



Non Exclusive Referral Package  
 Non Exclusive Non Managed  
 Exclusive Full Managed  
 Exclusive Deluxe Package

**Package Details**

|  | 10% | 15% | 20% | Set Rate |
|--|-----|-----|-----|----------|
| <b>STEP ONE; Getting house ready for renting</b>           |     |     |     |          |
| Stage The Property for best photos                         |     | +   | +   | +        |
| Shoot quality photos                                       |     | +   | +   | +        |
| Stage The Property for best rental videos                  |     |     | +   | +        |
| Record quality videos                                      |     |     | +   | +        |
| Search & come up with competitive pricing for The Property |     |     | +   | +        |
| Post property name sign at beginning of driveway           |     |     |     | +        |
| <b>STEP TWO; Legal Preparation</b>                         |     |     |     |          |
| Hire lawyer for legal advice                               |     | +   | +   | +        |
| Pay lawyer for Legal & Binding Renter Agreement            |     | +   | +   | +        |
| <b>STEP THREE; Creating a Web Page</b>                     |     |     |     |          |
| Create a personal webpage                                  |     | +   | +   | +        |
| Pay for webpage  |     | +   | +   | +        |
| Pay for annual web hosting                                 |     | +   | +   | +        |
| Edit photos and then upload to Internet Site               |     | +   | +   | +        |
| Edit videos and then upload to Internet Site               |     |     | +   | +        |
| Manage Web Page Daily for The Property                     |     | +   | +   | +        |
| Update Availability Calendar Daily for The Property        |     | +   | +   | +        |
| Create map for The property                                |     |     |     | +        |
| <b>STEP FOUR; Advertising</b>                              |     |     |     |          |
| General Advertising via vacationcottages.com               | +   | +   | +   | +        |
| General Advertising  |     | +   | +   | +        |
| Specific advertising                                       |     |     | +   | +        |
| Search for places to post advertisements                   |     |     | +   | +        |
| pay to advertise on top websites                           |     |     | +   | +        |
| pays for FEATURED listing on top websites                  |     |     | +   | +        |
| pays for added exposure via Internet                       |     |     | +   | +        |
| Stay up on latest social media                             |     |     | +   | +        |
| Add property link to signature line of all outgoing emails |     |     |     | +        |
| <b>STEP FIVE; Renters inquiries</b>                        |     |     |     |          |
| Answer emails and calls from interested Renters            |     | +   | +   | +        |

|  |   |   |   |
|--|---|---|---|
| <i>Shows property when requested</i>   | + | + | + |
| <i>Mentions property specifically when renters need advice</i>                         |   | + | + |
| <b>STEP SIX; Accounting</b>  |   |   |   |
| <i>Send and receive signed Rental Agreements</i>                                       | + | + | + |
| <i>Collect &amp; Disperse funds when due</i>   | + | + | + |
| <i>Collect &amp; Pays Maine State Lodging Tax</i>                                      | + | + | + |
| <i>Budget advertising costs</i>  | + | + | + |
| <i>Pays forward any associated bills</i>   |   | + | + |
| <b>STEP SEVEN; Setting up for summer rentals</b>                                       |   |   |   |
| <i>Schedule Caretaker to get property open &amp; ready</i>                             |   | + | + |
| <i><b>*pay ahead</b> for the caretakers time</i>                                       |   | + | + |
| <i>Schedule lawn service</i>   |   | + | + |
| <i>Pay ahead for lawn service</i>  |   | + | + |
| <i>Schedule for trash pick up</i>  |   | + | + |
| <i>Pay ahead for trash pick up</i>   |   | + |   |
| <i>Pays for trash pick up</i>  |   |   | + |
| <i>Contact electric company- turn power on</i>   |   |   | + |
| <i>Contact Plumber- to turn water on</i>   |   |   | + |
| <i>Pay ahead for plumbers</i>  |   | + | + |
| <i>Schedule an open clean</i>  |   | + | + |
| <i>Pay ahead for Open Clean</i>  |   | + |   |
| <i>Pay for Open Clean</i>  |   |   | + |
| <i>Have an emergency contact person available 24/7</i>                                 |   | + | + |
| <small>*pay ahead = VC pays upfront for expenses then deducts from owner later</small> |   |   |   |
| <b>STEP EIGHT; Renters arrival</b>   |   |   |   |
| <i>Give The Renter Directions to Keys / lock box code</i>                              |   | + | + |
| <i>Leave outside light on for The Renters</i>  |   | + | + |
| <i>Make sure there is a "Maine" welcome gift basket</i>                                |   | + | + |
| <i>Leave local brochures / area interests</i>  |   | + | + |
| <i>Create &amp; Post a list of 24/7 emergency contact #'s</i>                          |   | + | + |
| <i>Cleans Property on turn over days</i>   |   | + | + |
| <i>Inspects the property after The Cleaners</i>  |   | + | + |
| <b>STEP NINE; Closing House up</b>   |   |   |   |
| <i>Contact Caretaker to get property closed</i>  |   | + | + |
| <i>Pay ahead for caretaker</i>   |   | + | + |
| <i>Contact electric company- turn power off</i>  |   |   | + |
| <i>Contact Plumber to drain pipes</i>  |   |   | + |
| <i>Pay ahead for plumber</i>   |   |   | + |
| <i>Send inspector for final close up inspection</i>                                    |   | + | + |
| <b>STEP TEN; Contact with Renters</b>  |   |   |   |
| <i>Send Guest Questionnaire</i>  | + | + | + |
| <i>Contact Renters for future reservations</i>   | + | + | + |



### **IMPORTANT THINGS TO REMEMBER ABOUT DIFFERENCES IN PACKAGES**

- **Referral Package** *(Perfect for owner who want full control)*
  - a) Owners must have their own web site and Lease Agreement
  - b) The Property listing on [www.vacationcottages.com](http://www.vacationcottages.com) will direct all prospective renters to owner.
  - c) There is a non refundable \$100.00 annual maintenance fee
  
- **Non Managed Package** *(Perfect for owners who use/rent the house and are looking to fill empty or hard to fill weeks)*
  - a) Non exclusive Contract . Owners can rent as many weeks as they want without penalty.
  - b) Vacation Cottages supplies Lease Agreement to renters & collects funds.
  - c) Once Renter is physically at the house they are the owner's responsibility to care for.
  - d) Early termination fee of \$500.00 (this covers VC's fronted advertisement costs)
  
- **Full Managed Package** *(Perfect for owners who barely use the house and are looking for minimal interaction with Renters)*
  - a) Owners are limited to rent 2 weeks during peak season without penalty.
  - b) Exclusive Contract- owners may not list elsewhere.
  - c) There are no guaranteed reservations however owners should expect 4-6 wks average rented.
  - d) Vacation Cottages handles the Renters emergencies/wants/needs after collecting funds and a signed contract.
  - e) Vacation Cottages schedules cleaners & trash removal after each rental.
  - f) Early termination fee of \$1500.00 (this covers VC's fronted advertisement costs)
  
- **Deluxe Package** *(Perfect for owners who want nothing to do with renting The Property)*
  - a) Owners are limited to rent 0 weeks during peak season without penalty.
  - b) Exclusive Contract- owners may not list elsewhere
  - c) Owners are GUARANTEED 8 weeks of Peak Season rentals. Off season (May, June, Sept, Oct) rentals is added income when rented-not guaranteed.
  - d) Vacation Cottages does everything from calling the electric company to turn on the electric to handling all emergencies, scheduling workers, performing inspections, advertising the most we can etc. Owners literally do nothing but cash each check sent.
  - e) Early termination fee of \$2500.00 (this covers VC's fronted advertisement costs)