



851 Scott Drive • Marco Island, FL 34145  
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## Property Survey

Owner(s) Name(s): \_\_\_\_\_

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

Property Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Sales Tax Number : \_\_\_\_\_ County Tax Number: \_\_\_\_\_

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## Security

Security Company: \_\_\_\_\_ Alarm Code: \_\_\_\_\_

Garage Door Code: \_\_\_\_\_ Lockbox: \_\_\_\_\_

Owner Closet Lock Code: \_\_\_\_\_ Bike Locks: \_\_\_\_\_

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## Utilities

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

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

Cable/Internet Provider Account Number: \_\_\_\_\_

City of Marco Island Water Account Number: \_\_\_\_\_

Lee County Electric Company Account Number: \_\_\_\_\_

Location of Water Main: \_\_\_\_\_ Location of Water Heater: \_\_\_\_\_

Location of Dock Valve: \_\_\_\_\_ Location of Electrical Panel: \_\_\_\_\_

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### Service Providers

Home Service Contract (if any): \_\_\_\_\_

Lawn Care: \_\_\_\_\_

Carpet Cleaning: \_\_\_\_\_

Handyman: \_\_\_\_\_

HVAC: \_\_\_\_\_

Electrician: \_\_\_\_\_

Exterior Pest Control: \_\_\_\_\_

Interior Pest Control: \_\_\_\_\_

Lawn Pest Control: \_\_\_\_\_

Cleaning Service: \_\_\_\_\_

Other Notes You Think Will be Important (Quirks of the House): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### Home Amenities

Pool Service: \_\_\_\_\_

Pool Heater Code: \_\_\_\_\_

**Pool Heater Instructions:** \_\_\_\_\_

**Aqualink Password:** \_\_\_\_\_

**Dock:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Working Lift?** Yes \_\_\_\_\_ No \_\_\_\_\_ **Lift Size:** \_\_\_\_\_

**Operating Procedures:** \_\_\_\_\_

\_\_\_\_\_

**Service Provider:** \_\_\_\_\_

**Do you need marine services?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Do you want to offer marine services for guests?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Size of boat can accommodate?** \_\_\_\_\_

**Charge:** Per Day \_\_\_\_\_ Per Stay \_\_\_\_\_

**Are guests permitted to use bikes?** Yes \_\_\_\_\_ No \_\_\_\_\_

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## Rate Parameters

**Rental Rates to be set as:**

Date	Price Per Night
Peak Season (January - Easter)	
Memorial Day	
Shoulder Season	
4th of July	

<b>Labor Day</b>	
<b>Off Season</b>	
<b>Thanksgiving</b>	
<b>Christmas/New Year's</b>	

**Minimum Stays:** 1 Night \_\_\_\_ 2-5 Nights \_\_\_\_ 1 week+ \_\_\_\_

**Would you like to offer pre- or post -night discounts on vacant nights?**

Yes \_\_\_\_ No \_\_\_\_ Negotiable \_\_\_\_

**Would you like us to offer discounts or promotional rates to fill your property?**

Yes \_\_\_\_ No \_\_\_\_ Negotiable \_\_\_\_

**Rate Optimization program to increase occupancy?**

In the event that a renter's use of the property is made unsatisfactory because of a mechanical, electrical, plumbing, or other defect, Owner and Company will agree to a Rental Fee rebate amount in the range of \$\_\_\_\_\_ and \$\_\_\_\_\_, or \_\_\_\_\_% and \_\_\_\_\_%. Owner agrees that Company may hire and arrange for services and repairs under the amount of \$\_\_\_\_\_. Company agrees to acquire Owner's approval for any amount over \$\_\_\_\_\_.

## Additional Guest Amenities

**Minimum Basic Amenities:**

- 4 Toilet Tissue Rolls Per Bathroom
- Paper Towels
- 1 Luxury Amenity Kit Per Bathroom (Bar Soap, Shampoo, Conditioner, & Body Wash)
- Sponges
- Dish Soap
- Laundry Soap
- Trash Bags
- Mini Trash Bag Liners
- Various Cleaning Supplies
- BBQ Cleaner

- BBQ Propane
- Pool Towels
- Salt, Pepper, Olive Oil, Dish Towels, Basic Kitchen Essentials
- Other \_\_\_\_\_

\* All above items to be included in rental property and billed to the Owner account.

#### Minimum Linen Requirements:

- **Bedding (per bedroom):** 3 sets of white cotton sheets, a washable duvet cover, and down comforter
- **Pillows (per bedroom):** 4 pillows
- **Bath Towels (per bedroom):** 4 bath towels or bath sheets, 2 hand towels, 2 washcloths
- **Pool Towels:** 1 per person (matching amount of maximum people the property can sleep)

#### Laundry Service:

In order to improve our guest experiences and ensure the laundry is being cared for correctly, we will require sheets to be sent out to a laundry service (billable to owners account). Duvet covers and comforters preferably each stay or as needed. Pool towels can be done in residence.

**Delivered & Folded:** \$2.00 per pound

**Hung On Racks:** \$2.50 per pound

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### Fee Disclosure

All items above marked as necessary or requested will be provided to the rental property by Company, and will be charged to the Owner's account. Invoices and requests for these fees will be emailed. All other notices shall be emailed with copy sent by regular U.S. mail, personal delivery or delivery by a nationally recognized courier service. Notice to one owner shall be notice to all. Notice shall be sent to the address and/or emailed to the address below the signature line hereto.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties hereto have caused this Home Service Agreement to be duly executed as of the date above written.

**Owner(s)**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

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