



# itripvacations

## Owner's Rental Management Agreement

**itripvacations Beaches of Alabama LLC**

**PO Box 1393 Orange Beach, AL 36561**

Phone (251) 974-1404 Fax (251) 974-1355 beaches@itrip.net

### SHORT TERM TRANSIENT RENTAL PROPERTY MANAGEMENT AGREEMENT

In consideration of the covenants and conditions contained herein:

This Short Term Transient Rental Property Management Agreement (the "Agreement"), shall be effective beginning on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ ("**Owner**") and Beaches of Alabama, LLC, a member of iTrip, hereby covenant and agree as follows:

#### 1. Rental Property

The Owner hereby employs Beaches of Alabama, LLC to exclusively manage, market and rent on a short-term transient (Daily/Weekly/Monthly) basis the Owner's property located at:

**Property Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** AL **Zip:** \_\_\_\_\_

**County:** BALDWIN

**# of Bedrooms:** \_\_\_\_\_ **# of Bathrooms:** \_\_\_\_\_ **Max. Occupancy:** \_\_\_\_\_

All Owners listed above certify that they are the registered Owner or Owners on the Deed of the Rental Property listed above and that they carry insurance on the Rental Property and during the term of this Agreement will comply with the Liability Insurance clause in Section 11.

**Initials** \_\_\_\_\_

#### 2. Definitions

(a) "Guest" means any person or persons who rent the Unit.

(b) "Net Rental Income" refers to rent rate for the Unit less online travel agent fees and commissions, travel intermediary fees, online channel partner fees, commissions, and Xplorie fees

(c) "Owner" means the owner of the Unit referenced above

(d) "Owner Referral" means any revenue generating referral by Owner to Beaches of Alabama, LLC for use of the unit.

(e) "Unit" refers to the above designated rental property owned by the Owner.

(f) "Friends of Owner" refers to any friends or family members allowed by Owner to use the Unit in accordance with Section 8.

### 3. Term

The initial term of this Agreement shall be for one (1) year, commencing on the date shown above, and shall be automatically renewed for like periods unless canceled by either party upon sixty (60) days written notice sent by certified mail to the other party. Termination by either party shall not negate any rental reservation obligations in place, and Owner must honor all such reservations, and pay Beaches of Alabama, LLC any earned commissions, fees, and expenses as a result of the reservations made during the Term of this Agreement. Beaches of Alabama, LLC may attempt to transfer any pending future reservations to another property. However, if the Guest must be moved to a higher priced Unit, Owner shall be responsible to Beaches of Alabama, LLC for the difference in rental rate.

Initials \_\_\_\_\_

### 4. Rental Management Services

Beaches of Alabama, LLC shall provide the following:

**(a) Services.** Beaches of Alabama, LLC shall provide Unit management services normally rendered in the care and management of the above Unit. In addition, Beaches of Alabama, LLC will develop a listing for Internet use and promote Unit on the iTrip.net Internet site and additional vacation rental internet portals or sites chosen by Beaches of Alabama, LLC, and include photos, Unit description, and recommended rates. Beaches of Alabama, LLC will also design and host your personal web page to feature additional photos of your Unit linked to each of your Internet rental sites. Inquiries will be accepted and responded to on a twenty-four (24) hour basis seven (7) days a week. Beaches of Alabama, LLC will update sites as needed. While each Unit will have its own individual Internet advertisement, Beaches of Alabama, LLC will group all rental properties by location, similarity and number of bedrooms, and use this grouping to encourage renters requesting booked properties to book a similar Unit under our management. Beaches of Alabama LLC will provide light maintenance services which includes replacement of batteries, replacement of standard light bulbs, and regularly changing A/C filters, at no extra charge for the items or the labor associated with these.

**(b) Rental Rates.** Beaches of Alabama, LLC will work with the Owner to set all rental rates and terms. However, Beaches of Alabama, LLC reserves the right to reject applications with rates not acceptable to Beaches of Alabama, LLC. Beaches of Alabama, LLC shall collect and retain a reservation fee associated with the Rental Reservation. Due to competitive market conditions, tourist fluctuations, and demand, Beaches of Alabama, LLC reserves the right to alter rates and terms and make special rates and terms at its discretion in order to maximize the Owner's rental income and occupancy percentage. Rental rates and Owner's proceeds will vary based on Owner and Guest use, quality of décor and amenities of property, location, and view.

**(c) Statements.** Beaches of Alabama, LLC shall render to the Owner within 15 days after the end of each calendar month during the term of this Agreement, a statement of income collected and expenditures made during the preceding calendar month. Funds from all reservations for the previous month that are checked out prior to the first day of the current month will be included on the statement. The statement will set forth the nights of occupancy, the rate charged, and itemized debits/credits, and a disbursement will be made to the Owner based on the statement balance.

**(d) Deposits & Fees.** Beaches of Alabama, LLC has the discretion to collect advance reservation deposits from Guests. Beaches of Alabama, LLC shall determine the amount of deposit, require additional deposits, or waive deposits as deemed in the best interest of Owner. Beaches of Alabama, LLC will deposit funds into an interest-bearing account. Owner agrees that all interest earned in these accounts shall accrue to Beaches of Alabama, LLC as its sole property to be used in its discretion. Beaches of Alabama, LLC may charge other reservation

fees to Guest. All reservation fees collected by Beaches of Alabama, LLC shall be retained exclusively by Beaches of Alabama, LLC. Reservation fees may include processing fees, parking fees, pool fees, limited damage waiver fees, cleaning fees, all taxes and surcharges imposed by any government or regulatory entity, all travel insurance, and any other fee collected by Beaches of Alabama on behalf of another party and paid out to another party.

**(e) Maintenance Services.** Beaches of Alabama, LLC will act as liaison between the owner and any vendors servicing the Unit. Charges for these vendor services will in most cases be deducted from the Owner's rental proceeds (except for cleaning which is paid by Guest). Owner agrees that any vendor bills not paid in a timely manner will be offset against the Owner's rental proceeds, and holds Beaches of Alabama, LLC harmless for non-payment of all Owner-incurred charges and invoices. Owner is responsible for payment of management fee for any lost bookings as a result of suspended rental management services or suspended utility services, as well as late payment fees, reconnection fees or other related charges.

**(f) Taxes and Business License.** Owner is responsible for all local, state or federal sales taxes on Unit rental income, but Beaches of Alabama, LLC will collect and remit these on behalf of Owner (Schedule A). For properties in Gulf Shores and Orange Beach, owner understands they are required by the City to purchase a business license. Owner will provide Beaches of Alabama, LLC a copy of business license.

**(g) Damages.** The Unit will be inspected for damage as soon as possible after a Guest vacates. Owner understands and agrees that it is not the responsibility of Beaches of Alabama, LLC to make a full inventory and inspection after each use of a Unit, but will generally inspect for major item loss or damage. Beaches of Alabama, LLC will make a reasonable effort to recover cost from Guest for missing items or damages deemed beyond normal wear and use. The Owner shall hold Beaches of Alabama, LLC harmless for losses by theft or damage caused by Guests, the Owner, the Owner's family and invitees, and Friends of Owner.

**(h) Rules and Regulations.** Owner agrees that Beaches of Alabama, LLC has the right to evict Guests, family or invitees of Guests, or Friends of Owner who refuse or fail to adhere to the rules and regulations of the Resort or subdivision where the Unit is located, or those who are in breach of their rental agreement.

**(i) Linens.** Beaches of Alabama, LLC contracts with a vendor to provide linens and towels in the Unit for guest use as long as the Unit is in the rental management program. There is a one-time charge for the use of these linens, due at the time of initial set up at commencement of the agreement. Replenishment cost due to loss and heavy use has been built into the departure fees and cost of housekeeping. Current fees are as follows: \*these fees are subject to change\*

- King Bed: \$100 each (quantity: \_\_\_\_\_)
- Queen / Full / Double Bed: \$90 each (quantity: \_\_\_\_\_)
- Twin Bed: \$75 each (quantity: \_\_\_\_\_)
- Sleeper Sofa: \$70 each (quantity: \_\_\_\_\_)
- The total linen fee for your unit is: \_\_\_\_\_

**Initials** \_\_\_\_\_

## 5. Owner Obligations

Owner agrees to the following:

**(a) Owner occupancy.** Owner and Friends of Owner will be allowed to use the Unit at any time if no prior reservations have been made by Beaches of Alabama, LLC in accordance with Section 8 of this Agreement.

**(b) Furnishings.** Beaches of Alabama, LLC shall inspect furnishings upon execution of

this agreement. All furnishings must be kept in working order and in good condition. Owner shall: (i) maintain the Unit, required inventory items, and fixtures in good condition (ii) replace or is responsible for the cost of replacing any carpet, upholstery or flooring deemed necessary by Beaches of Alabama, LLC to maintain Unit in good, rentable condition (iii) replace any furnishings which are considered normal wear and tear costs. Examples include dishes, glasses, silverware, laundry items (also called "soft goods"), all appliances including blenders, toasters, microwaves, coffee makers, etc. (iv) replace balcony furniture damaged or destroyed by weathering, adverse weather conditions, and normal wear and tear. A list of recommended appliances and furnishings will be given to the Owner by Beaches of Alabama, LLC (See Schedule D).

**(c) Maintenance & Repair.** Beaches of Alabama, LLC shall advise Owner of any non-emergency special cleaning, major repair or replacement of items required to maintain the Unit in good order and repair. Owner authorizes Beaches of Alabama, LLC to make, at Owner's expense and without prior approval, any emergency repair involving danger to life or Unit or the safety of persons occupying the Unit. Additionally, Beaches of Alabama, LLC shall notify the Owner in the event the Unit is not kept up to acceptable standards, based on comparable Units in the area. In a non-emergency situation, if the cost to repair or replace any item(s) at any one time exceeds an estimated \$300, Beaches of Alabama, LLC will notify Owner explaining the action to be taken and costs. In the event Owner does not agree to the recommended improvements, Beaches of Alabama, LLC at its discretion may suspend rental of the Unit. Upon correction of the deficiencies, at Owner's expense, the Unit will be reinstated into the rental program of Beaches of Alabama, LLC.

**(d) Sale of the Unit.** If Owner intends to sell or otherwise transfer ownership of the Unit, Owner will notify Beaches of Alabama, LLC in writing or via email of Owner's intention not less than 30 days prior to the Unit being listed for sale or transferred without being listed. Owner further agrees to provide Beaches of Alabama, LLC with written notice upon the signing of a purchase and sale agreement or a transfer agreement relating to the Unit at least 15 days prior to the closing of the sale or transfer of the Unit. Owner is responsible to ensure real estate sales offer-to-purchase is subject to reservations booked at time of closing. Any confirmed reservations for the Unit will remain in place and must be honored by the Owner and the purchaser of the Unit. Beaches of Alabama, LLC may at Owner's request attempt to transfer pending reservations to another comparably priced Unit. However, in the event that such transfer is not possible and the Guest must be moved to a higher priced Unit, Owner shall be responsible to Beaches of Alabama, LLC for the difference in rental rate. Owner agrees that Beaches of Alabama, LLC has the right to: (i) Require all sales agents or other persons wishing to inspect the Unit to coordinate access to the Unit through Beaches of Alabama, LLC's rental department, and (ii) Prohibit the showing or inspection of the Unit when the unit is rented or occupied. Beaches of Alabama, LLC may at its sole discretion immediately terminate this agreement without notice and transfer any pending reservations, if, in the opinion of Beaches of Alabama, LLC Unit inspections and the Manager's rental operations of the Unit cannot be properly coordinated.

**(e) Unit Rental.** Owner is responsible for any modifications to the Unit required by law or health and safety regulations and directives. Owner will use its best efforts to keep the Unit in rentable condition and to correct any problems as quickly as possible in order to maximize rental income. In the event that Owner's repairs, or repairs, upgrades and construction to the condominium complex, common areas or resort amenities cause unacceptable disruptions, Beaches of Alabama, LLC shall have the right to grant Guests an appropriate discount or transfer a Guest to another Unit. If repairs of the Unit are required during any period of Unit occupancy, Beaches of Alabama, LLC shall use its best efforts to correct any such problems as

quickly as possible in order to maximize rental income. In the event repairs cause an unacceptable disruption to Guest, Beaches of Alabama, LLC shall have the right to grant Guests an appropriate discount at Beaches of Alabama, LLC's discretion. Beaches of Alabama, LLC shall also have the right in its sole discretion to transfer any Guest renting the Unit to another Unit in the event the discount is unacceptable to the Guest, provided that Owner shall be paid a pro rata portion of the rent for the period in which the Guest occupied the Unit.

**(f) Owner Use.** If Owner or Friend of Owner wishes to use the Unit, Owner or Friend of Owner shall be permitted to use the Unit without either the payment of any rental income to Owner, or the payment of any fees or commissions to Beaches of Alabama, LLC, provided Owner's account will be charged the appropriate cleaning fee. If Owner or Friends of Owner are occupying the Unit (as Guest) and no revenue is generated for the stay, it is understood that Owner is responsible for the management of the Guest during that stay. If Owner generates revenue from allowing the use of the Unit to Friends of Owner or any other third party, Owner shall pay to Beaches of Alabama, LLC all fees, commissions, and costs in accordance with this Agreement. For the smooth and efficient operation of the rental program, all reservations and personal use of the Unit by Owner and Friends of Owner, must be made through Beaches of Alabama, LLC so that they may be coordinated with other confirmed reservations. All reservations and personal use must adhere to standard check-in and check-out times unless previously discussed with Beaches of Alabama, LLC. Owner agrees that Owner and Friends of Owner will not occupy, use, or enter the Unit without reserving such periods of occupancy through Beaches of Alabama, LLC or during periods of time when the Unit has been rented. Owner agrees that Owner and Friends of Owner shall have the right to occupy the Unit subject to the terms and conditions of this Agreement.

**Initials** \_\_\_\_\_

## **6. Payments Made By Owner**

**(a) Annual Marketing Fee.** Owner shall pay to Beaches of Alabama, LLC an annual marketing fee of \$999. This fee shall be due upon execution of contract and then annually thereafter each year the Unit is managed by Beaches of Alabama, LLC. This fee will provide for Beaches of Alabama, LLC to perform the services listed in Section 4(a) as well as create and host your personal web page of your Unit, internet listings on multiple regional, national, and international online vacation rental listing websites as determined by Beaches of Alabama, LLC, SEO (search engine optimization), SEM (search engine marketing), professional photographs, videos, virtual tours, over 200 internet search engines promoting your site, digital marketing campaigns, and social media advertising. Because this fee, in part, is to cover charges from outside vendors, it is subject to change annually should those charges fluctuate. This fee is non-refundable and non-transferrable.

**(b) Property Management Fee.** Beaches of Alabama, LLC shall retain 15% of the Net Rental Income as defined and set forth in Section 2(b) for Unit rentals generated by or through Beaches of Alabama, LLC. Beaches of Alabama, LLC will rent to parties referred by Owner to Beaches of Alabama, LLC (Owner Referrals) at a reduced fee of 7.5% of Net Rental Income and in accordance with Section 8.

**(c) Cleaning Fee.** Guests shall pay to Beaches of Alabama, LLC a Unit cleaning fee for each rental period. This fee covers the use of the vendor's linens in addition to the cleaning services provided. The charge also applies when Owner or Friends of Owner use the Unit. Neither Owner nor Friends of Owners are allowed to perform the cleaning service themselves when vacating.

**(d) Annual Deep Clean.** Unit is required to have at least one annual deep clean including laundering of soft goods, to be performed by Beaches of Alabama, LLC. This is typically

completed between October and February every year. Rates vary depending on size of the property and are subject to change. The owner will incur laundry, carpet cleaning, and tile cleaning charges as part of the deep cleaning process.

**(e) Credit Cards.** Beaches of Alabama, LLC allows for payments of reservations and/or deposits to be made by credit card. A portion of the bank charges related to the use of credit cards for payments (credit card fees) shall be deducted from the Owner's payout as an additional cost. This fee, which is subject to change, is currently calculated at 2.5% of the total amount that Guest charges to their credit card, which, in addition to rent, includes items such as taxes, parking fees, cleaning fees, limited damage waiver, and processing fees.

**(f) Bed Bug Treatment.** Unit is required to participate in Beaches of Alabama, LLC's contracted Bed Bug Program. Charges for participation will be deducted from Owner's rental proceeds. If Unit is already participating in a Bed Bug Program through Unit Homeowner's Association, Owner agrees to provide proof of participation in order to receive an exception to these charges. Rates for this program and billing schedule are set forth in Schedule C.

**(g) Additional Payment to Cover Amounts Due.** If Owner's net monthly receipts are insufficient to cover amounts due Beaches of Alabama, LLC, Owner shall pay to Beaches of Alabama, LLC funds equal to the negative amount. Beaches of Alabama, LLC shall invoice Owner for these amounts and Owner agrees to pay Beaches of Alabama, LLC within seven (7) days of receipt of such invoice. Any amount which is not paid when due shall accrue interest at the rate of one and one-half percent (1 ½%) per month (or the highest permissible rate under applicable law) until paid in full by Owner.

**Initials** \_\_\_\_\_

## 7. Additional Service Options

Owner has right to elect Premium Keyless Lock System from Beaches of Alabama, LLC as defined and as set forth in Schedule B. Beaches of Alabama, LLC would maintain a premium keyless lock system. This system is an auditable, keypad lock that provides hassle-free, yet highly controlled entry. The software produces unique and time-specific codes for each guest, as well as managers, maintenance, housekeepers, and vendors. Owners will receive their own annual code. This is HIGHLY RECOMMENDED, provided it is allowed by Homeowners' Association. Beaches of Alabama LLC will pay the monthly service fee to host the lock on our KABA system (\$144 annually) for as long as the property is on our program.

## 8. Owner's Use and Rental of the Unit

Owner agrees that Owner and Friends of Owner shall have the right to occupy the Unit subject to the terms and conditions of this Agreement and Owner will not occupy or permit the use of the Unit at any time without reserving such periods of occupancy through Beaches of Alabama, LLC. If Owner or Friend of Owner wishes to use the Unit, Owner or Friend of Owner shall be permitted to use the Unit without either the payment of any rental income to Owner, or the payment of any fees or commissions to Beaches of Alabama, LLC, provided, however, Owner's account will be charged the appropriate cleaning fee. If Owner or Friends of Owner are occupying the Unit (as Guest) and no revenue is generated for the stay, it is understood that Owner is responsible for the management of the Guest during that stay. However, if Owner generates revenue from allowing the use of the Unit to Friends of Owner or any other third party, Owner shall pay to Beaches of Alabama, LLC all fees, commissions, and costs in accordance with this Agreement. Owner and Friends of Owner agree to observe the standard check-in and check-out times.

**Initials** \_\_\_\_\_

**9. Hold Harmless and Indemnification**

Owner shall hold harmless and indemnify Beaches of Alabama, LLC, its parent and subsidiary companies, affiliates, employees, independent contractors, representatives, shareholders, insurers, successors and assigns, from all claims, lawsuits, damages, costs, losses, fees, penalties, taxes, fines, and expenses of any kind arising from or relating to:

- (a) Owner’s failure or refusal for any reason to deliver possession of the Unit.
- (b) Any claim or loss relating to any Guest’s failure to perform under this Agreement or failure to pay any funds due Owner.
- (c) Dishonored checks or credit card payments from any source or credit card charge backs.
- (d) Any injury to any person or property occurring on or about the Unit.
- (e) Any violation of any federal, state, or municipal law, regulation or ordinance by any Guest or Owner.

Initials \_\_\_\_\_

**10. Limited Power of Attorney**

Owner does hereby irrevocably name, constitute and appoint Beaches of Alabama, LLC, its legal representatives, successors and assigns as Owner’s attorney-in-fact for the term of this Agreement for the limited purposes of:

- (a) Providing Guests with full access to all common areas associated with the Unit.
- (b) Causing in-Unit building maintenance activities to be undertaken promptly.
- (c) Issuing and signing confirmed reservations for the Unit; and
- (d) Taking any action that may be lawfully permitted and required to evict any Guest.

This power of attorney is specifically limited to the above and is valid only when circumstances prevent Owner or Owner’s representative from representing Owner’s interest in a timely manner.

Initials \_\_\_\_\_

**11. Liability Insurance**

It is understood that the Owner shall, at Owner’s expense, carry liability insurance for the Unit and Owner’s personal property therein, in the minimum amount of \$100,000/\$300,000. Owner shall provide evidence of this coverage by providing Beaches of Alabama, LLC with a certificate of insurance acknowledging same.

Initials \_\_\_\_\_

**12. Disclaimer**

Owner acknowledges that Beaches of Alabama, LLC is not liable for any damage to, or repair of the real or personal property of Owner occasioned by an Act of God.

Initials \_\_\_\_\_

**13. Miscellaneous**

- (a) Owner shall store private property in the Unit at Owner’s own risk. Beaches of Alabama, LLC assumes no liability for the loss or damage thereof.
- (b) Beaches of Alabama, LLC assumes no liability for the loss or damage resulting from dishonored or uncollected rent including checks or credit card payments, bank failure, or other causes or events beyond its control.
- (c) Beaches of Alabama, LLC shall not be required to initiate legal actions or retain an attorney for the purpose of collection of rents, damages, eviction of Guests or other persons unless directed by Owner, who shall be responsible for all collection, legal fees and court costs.
- (d) Owner and Beaches of Alabama, LLC agree and acknowledge that no representations

have been made by either party regarding any tax benefits, a guarantee of rental income or proceeds, or Unit occupancy as a result of Beaches of Alabama's efforts under this agreement.

(e) Owner agrees to permit placement within the Unit of any advertising material by Beaches of Alabama, LLC.

(f) Owner agrees that all Guest information shall be the sole property of Beaches of Alabama, LLC and all reservations/bookings in Owners Unit(s) are the sole and exclusive property of Beaches of Alabama, LLC.

(g) Any notice required pursuant to this Agreement shall be deemed effective three (3) days after being mailed by U.S. Mail, to Beaches of Alabama, LLC at the address below and to the Owner at its address on the signature page of this Agreement.

(h) This is the entire Agreement between the parties and there are no oral or written amendments or modifications. All changes must be in writing and signed by the parties. This Agreement shall be governed and construed under the laws of the State of Alabama.

Initials \_\_\_\_\_

**IN WITNESS WHEREOF the parties have signed this Agreement effective the date first written above.**

**Accepted by:(OWNER- Managing owner)**

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**SS#(must match attached W9):** \_\_\_\_\_

**Name as it appears on SS card:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_ **Additional phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**If owner is a corporation - Name of Corporation:** \_\_\_\_\_

**Federal EI#** \_\_\_\_\_ **Contact name:** \_\_\_\_\_

**Signature** \_\_\_\_\_

**All other owners must sign below:**

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Beaches of Alabama, LLC:

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Properties with multiple owners will designate one owner as the primary contact.

Beaches of Alabama, LLC contact for said property is:

Name \_\_\_\_\_ Cell phone \_\_\_\_\_

Additional phone \_\_\_\_\_ Email address \_\_\_\_\_

Please provide an additional contact in case of emergency:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_



Beaches of Alabama, LLC

**SCHEDULE A: ALABAMA SALES TAX COLLECTION AGREEMENT**

I \_\_\_\_\_ (**Name of Property Owner**), hereby authorize Beaches of Alabama, LLC to act as my agent to rent, lease, let or grant a license to others to use my described property, \_\_\_\_\_ located at \_\_\_\_\_ (address) and to charge, collect and remit sales tax levied under 11-51-20, Alabama Statutes (A.S.), to the Alabama Department of Revenue. –

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Beaches of Alabama, LLC

**SCHEDULE B: KEYLESS LOCK INSTALLATION AGREEMENT**

I, \_\_\_\_\_ (Owner) of \_\_\_\_\_ (Property) agree to allow Beaches of Alabama, LLC. to install a keyless lock system on the main entrance door to my property for a charge of \$550 plus cost of installation by certified Locksmith. I understand the installation of the keyless lock may/will require drilling an additional hole(s) or modification of door. I understand that if I leave Beaches of Alabama, LLC. rental program I can continue to use the keyless lock system by entering a direct usage agreement with the service provider and any associated expense will be my responsibility.

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Beaches of Alabama, LLC

**SCHEDULE C: BED BUG TREATMENT AND REMEDIATION**

Due to the rise in bed bug occurrences and the stigma associated with bed bugs, vacation rental properties as well as the reputation of our industry is in jeopardy if not addressed immediately and handled professionally. Beaches of Alabama, LLC has partnered with Bond Pest Control, LLC to provide a bed bug inspection, prevention, and treatment program for your property. The cost of this program is \$150 annually and is broken into three payments of \$50 each, billed to your statement every four months. Bond Pest Control, LLC will perform bed bug inspections and proactive chemical treatments at your property three times per year. They will also provide a licensed service technician on call 24/7. In the event of an infestation, Bond Pest Control will completely remediate the problem at no additional cost to you.

**Property:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Please forward a signed copy original copy of this agreement to: Beaches of Alabama, LLC  
PO Box 1393 Orange Beach, AL 36561 or fax to 251-974-1355

Beaches of Alabama, LLC  
**SCHEDULE D: RECOMMENDED FURNISHINGS**

In order to meet your rental guests' expectations and to maximize the rental income of your property, we recommend the following list of standard amenities. The unit should be functional and comfortable with updated décor.

**LIVING ROOM:**

- Sleeper sofa
- Love seat or two chairs (as appropriate)
- Coffee table and end tables with lamps
- Minimum 45" smart TV
- DVD player
- Window treatments
- Cable service
- High speed internet service
- Coasters

**BEDROOMS:**

- King/queen size bed in master
- Nightstands with lamps beside each bed
- Chest and/or dresser with mirror
- Minimum 30" smart TV in master and 25" in guest rooms
- At least one bedroom with a DVD player
- 10 hangers in each closet
- Window treatments or blinds

**BATHROOMS:**

- Waste basket
- Shower liner and curtain
- Toilet brush (one for each bathroom)
- Plunger (one for each bathroom)

**DINING ROOM:**

- Table
- Chairs/bar stools to seat # of people unit sleeps

**BEDDING:**

- Mattress pads for all beds and sleeper sofa
- Pillows for all beds and sleeper sofa

**ENTRANCE & BALCONY**

- Welcome mat
- Outdoor table and chairs (as appropriate)
- Propane grill (at homes)

**UTILITY/MISCELLANEOUS:**

- Vacuum cleaner
- Iron and full sized ironing board with cover
- Broom, mop, dustpan and plastic bucket
- Step stool
- Fire extinguisher

## SCHEDULE D: RECOMMENDED FURNISHINGS, continued

**KITCHEN:** Minimum recommended settings are equal to 1.5 times the number of people that the unit sleeps

### **Dinnerware:**

- Dinner plates
- Salad plates
- Cereal bowls

### **Glassware:**

- Tea/water glasses
- Juice glasses
- Plastic tumblers
- Coffee mugs (# unit sleeps)
- Wine glasses (# unit sleeps)

### **Flatware:**

- Silverware tray
- Table knives
- Dinner spoons
- Teaspoons
- Salad forks
- Dinner forks
- Steak knives

### **Preparation, Utensils &**

#### **Baking:**

- 9 x 13 Baking dish
- Basting spoon
- Cake pan
- Colander
- Cooking fork
- Cookie sheet (2)
- Cork screw
- Covered casserole dish (2)
- Cutting board
- Electric mixer
- Grater
- Ice cream scooper

- Knife set (5 piece)
- Ladle
- Liquid measuring cup
- Manual can opener
- Measuring cups (set)
- Measuring spoons (set)
- Mixing bowls (set)
- Muffin pan
- Pancake turner
- Paper towel holder
- Pierce bottle opener
- Pizza pan

- Plastic containers (set)
- Pot holders (3)
- Potato peeler
- Scissors
- Slotted spoon
- Spatula
- Tea pitcher with lid (2)
- Tongs
- Trivets (3)
- Wisk

### **Cookware:**

- 1 Qt. saucepan with lid
- 2 Qt. saucepan with lid
- Small, medium and large  
skillets with lids
- 5 or 7 Qt. Dutch oven
- 20 Qt. boiling pot for seafood
- Broiler pan

### **Appliances:**

- Coffee maker and/or Keurig
- Toaster
- Blender
- Microwave
- Hand mixer

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## PROPERTY SET UP INFORMATION

Property: \_\_\_\_\_

Owner: \_\_\_\_\_

### INTERNET ACCESS

Access is building-wide:  Yes  No

Internet Service Provider: \_\_\_\_\_

Internet Service Provider phone number: \_\_\_\_\_ \*\*This should be the number your guest can contact should they experience problems with the connection.\*\*

Login: \_\_\_\_\_

Password: \_\_\_\_\_

Location of the router: \_\_\_\_\_

### CABLE ACCESS

Access is building-wide  Yes  No

Provider: \_\_\_\_\_

Provider phone number: \_\_\_\_\_

### HOA MANAGED LOCKS

So that we may generate codes for guests, vendors, and our team, please provide the login information for your HOA managed lock.

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### CLUB OR POOL MEMBERSHIP

Yes  No  N/A

Additional Details: \_\_\_\_\_

### PET FRIENDLY

Yes  No Additional details: \_\_\_\_\_

### PRIVATE POOL (HOUSES)

Yes  No  Shared

### BEDDING SET UP

Total number of guests the property sleeps \_\_\_\_\_

Please provide the bed configuration in each room (twin, queen, twin over twin bunk, etc)

BR#1 \_\_\_\_\_ BR#2 \_\_\_\_\_ BR#3 \_\_\_\_\_ BR#4 \_\_\_\_\_

BR#5 \_\_\_\_\_ BR#6 \_\_\_\_\_ BR#7 \_\_\_\_\_ sleeper sofa \_\_\_\_\_

**OWNER USE**

List any dates that should be removed from availability before the property goes live online.

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**LINENS CAN BE SET UP ON OR AFTER:** \_\_\_\_\_

**PICTURES CAN BE TAKEN ON OR AFTER:** \_\_\_\_\_

**WARRANTY INFORMATION**

We make every effort to use your warranty where applicable. Please provide all applicable warranty information including company, phone number and contract number: (Home Warranty, HVAC, Refrigerator, Stove, Dishwasher, Ice Maker, Washer/Dryer, etc)

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\*Please note: a timely response is essential to prevent loss of revenue. If your warranty company is unable to respond to the urgency of the situation in a timely manner, Beaches of Alabama, LLC will proceed with a solution to the issue from other service providers.

**HVAC FILTER SIZE** \_\_\_\_\_

**MINIMUM NIGHTS DURING SHOULDER SEASONS**

**In the following section referring specific reservation types, you are currently set to ALLOW ALL OPTIONS UNLESS YOU INITIAL THE OPT OUT LINE.**

Does your HOA allow two-night rentals?    Yes    No

**Two-Night Reservations in Shoulder Seasons** \_\_\_\_\_ **Opt OUT**

Guests typically vacation differently during shoulder seasons (spring, fall, and winter). With the default minimum of a three-night reservation, you could potentially be missing guests looking for two-night getaway during the off-season.

**Winter Guests at Reduced Monthly Rate** \_\_\_\_\_ **Opt OUT**

Our area is fortunate to be a popular destination for winter guests interested in escaping several months of cold weather. These guests typically pay a monthly rate, which reflects a significant discount over the weekly or nightly rate. Your decision to allow these reservations or opt out depends on your own priorities.