



VACATION RENTAL SUMMARY OF SERVICES

Every property is unique, as is each property owner, and may require certain attention. This is a general outline of what you can expect, however, this may change depending up the needs of the property and/or the owner.

1) VACATION RENTAL MANAGEMENT

Commission of 35% of gross rental receipts includes:

- a) Fielding phone and email inquiries, marketing, booking, creating and maintaining property calendar and website listing on www.EscapeToTheMountainsRentals.com, www.VRBO.com, www.AirBnB.com, www.glampinghub.com, and any other relevant advertising/booking platform deemed acceptable;
- b) Reservation payment processing, collection and payment of state, county and City Sales & Lodging Tax and payment of credit card fees on behalf of the owner;
- c) Record keeping and monthly accounting;
- d) Contracting and coordinating housekeeping and necessary maintenance services;
- e) Twice-monthly home checks when property is vacant (see “Home Check” paragraph below);
- f) Stocking of household supplies including toilet tissue, trash bags, paper towels, refilling hand and bath soaps, dish soap, dishwasher detergent, salt & pepper and coffee filters. Brokerage Firm will be reimbursed either by payment up front from the owner or funds paid out of rents collected.

Owner Responsibility:

- a) Cost of housekeeping (can be passed along to the guest);
- b) Cost of maintenance and services performed to maintain attractive and working condition of the house which may include trash hauling, hot tub maintenance, snow removal and lawn care;
- c) Home Check fees when property is vacant.

2) MARKETING AND BOOKING AGREEMENT

Commission of 30% of gross rental receipts includes:

- a) Fielding phone and email inquiries, marketing, booking, creating and maintaining property calendar and website listing on www.EscapeToTheMountainsRentals.com, www.VRBO.com, www.AirBnB.com, www.GlampingHub, and any other relevant advertising/booking platform deemed acceptable;
- b) Reservation payment processing, collection and payment of state, county and City Sales & Lodging Tax and payment of credit card fees on behalf of the owner;
- c) Record keeping and monthly accounting;
- d) Contracting and coordinating housekeeping and necessary maintenance services.

Owner Responsibility:

- a) Contracting for and coordinating housekeeping and necessary maintenance services;
- b) Stocking of household supplies including toilet tissue, trash bags, paper towels, refilling hand and bath soaps, dish soap, dishwasher detergent, salt & pepper and coffee filters;
- c) Cost of maintenance and services performed to maintain attractive and working condition of the house which may include trash hauling, hot tub maintenance, snow removal and lawn care;
- d) Home Check fees when property is vacant.

OTHER FEES & COSTS:

- 1) Initial Setup: \$500. The purpose of this fee is to make the home attractive to prospective guests, taking pictures, setting up the website listing, house manual, basket of area information, key tags, lock box and initial stocking of supplies. Each property will be reviewed case by case, but additional charges may apply for set-up as needed. If not paid upfront by owner, then property manager will deduct the fees from the initial rent received from the properties first booking;
- 2) Marketing Fee: Owner will pay the online listing fees as deemed necessary as well as a \$200 yearly website/booking maintenance fee, due upfront and again annually on the anniversary date of the listing agreement.
- 3) Reserve Account: \$300 is to be kept in a trust account for necessary maintenance properties which is to be replenished through rental revenues (amount can be reduced for owner maintained property).
- 4) Home Checks: In months that the property is vacant, agent will provide two home checks at a cost of \$25 per check to the owner. A cleaning will count towards a Home Check and will not be billed to owner as a separate charge.
- 5) Owner Use: Cleaning after owner check out will be billed at the regular rate. Owner must notify management of intent to check out after 10:00 prior to check out date. Failure to notify management will result in an additional fee of \$20 to pay the cleaner for schedule consideration.

MARKETING: Escape to the Mountains Property Management, LLC will maintain a website with quality up to date images and information. Other marketing strategies will be employed including but not limited to online venues, social media, and print, as deemed necessary.

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