

Setup Deposits, Fees, Services, and Taxes

Your reservation and security deposits, fees, services, and taxes are all setup using our Universal Property Template. This is located under Settings > Deposit / Fees / Services / Taxes.

Reservation Deposit

Reservation Deposit

Security Deposit

Taxes

Fees

Services

Damage Protection

1

Reservation Deposit = 50 percent % due at time of reservation.

Reservation Deposit: ☐ Include Services ☐ Include Fees ☐ Include Taxes

2

Balance amount is paid:

3

☐ on arrival

☒ 30 days prior to arrival.

Save

Your reservation deposit settings are global and will apply to all properties in your Lodgix account.

1. The amount (fixed or percentage based) that is due at the time of reservation.
2. Select whether to include Services, Fees, and Taxes when calculating the percentage
3. Select date that remaining balance is due

Security Deposits

Reservation Deposit **Security Deposit** Taxes Fees Services Damage Protection

Payment of "Security Deposit" due ✓ at time of reservation
at payment of remaining balance

Name	Pre-Auth?	Value
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Add Deposit

1. Choose when to collect the security deposit.
2. Click "Add Deposit"

Add Security Deposit

Add Deposit

Name:

Value: Pre-Auth?:

Edits will appear on all properties where this deposit currently appears.

1. Enter a name like "Security Deposit"
2. Enter the amount of the security deposit
3. Choose whether the deposit is a pre-auth or not. A pre-auth means that the security deposit is never actually collected. A pre-auth means that a pre-authorization is run on the guest credit card for the amount of the security deposit. This places a hold on the guest credit card in the amount of the security deposit, usually for seven (7) days, at which times the pre-auth will expire. Note: pre-auths typically aren't a real good mechanism for protecting the property as many times the pre-auth will expire before the guest checks out, leaving little protection for the property manager.

4. Save

Assign Security Deposit to Properties

1

Security Deposit

Pre-Auth?

False

Value

1000.00

Edit

Delete

2

ADD to ALL Properties

REMOVE from ALL Properties

Properties

containing

3

"Security Deposit"

Sort Alphabetically

3 Dolphins Cottage

Remove Deposit

- 1. Select the security deposit.
- 2. Add to ALL properties or
- 3. Add to individual properties

The arrow shows how the table can be manipulated to show which properties contain (or don't contain) the security deposit.

Taxes

The process of adding a Tax, Fee, or Service is very similar to adding Deposits. You will create the item, select it, and add it to whichever properties it applies.

Adding a Tax

The screenshot shows a web form titled "Add Tax". It contains the following fields and options:

- Name:** A text input field containing "Sales Tax" (Step 1).
- Value:** A numeric input field containing "10" (Step 2) and a dropdown menu set to "percent" (Step 3).
- Conditional?:** A dropdown menu set to "Yes" (Step 4).
- Type:** A dropdown menu set to "Sales Tax" (Step 5).
- Conditional Details:** Below the "Conditional?" dropdown, there is a field containing "0.0000", the word "after", a field containing "30", and the word "nights".
- Footer:** A message "Edits will appear on all properties where this tax currently appears." (Step 6), a blue "Save" button, and a yellow "Cancel" button.

1. Name the tax
2. Assign a value
3. Choose percent or fixed
4. If conditional, then choose the rate of the tax, after X of nights. For example, for many areas, when a stay exceeds 30 days the tax is no longer collected.
5. Important! Choose the type of tax as this will be used in reporting, quickbooks, etc.
6. Save

Fees

Fees are items like cleaning fees, booking fees, processing fees, etc. They are typically mandatory but can also be set as optional.

Adding a Fee

The screenshot shows a form titled "Add Fee" with the following fields and callouts:

- 1. Name: Cleaning Fee
- 2. Description: Cleaning Fee
- 3. Value: 125
- 4. Type: fixed
- 5. Mandatory: Mandatory
- 6. Group: Cleaning Fee
- 7. Collection Rules: Per Universal Rules
- 8. Conditional?: No
- 9. Taxes: State Tax (checked), Sales Tax (checked)
- 10. Save button

At the bottom, there is a note: "Edits will appear on all properties where this fee currently appears." and a "Cancel" button.

1. Name the fee
2. Describe the fee
3. Assign a value
4. Choose percent or fixed
5. Mandatory or optional
6. Group the fee into the correct category
7. You can collect the fee according to the rules set for your reservation deposit, or override them and collect the fee at the time of booking.
8. If conditional, then choose the rate of the fee, after X of nights. For example, a cleaning fee might be \$100 for shorter stays but when a stay exceeds 30 nights the fee is no longer collected.
9. Important! If the fee is taxed make sure to choose which taxes are to be collected on the fee.
10. Save

Services

A service can be items like bike rentals, mid-stay cleanings, etc. Services are optional and can be added by the guest during the booking process.

Adding a Service

The screenshot shows a web form titled "Add Service". It contains the following fields and options:

- Name:** A text input field containing "New Service".
- Description:** A text input field containing "New Service".
- Value:** A numeric input field (empty), followed by a dropdown menu set to "fixed".
- Billing:** A dropdown menu set to "Daily".
- Taxable/Discountable/Per Person:** Three checkboxes. "Taxable" is checked, "Discountable" is unchecked, and "Per Person" is unchecked.
- Taxes:** A section with a checked checkbox for "State Tax".
- Footer:** A note "Edits will appear on all properties where this service currently appears." followed by "Save" and "Cancel" buttons.

Numbered callouts 1 through 7 are placed next to the following elements:

1. Next to the Name input field.
2. Next to the Description input field.
3. Next to the Value numeric input field.
4. Next to the Value dropdown menu.
5. Next to the Billing dropdown menu.
6. Next to the Taxable checkbox.
7. Next to the Save button.

1. Name the Service
2. Describe the Service
3. Assign a value
4. Choose percent or fixed
5. Choose how the Service is billed (One Time, Daily, Weekly, or Monthly)
6. Important! If the Service is taxed make sure to choose which taxes are to be collected on the Service. Also select if the Service is discountable, and if it is a per person charge.
7. Save

Damage Protection Waivers

Most property managers no longer use security deposits for many reasons:

1. Time required to collect / refund the security deposit.
2. Possible loss of discount rate as most merchant accounts will not refund the discount rate.
3. Possible damage to online reputation when a guest disputes the retention of the security deposit and complains in the many forums and review sites online.

Most property managers now mandate Damage Protection. [Learn more about damage protection and how to set it up within Lodgix.](#)