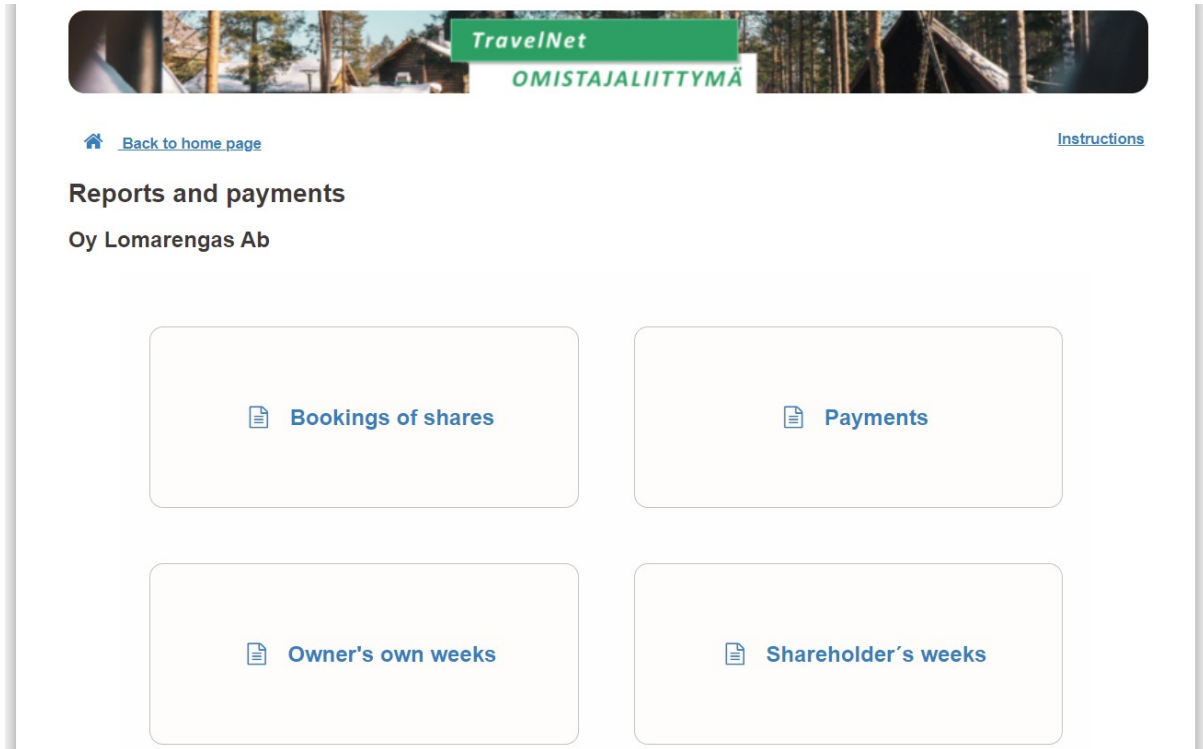
Bank account information

Account number (Iban)	<input type="text" value="xxxxxxxxxxxxxxxxxxxxxxxxxx"/>
OVT	<input type="text"/>
BIC/Intermediator	<input type="button" value="v"/>

PLEASE NOTE: Bank information is used to deliver payments.

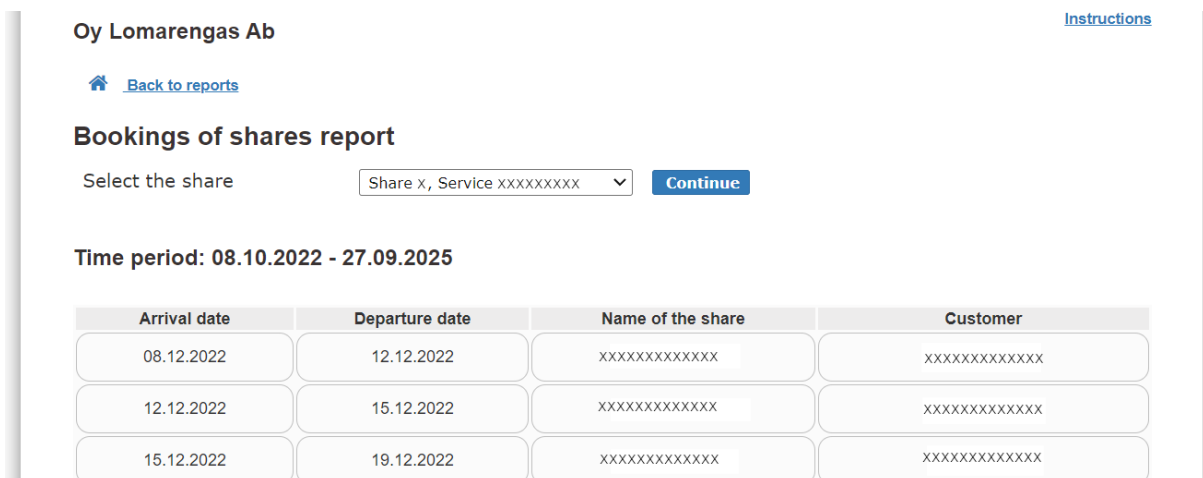
Reports and payments

From the main view of the owner interface, select the section **Reports and payments**. Through the reports, you can view the reservations made for your weeks, see the payments paid by Lomarengas and view a list of the weeks you own.



Bookings of shares

With the bookings of shares -report, you can view individual share-specific bookings made by Lomarengas for your weeks.



Payments

With the Payments -report, you can view the payments provided by Lomarengas per share, and you can download your own payment report voucher for each payment as a PDF file. The payments will be visible at the point when Lomarengas has sent the payments to the owner.

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Delivered payments report

Select the share [Continue](#)

Time period: 08.10.2022 - 27.09.2025

Transaction number	Price	Delivering date	VAT liable	VAT	Sent to the owner	PDF
xxxxxx	242.25	193.80	Yes	17.62	15.12.2022 10:52	Print to PDF
xxxxxx	910.80	728.64	Yes	66.24	10.03.2023 10:51	Print to PDF
xxxxxx	161.50	129.20	Yes	11.75	12.12.2022 10:52	Print to PDF
xxxxxx	330.00	264.00	Yes	24.00	17.04.2023 10:52	Print to PDF
xxxxxx	161.50	129.20	Yes	11.75	19.12.2022 10:52	Print to PDF
xxxxxx	165.00	132.00	Yes	12.00	21.04.2023 10:52	Print to PDF

Owner’s own weeks

With this report, you can see a list of the ownership weeks of the shares you own.

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Report of owner's own weeks

Time period: 41 / 2022 - 39 / 2025

Share number	Name of the share	Week
7	XXXXXXXXXXXXXX	43 / 2022 22.10.2022 - 29.10.2022
7	XXXXXXXXXXXXXX	49 / 2022 03.12.2022 - 10.12.2022
7	XXXXXXXXXXXXXX	3 / 2023 14.01.2023 - 21.01.2023

Shareholder’s weeks

With shareholder’s weeks you can see all the owners of the company, of which you own shares in.

Share number	Contact person	Owner's own weeks
Company: xxxxxxxxxxx		
1	YYYYYYY	1, 2, 3, 4
2	YYYYYYY	5, 6, 7
3	YYYYYYY	8, 9
4	YYYYYYY	10

Document Bank

From the main view of the owner interface, select **Document bank** and you can see all the files/newsletters published by Lomarengas. By clicking on the title line, you can open the information of the file line and you can open the related file for yourself to read.

When Lomarengas adds new files to the interface, you will receive a notification of unread files after logging in.

Owner's documents [Instructions](#)

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Common titles for all users

Pikaohje osakkaille, New unread documents!

Vuokraustoimeksiantosopimus, hallintaluettelo ja palveluhinnasto, New unread documents!

Door codes

From the main view of the owner interface, select the item **Door codes** and you will be able to see the valid door codes of the properties you own.

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Door codes

On this page you can see the currently valid door codes of your services.

Bookable service	Door code
XXXXXXXXXXXXXXXX	YYYYYYYYYYY

Logging out

Logging out of the owner subscription is done by selecting **Log out** from the main view of the owner interface.

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You have new unread documents. You can read them [here](#) ✕

[Change password](#)

[Log out](#)