



VACATION RENTAL MANAGEMENT SERVICES

Thank you for your interest in renting your property. Our goal is to serve as your property manager and handle these processes for you. As your manager we will provide the following services.

PROPERTY EVALUATION:

- Preview your property in order to evaluate market rental value.
- Provide you with a list of required maintenance and repairs.
- Provide you with a list of amenities which will be required, such as sheets, towels, etc.

MARKETING:

- Take promotional photographs of the property and amenities.
- Post your property to our website – www.schmidtrogers.com/vacationrentals
- Post your property on Craigslist.
- Additional website advertising can be arranged at an additional cost.

MANAGEMENT SERVICES:

- Guests will be required to complete a rental contract and to provide half payment at time of booking the reservation. The remaining balance is due 30 days prior to arrival. A security deposit or open credit card is required for all guests.
- Guests are provided with rules to which they are required to adhere. As your property may have unique characteristics, these rules will be customized for your property.
- Provide guest access to the property.
- Be available 24/7 to respond to guest issues. At your option, retain vendors to respond to maintenance and repair issues.
- Conduct a post rental damage and loss inspection and coordinate any claims for damage.
- Arrange for a post-departure cleaning of your property.



VACATION RENTAL MANAGEMENT SERVICES, CON'T

OUR FEES:

- Our fee is 35% of the gross rental rate. If we manage 2 or more vacation rental properties that you own, our fee is 30% of the gross rental rate per property.

YOUR OBLIGATIONS:

- Agree to make your property available for the desired rental period.
- Complete a pre-arrival cleaning, with Agent recommendation.
- Conduct maintenance and make repairs deemed necessary.
- Provide the required number and quality of amenities, such as sheets, towels, cookware, etc.
- Remove personal items so as to provide guests with sufficient closet space, dresser drawers, etc.

We take pride in our work and would like to be
your management company.

Please contact our office at your convenience
to proceed with our management services.