Owner’s Guide:
Practical Ways to Maximize Your Vacation Rental Revenue

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However beautiful the strategy, you should occasionally look at the results.  Winston Churchill
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Opportunity is missed by most people because it is dressed in overalls and looks like work. Thomas Edison
Introduction

Along with introducing this Owner’s Guide to you, please allow us to also introduce ourselves. We are Jeff and Gina Paglialonga, founders and owners of both StPeteClearwaterVacationRentals.com and the parent company Teeming Vacation Rentals (TeemingVR) and Co-Owners of PanamaCityBeachFLVacationRentals.com and StAugustineFlaglerBeachesVacationRentals.com. Both of us were raised in Florida (Jeff is actually one of those rare Florida natives) and graduated from University of Florida. We love to travel and have traveled far and wide (visiting 6 of the 7 continents) over our 28 years of marriage (often taking our 4 children with us). Our extensive travels have provided us a wealth of personal experiences and expectations for vacation properties.

In 2004, we purchased our own beachfront condo as both a family retreat and investment property. It didn’t take long for us to realize that we were better equipped to manage our property than the on-site office. Applying our past work experiences, years of travel, and a high standard of excellence; we were soon doubling our previous rental income. After poor experiences with the complex office as well as local real estate offices and success managing our own unit, the decision was made to start a vacation rental property management business. Jeff cofounded a successful management company on the East Coast of Florida. After almost 5 years of ownership, Jeff helped grow the company from scratch to over 120 properties accommodating over 2000 guest reservations in 2012 (the largest vacation rental management company in the market area). Jeff is currently an Executive Board Member (Secretary/Treasurer) of the Florida Vacation Rental Management Association (FVRMA) and concentrates on protecting owner’s property rights. He is heavily involved in communication with the state legislature and their governing authorities. Our aim with TeemingVR is to build long-term rewarding relationships with both guests and property owners. Years of travel with a few mishaps convinced us of the importance of actually seeing the exact facilities before booking our vacation and the value of knowing a little about the location before arriving. Initiating the phrase ~ Look, Book, Know, GO!™ This is both the trade mark of our companies and a key approach to help convert “lookers” into “bookers” further increasing owner’s vacation rental revenue. If you are interested in knowing a little more of our story, please refer to “About Us” page on our website www.StPeteClearwaterVacationRentals.com. If you have any friends or relatives living in a vacation destination (other than central Florida) who might be interested in partnering opportunities with TeemingVR, please email us at Jeff@TeemingVR.com.

In TeemingVR and its associated markets (see below), as well as StPeteClearwaterVacationRentals.com, we are applying the strategies utilized with our own 2 BR beachfront condo (which has grossed over $50,000 for the past 6 years) and the proven processes in managing other owner’s vacation rentals over the past 5 years. (If you would like to hear what some of our owners have commented about our services, we will gladly share these with you upon request.) As Jeff likes to say, “This isn’t rocket science”, but there are simple, easy practices to raise the rental revenue of your vacation property. This guide elaborates on many of these processes and offers many specific suggestions. We hope it proves helpful to you and would love the opportunity to partner with you to maximize your vacation rental revenue while alleviating many of your headaches.

Jeff and Gina Paglialonga
Hello. My name is Brenton Hitchcock. As a Panama City native, I grew up in this premier destination that attracts tourists from across the world with its award winning beaches. I understand the attraction since I personally have so many fond memories formed along our sugary white sand and emerald blue water (skim boarding, boating, fishing, crabbing...). In fact, my family roots to Panama City go back all the way to the 1920’s. With strong ties and family in the area, it’s no wonder that I decided to return here after graduation.

Combining my personal knowledge and love of the Panama City Beach area with Vacation Rental Property Management Services (TeemingVR) we founded PanamaCityBeachFLVacationRentals.com. If you would like to learn more about me, check out the “About Us” page on our website [www.PanamaCityBeachFLVacationRentals.com](http://www.PanamaCityBeachFLVacationRentals.com). Soon after meeting the Paglia longa’s (owners of TeemingVR) through a mutual friend, we decided to pool our experience and passion in forming this full service vacation rental property management company. Our aim is to work together to build long-term relationships with both guests and property owners. Personally, I am eager to make my Panama City Beach owners as well as guests happy, and believe this Owner’s Guide is one step toward that aim.

**Brenton Hitchcock**

Allow me to introduce myself. My name is Beth Swaggerty. Although I am a Massachusetts transplant, I feel like a true Floridian having lived here for over 30 years. My husband Kirk, a native Floridian, has been frequenting the St Augustine/Flagler area beaches since he was just a kid. We have been married for 25 years and have two wonderful boys ~ Sam 7 and Drew 15. Not long after meeting Kirk, he introduced me to the area beaches. Along with falling for him, I fell in love with Flagler Beach with its cinnamon colored coquina sand. We have many fond memories from the area now called the Hammock ~ taking our Jeep on the beach, camping out along the pristine shore, building fires and even catching our own dinner! Consequently, 16 years ago we opted to buy a vacation home in the sleepy little seaside community of Flagler Beach.

Thanks to our beach house get-away, our sons are growing up with the feel of a small town and a love of the ocean (beachcombing, fishing, boating and surfing). We began renting our property 6 years ago to help pay the expenses. I have found the rental business extremely enjoyable, but also have realized some of the frustrations of owning and managing a vacation rental property. After working at Dex One for 26 years in advertising, I decided to phase out of corporate America and start a new venture. Combining my personal experience in the rental of my own Flagler Beach property with Vacation Rental Property Management Services (TeemingVR), we founded StAugustineFlaglerBeachesVacationRentals.com. If you would like to find out more about me, look at the “About Us” page on our website [www.StAugustineFlaglerBeachesVacationRentals.com](http://www.StAugustineFlaglerBeachesVacationRentals.com). Having known the Paglia longa’s (owners of TeemingVR) for years, we combined our experience and passion in forming this full service vacation rental property management company in the St Augustine to Flagler Beach area. I intend to work hard to care for you, your property and your guests. As a fellow vacation rental property owner, I understand the importance of this Owner’s Guide filled with tips on how to maximize your rental revenue.

**Beth Swaggerty**
Maximize Revenue through TeemingVR’s 5 Property Approach

We at TeemingVR are committed to the following 5 Property Approach in professionally managing vacation rental properties. Observe below how each property attribute contributes to our aim to increase property owners’ vacation rental revenue.

**Marketing** is the basis of any sales organization’s success. You can do everything else right, but if you have no customers it won’t work. Some of our marketing strategies to generate traffic to your vacation property and raise rental income are:

- **Internet marketing expertise** - Today, the Internet dominates consumers’ hunt for vacation rentals and travel. Inbound marketing produces a 50% close ratio of customers.
- **Strategic placement of online ads** with VRBO.com, VacationRentals.com and other ad sites (we actually have a dedicated rep and know the ins and outs of achieving top position on these sites).
- **Capital on Network** - All Leads from Major Sites (VRBO.com, etc.) are kept in the network. Every property owner benefits from all others ads. If one unit is already reserved, all other units in the network can be offered.
- **Email marketing programs** - 25% of travelers booked a travel service because of an unexpected email.
- **Detailed Website** that has specific descriptions of properties, photos of almost every complex and a vast array of professional photography. Travelers are 83% more likely to make an inquiry on your property listing if you have over 20 photos vs. less than 5 photos. Interesting Fact: Only 6% of properties feature over 20 photos at Flipkey, a TripAdvisor company.

**Availability** is the key so that once those prospects get to you, you actually answer the phone! The highest volume of travel reserved online is from 8-9pm. Those guests have questions and guess what - we are here to answer them all hours of the day and evening.

- We ANSWER THE PHONE!!!! WOW! How smart is that? It is the key to ANY successful business.
- Responsiveness to phone calls and emails is critical to booking.
- When guests are ready to book, we are ready and available to guide them through the process and turn lookers into bookers.

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"But I was ready to **Book Now!**"
Our staff is available when guests call which includes weekends and after 5 pm, as opposed to the typical 9-5 Monday-Friday work schedule.

We’re not in the business of keeping guests waiting.

- **No waiting** for a response to their email inquiry (with our automated quoting system guests receive a response within in seconds).
- **No waiting** until they’re at a computer to look and book (with our Responsive Web Design guests can use their mobile phone or tablet).
- **No waiting** until the office is open again to talk to staff (with staff working from at least 9am – 9 pm every single day and available to assist guests during that 8 pm - 9 pm peak online travel booking time).
- **No waiting** to hear if a property is available (with online live calendar).
- **No waiting** to see what the property looks like or what amenities are offered (with our detailed website and large number of photographs for each individual property).
- **No waiting** for the office to be open when guests are ready to book (with our 24 hour online booking with any major credit card).
- **No waiting** while driving miles away from the property to pick up keys at an office (Check-In and property access instructions are emailed to guests the week of their arrival).
- **No waiting** in a crowded line to Check-In upon arrival (our properties are equipped with a LockBox so guests may check in at their convenience at or after 3:00 pm).

We’re in the business of responding quickly to guests and have invested in state-of-the-art technology; friendly, helpful staff who are paid a bonus for each reservation; attractive, detailed & easily navigated website; and proven strategies and systems. As frequent travelers and fellow owners, we have personally encountered these “waiting” scenarios and designed an approach to alleviate headaches.

**Property Care** – As fellow vacation rental owners, we do everything we can to insure that our staff and your guests treat your property with the utmost care.

From the guests’ perspective, there are 2 things that must happen when they arrive at your property: 1. It must be clean. 2. Everything must function properly. These 2 factors greatly determine their satisfaction. These are just a couple of things to meet guests’ expectations and keep them coming back year after year. Note that we offer Cleaning Guarantees - The cleaner’s phone number is listed on our comment form in the condo! If something is not clean, the guest has the ability to call the cleaner directly!

- We have maintenance personnel on call to address your unit’s emergency repairs.
- We offer free consultation regarding inexpensive ways to revamp your property and will assist you for a nominal fee. (Small investments can produce large returns through increased bookings. Minor changes can really improve the overall look of the property which shows in the website pictures and ultimately in the revenue generated.)
- Turn Key Management-We handle all cleaning, taxes, licensing, advertising and logistics.
- We ask every guest for a review at least twice. We reward them with a gift card. 81% of travelers find user reviews important and 49% of travelers won’t book a property without reviews. This helps you and us to learn about what guests think of your property.
- Dr. Brent Coker shares research that demonstrates the POWER of negative reviews. They compared a company with ONLY positive reviews vs. a company with both positive and negative reviews. The results demonstrated an increase trust in the brand when there were both positive and negative reviews.
- 67% of respondents say they trust online reviews as much as word of mouth recommendations.
**Account Services** keep you informed as to what is going on with your property and account. Our most important goal is our owners’ satisfaction. Our strongest asset is an owner satisfied with our service. We are committed to an optimal level of professionalism to both owners and guests, to ensure as little problems possible while boosting rental income.

- We have 24 hour owner login to view reservations, statements, and payment history.
- It’s your home - you can use it! Our system makes it easy to block your unit anytime with no limitations. Block your personal vacation time online anytime you wish. No need to call!
- EFT (Electronic Funds Transfer/Direct Deposit) of rental checks/income bimonthly (no waiting for a check)
- Emailing of Confirmations and Contracts to Guests & Owners (We are committed to alleviate traveler’s misgivings about vacation rental properties through providing guest hospitality, professionalism, and industry excellence.)
- We sell Travel Insurance to further protect your revenue against cancellations. Jeff is a licensed insurance agent, so we can offer travel insurance through TeemingVR.

**Technology** makes all the above work.

- We have an automated quoting system that gives the prospective guests a response within 5 seconds from their email inquiry. It actually searches their requested unit and if available sends them a quote and link to reserve immediately. If it is already booked, it sends them many other units to choose from, including yours!
- We also offer 24/7 online booking and accept all major credit cards including American Express which makes it even easier for guests to immediately book your unit! This online reservation system allows for a seamless booking experience. Our fees INCLUDE credit card fees- there is no charge to owners for this.
- Since we individually rate each week of the year, we can charge more for peak weeks like July 4th, Easter week, Christmas week, and peak months like March. With our approach, there is no 3 season rate plan. Every week has a different rate based on demand!
- We can adjust rates across all of our units in seconds based on higher or lower demand. In the industry this is called “Yield Management”. Often properties are marketed with rates differentiated only for 3 or 4 different seasons and the number of bedrooms. We price each property and each week differently, and continually adjust rates based on demand.
- During the summer, we are able to get higher rent for your unit; likewise, we are also able to get higher rents during the “winter” months. **We capitalize on the fact that 25% of travelers are willing to pay a premium to save time or for convenience!**
- Our website is optimized for all types of mobile devices. This is called a “Responsive Web Design”. Currently 14% of all travel related queries are coming from a mobile phone, compared to 4% in 2010. The biggest item purchased on a tablet is travel reservations at 22%! Travelocity says 55% of ALL of its mobile bookings are coming from tablets. And **9 out of 10 mobile searches lead to action.**
TeemingVR’s Recommendations for Furnishing Your Property

Furnishing a vacation rental property is very different from furnishing a home. You want to use furniture and décor that will be both attractive and durable for rental guests. Vacation rental guests are looking for a home away from home. Ideally, they would like a place as nice as, or nicer than, what they have at home. They love the extra amenities vacation rentals can offer, and will search for particular features. Guests love to feel pampered while on vacation. Think about creating a plush, lavish atmosphere. Invest in specific items that are on guests’ radar such as: lots of pillows (e.g. 4 for both king and queen beds), high thread count sheets, tasteful updated furnishings, internet access, flat-screen TVs, assortment of beach toys... Vacationers are willing to pay more for higher quality and more up-to-date properties. A relatively small investment could yield sizeable results. Over and over we have found that nicer properties rent first, rent far more, and rent in off season. Past experience has led to the following recommendations:

- **Internet In Unit** - *Internet is our most searched amenity.*
  - All properties should be equipped with internet access (not simply relying on a neighbor’s signal). Today’s traveler has come to expect this feature. Without it, you will lose revenue.

- **Alarm Clocks**
  - For rentals, you should have alarm clocks equipped with backup batteries in case of power outage. (An old clock blinking 12:00 can date your property.) These types of alarm clocks are available at Wal-Mart for $10 - $20. Also, these can be ordered from Amazon Prime and shipped directly to property.
  - Product Description of the latest AcuRite: “The AcuRite Intelli-Time Alarm Clock features Intelli-Time Technology to ensure that your clock and alarm are accurate even after power interruptions or unplugging. Intelli-Time clock automatically updates itself for Daylight Saving Time. Large digit display makes it easy to see the time in the middle of the night. Includes high/low setting for alarm volume and LED light dimmer. One-year limited warranty. It’s more than accurate, it's AcuRite.”
  - There is also the Sony ICFC218 alarm clock pictured here that uses a lithium ion battery for backup.
  - Product Description of this Sony alarm clock: “The black Sony AM/FM radio is a budget-friendly way to insure against over sleeping. The Sony clock radio features a single alarm with an alarm indicator that confirms your settings. There's also battery backup that maintains clock and alarm operation in the event of a power loss. And when it comes to Daylight Savings Time, the alarm clock radio automatically adjusts the time for you thanks to its built-in calendar.”

- **Step Stool**
- **Hangers**
  - Buy white or black, plastic hangers. These are sold in packs of 10 - 20 for a couple dollars at Wal-Mart.
  - For aesthetics, stick to just one color and discard all metal hangers. Replace these periodically.

- **Bed Selection and Configuration**
  - Ideally master bedrooms should feature a king size bed, based on guest’s preferences.
  - To maximize occupancy and in turn rentals, the 2nd bedroom if possible should have a queen bed and a bunk bed with trundle.


This makes your unit more rentable to couples in slow season and families in busy season. Couples want to sleep together! Also, retirees like to have guests and those are often couples as well.

**Mattress Protectors**

Mattress Safe will protect your mattress as well as your investment. Mattress Safe features unique, state-of-the-art products that are waterproof, breathable, non-allergenic, fire retardant, and are bed bug certified. A 2 bedroom condo with King, Queen, and 2 twins costs about $150 including pillow covers. A great investment. [www.mattresssafe.com](http://www.mattresssafe.com). Or we can order them for you and charge your account.

**Pillows**

Especially for king or queen size beds in the master bedroom, we advise an additional set of pillows besides the pillow shams. Remember you want to exude luxury and pamper your guests, so they’ll keep coming back. Costco sells a set of reasonable, quality sheets which come with 4 pillowcases (for both queen and king).

Most people prefer firm pillows and having 2 sets allows you to offer both medium and firm.

**Bathroom**

Bath mats from Costco or Sam’s Club work well. The memory foam plush ones are washable and feel great.

**Towel Sets** [high quality in good condition – these need to be routinely replaced]

- We require all properties to provide 2 bath sets per the maximum occupancy number of the property. For our purposes, a bath sets constitute a bath towel and wash cloth (i.e. a property that sleeps up to 4 needs 8 bath sets, a property that sleeps up to 6 needs 12 sets...). We require all properties to have 2 hand towels for each bathroom and 4 kitchen towels (2 sets of 2). This allows cleaners to rotate dirty towels out to wash and leave clean towels. To save on excess laundry, owners should store any excess towels away from guest’s access or take extras back home.

- We suggest limiting the colors for a more uniform look and ease of care, and strongly recommend white, plush towels. There is a reason hotels use white towels. They radiate cleanliness and can be bleached when necessary. Currently, **we are transitioning all our vacation properties to all white linens.** (Sam’s Club offers nice quality white towels.)

**Linens**

- We suggest 100% cotton sheets with 400 thread count. They will last longer and feel luxurious. Quality high thread count sheets are available at Costco, Ross, Marshall’s, TJMaxx, or Sam’s Club (approximately $45 - $65 for a king set). Costco’s set include an extra set of pillow cases and is our preferred choice.

- For vacation rentals, linens need replaced about every 2 years. Old, worn sets need to be discarded. To be in our TeemingVR network, property owners are required to provide 2 sets of sheets for each bed including sleeper sofas and trundles. (Note this enables cleaners to rotate out linens, leaving fresh sheets for the next arriving guest.) Extra sets of linens (i.e. in excess of 2 per bed) should not be accessible to guests or cleaners. (Excessive, mismatched towels and linens can be confusing to the cleaners and appear hodge-podge to guests.) We strongly recommend white linens which look fresh and are easier to keep clean. Once again, hotels use white sheets for a reason. As noted above, we are transitioning all our vacation properties to all white linens.

- Old, outdated, difficult to clean comforters should be swapped out. You can replace them for $50-$100 at stores like Ross, Marshall’s, HomeGoods, or TJMaxx. We recommend quilts over comforters due to their ease of care. Avoid solid color bedspreads – print designs seem to age more gracefully.

- You will need a blanket for each bed in your unit.

- No linens with any stains, holes, rips or tears should be left in the unit at all. If it looks like they are your grandmother’s sheets (and they might be), throw them away.

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**Living Room/Great Room**
- Select heavy-weight upholstery fabrics. Random, all-over patterns work well for wear and camouflaging stains. Be sure to Scotchguard all upholstered furniture upon purchase.
- Please select your furniture keeping in mind comfort and style. Sofas, chairs & bedding should be comfortable for guests. This drastically affects repeat business.
- Leather sofas can be an excellent choice especially for coastal properties.
- If buying a sleeper sofa, we advise choosing one with a commercial mechanism that is designed for frequent use. It should have a 6” innerspring mattress or Memory Foam and high-density flame retardant seat foam. We have added a gel memory topper to a sleeper sofa mattress and then zipped it together with a mattress protector. This made a remarkable difference in the comfort of the sleeper sofa bed. (Check Sam’s Club or Costco)
- Buy the right scale furniture for your floor plan so as not to constrict traffic.

**Dining Room**
- A sturdy, updated dining room table provides your guests with that upscale feel when having meals together. Be sure you have enough seating for the number of guests your property accommodates. American Signature Home Furnishings offers a variety of reasonable dining room sets (look in the clearance section also).
- Select easy to re-cover dining room chairs with removable seats. Stay away from fully upholstered dining room chairs.
- Carefree, hard surfaces for tables such as glass work well for rentals. Note some wood surfaces easily scratch, stain and show condensation rings.
- Having extra chairs for your guests allows the entire family to sit around the table. Costco has spare wooden folding chairs for around $30.
- It is also a good idea to have a card table and chairs for those retirees that like to play bridge or families that like to play board games (amazon.com).

**Outdoor Patio Furniture**
- Guests love to enjoy the view of the ocean from their balcony or porch. Most importantly, they enjoy relaxing or having a meal or two out there. Providing your guests with new, updated, clean, and inviting outdoor furniture will really increase the appeal of your patio (and likewise your property). Eagle One Products manufactures environmentally friendly, resilient, and beautiful furniture for use in restaurants and hotels. They are recycled plastic furniture. They will not rust or deteriorate for a very long time. [www.eagleoneproducts.com](http://www.eagleoneproducts.com) (We have a contract with them and can order them for you. Some assembly is required.)
- This set of two side tables and two chairs will surely add that luxury, hotel feel to the patio, an often forgotten about “room” when decorating.
- This bar table and set of four bar chairs will give your guests the pleasure of being able to dine while watching the sunset. A moment that will take their breath away, but more importantly, will make them want to come back for years to come.

**Beach Chairs for Beach Locations**
- Durable chairs can be bought at Costco or Sam’s Club for around $30.
- Due to salt water, they usually require replacing about every 2 years.
- It is best to have 4 chairs and replace 2 of them every 2 years. If you have a condo, we also advise labeling the chairs with a sharpie, putting your name and unit number.

**Beach Towels for Beach Locations**
- Good quality but not the extra-large size as they take longer to dry.
- Using a permanent marker, label with the unit number (ex. CBC1 14A) and last name.
- Recommend getting all of one pattern or kind so guests can easily identify them.
Suggest having at least same number as property occupancy. You may want to buy extra ones to put back and later use to replenish as ones get lost. We believe they provide great value to your traveling guest (eliminating packing aggravation or need for purchasing). Costco offers high quality towels for @ $10. A small investment to help maximize your rental revenue. If you would like us to purchase beach towels for your property, we are happy to do this for a nominal fee and charge your Owner’s Account.

**Electronics**

- We suggest getting at least one flat screen TV for your property. Although considered a luxury, it is quickly becoming an expected amenity. If possible, furnish each bedroom with one. Costco sells a 42” flat screen TV for around $450. If you purchase a new large one, swap out the existing family room TV ~ moving it to the master bedroom and in turn the master’s to the guest bedroom.
- We recommend replacing all old tube TVs positioned on furniture for both aesthetics and safety. The instability of these TVs can lead to injuries and pose a real risk especially to children. (A child is killed every 3 weeks due to a falling TV, with 17,000 injuries resulting from TV instability in 2011 alone.)
- Keep extra batteries for remotes (AA & AAA)
- Cable – We recommend having a cable box on at least one TV (Note cable going directly to TV is not the same as having a cable box.), which will provide a TV channel guide and easier navigation through digital channels.
- Make certain to set up a “Purchase PIN” for buying movies on your cable account, otherwise your guests may buy a Pay-Per-View movie at your expense. Call your cable/internet provider to set up. Note that we do not cover guest’s purchases.
- Long Distance – We advise getting your phone/internet provider to supply your phone service with their unlimited long-distance option which long-term and Canadian guest request when booking. If you don’t provide long distance, you will want to contact your provider and have those calls blocked (AT&T charges about $6/month to block these calls).
- Cordless phones- Discard any corded phone sets. A set of 3 cordless phones is available from Costco for around $50.
- Exchange all extensions cords with power strips. Note extension cords are against state code for vacation rentals. Power strips are safer and more easily hidden under or behind furniture. Get the ones that have a 90 degree plug so it is flat against the wall. All your power cords should be organized with electric ties or Velcro wraps for a neater appearance. These Velcro wraps are less than $5 at Home Depot for 25 wraps, which should be enough for your entire property.

**Rubbermaid Iron Holder** - We suggest this iron holder, which can hold an iron which is still hot.

**Wireless Remote Controlled Thermostat** - You may like a thermostat that can be controlled via the internet. Installation and setup usually cost about $200 and requires that internet is hard wired into your property. Look at the following link...

http://www.diycontrols.com/c-177-remote-control-thermostats.aspx

**Washer and Dryer**

- All washer and dryer connecting hoses should be steel mesh- not rubber.

**Window Treatment for Sliding Glass Doors**

- One affordable option for sliding glass doors is floor length curtain panels with grommets hung on a curtain rod. They are both attractive and functional (without the constant headaches of broken vertical blinds which dangling cords can even pose a strangulation risk for children). If you mount the hardware wide, you can stack the
curtains completely out of the way, while still framing the door nicely. Purchasing panels with blackout lining can help save energy, guard against furniture fading, and benefit late sleepers.

- Amazon carries panels with thermal backing and grommets that will cover sliding glass doors. Size: 160 inches by 84 inches for around $120
- IKEA offers many different options for panels with eyelets (i.e. grommets)

- Although a little more costly, we believe Bi-pass Plantation Shutters are ideal window treatments for sliders. We have these in our personal condo and love them. To access the door, the plantation shutters are slid on an overhead track behind each other. The panels never protrude into the room. This configuration is available with a double or triple (or more) overhead track. An extended overhead track is also available that allows the plantation shutters to be slid completely past the door for full view. Our personal unit is actually featured on www.fishutters.com. (We helped design and implement their first curved rolling track installation years ago.)

- **Window Cleaning Kit for Sliding Glass Doors**
  - Purchase tools to assemble a window cleaning kit from Home Depot (located on cleaning isle and costs about $45). It consists of the large bucket, an 18” squeegee, an 18” brush and a handle. (Note, the squeegee-brush combo prepackaged kit doesn’t work as well.)
  - If you have a window cleaning kit, long-term guests often are happy to clean the balcony or patio windows to enhance their view.

- **Plunger**
  - Your property should have a heavy-duty toilet plunger, designed for tough jobs. Toilet plungers are bell-shaped and feature a protruding rim. The rim allows them to fit more precisely around the opening in the toilet for greater efficiency. We recommend one with a black rubber cup which doesn’t show dirt.
  - Discard any old red rubber ones with a flat cup (this is a sink plunger and will not work well on toilets). Typically, the toilet is what needs plunged.

- **Toilets**
  - We suggest purchasing an elongated, comfort height toilet. We have purchased very affordable ones at Sam’s Club.
  - Purchase Slow Close toilet seats (about $35 at Home Depot) to eliminate slamming. With the STA-TITE Seat Fastening System, they also don’t shift around.

- **Interior Décor**
  (Please refer to “Decorating Your Vacation Rental Property” in this guide for specific tips.)
  - Interior décor can make your property stand out from your competition. Remember prospective guest are typically selecting which property they want to book based on comparing property pictures online.
  - In general, fresh, colorful bedding, a few eye-catching accessories, bright wall art and a new coat of paint can really make your property pop in pictures. Vacationers tend to like colorful interiors.

- **Bikes for Beach Locations**
  - Beach bikes endure some pretty harsh conditions, so you need to select your bikes accordingly. We recommend a South Coast Cruzer. The new Beach Boy, Beach Girl and Fat Boy Cruzer models are the lightest, most rust and corrosion resistant beach cruisers in the industry. These are made for beach rental fleets and have sealed
bearings, a “rust buster” chain, and are built to last. If you have the storage space, bikes are a great extra to offer your guests. The more upscale amenities your unit offers, the better your chances are to secure a rental over a comparable unit. Wal-Mart has cheap beach cruisers but the chains last only 6 months if that! The South Coast Cruzers are made for rental fleets. They are around $300 delivered. Contact us if you are interested. We can have them drop shipped to your property (remember to engrave your bike with your unit number, name & phone number and record your serial numbers as well). Here are some of the features:

- All aluminum alloy frame with flared integrated head tube - Plush elastomer saddle - 12 Gauge stainless steel spokes - Double wall aluminum alloy rim - KMC 410Z “rust buster” chain - All aluminum alloy kick stand - Sealed bearing bottom bracket - All aluminum alloy pedals - Kenda 26 inch (26x2.125 A/V) tires
- The South Coast Cruzers have been designed for smooth and easy cruzin on the beach. They are built for the rigors of everyday use being put through its paces as part of a rental fleet. Your best bet is to spend the extra dollars ($300). To protect your investment, we suggest you have a cable lock for each bike.

- Beach Carts for Beach Locations where Property Not Directly on Beach
  - Many of our properties are across the street from the beach and we suggest buying a beach cart for your guests to wheel their stuff to the beach. This will go a long way in alleviating prospective guest’s concerns at very little cost to you.

- Surfboards, Kayaks, Paddleboards, Skim Boards, Floats and Boogie Boards (geographic area specific amenities)
  - In season, Costco carries soft-top surfboards for around $100, which are ideal for beginners and extremely durable.
  - Costco also offers Kayaks for about $450 and Paddleboards for approximately $600 (amenities which hold huge appeal to many guests).
  - Boogie Boards and Skim Boards are great, inexpensive pieces of beach equipment that families LOVE!

- Also remember to label the boards with your unit number using a permanent marker and engrave kayak or hard plastic item.

  - It’s important to keep track of all your expenses for the items purchased for your rental property to deduct as a rental expense.

The world is a book, and those who do not travel, only read a page. Saint Augustine
Suggested Amenities to Draw Guests

Vacation rental properties are one of the fastest growing categories of the hospitality industry in North America. One of the key advantages of a vacation property over the traditional choice of a hotel room is the personal amenities afforded its occupants. As airlines increase baggage restrictions and hotels add on resort fees and charge for Wi-Fi, movie rental etc., vacation rental properties become a more attractive option. Aim to be “the host with the most” - to both attract guests to your property over others in the area and to keep your previous guests returning. We have equipped our own personal condo with all kinds of “toys” (e.g. boogie boards, surfboards, skim boards, bicycles, shovels, kayaks, paddleboards, fishing poles, tennis rackets...), and past guests often ask for our particular unit requesting the one “with all the toys”. **Our experience in the vacation rental property management industry has shown free Wi-Fi to be the number 1 requested amenity.** Consider adding amenities from the following checklist to increase traffic to your property, they should pay for themselves shortly through increased rental revenue. Note advertised amenities need to be in working order upon guest’s arrival.

**Kitchen/Dining Room**

**Must-Haves**

- Microwave, Toaster and/or toaster oven, Teapot
- Coffee pot with filters (starter packs of coffee, creamer, and sugar are an added perk)
- Electric Mixer, Blender
- Electric or manual can opener
- Corkscrew and bottle opener, wine glasses
- Basic pantry items like sugar, salt and pepper
- Liquid hand soap, dishwashing liquid
- Adequate cooking gear (large & small frying pan, large pot w/lid, and saucepots w/lids)
- Adequate bake ware (casserole dish, roasting pan, broiler pan, cookie sheets, pizza pan)
- Colander
- Mixing bowls, measuring cups & spoons, whisk, spatulas, wooden spoons, tongs, ice cream scoop
- Knife set, vegetable peeler, cutting board, grater
- Storage containers (the inexpensive Gladware or Rubbermaid type), Ziploc bags, plastic wrap, aluminum foil
- Enough plates, bowls, coffee mugs, plastic cups, glasses, and flatware for double the occupancy
- Serving bowls and platter, serving spoons and forks, slotted spoon
- BBQ cookware
- Pot holders, dish towels (these need replaced about every year)
- Juice/tea pitcher

**Extras**

- A deluxe coffee pot with grinder or espresso machine
- Granite countertops
- Stainless steel appliances
- Specialty gadgets like a juicer, waffle maker, soft-serve ice cream maker or margarita machine
- Wine Cooler
- Other small appliances like a slow cooker or griddle
- A fold-up table and chairs readily available for the kids, if you sleep large numbers

**Living Area**

**Must-Haves**

- Comfortable seating for at least the number of people you sleep
- A flat screen TV large enough for guests to watch from across the room (ideally at least 42”)
- Basic cable with a Cable Box
- Reading lamps
Extras

- A big flat screen HDTV
- A DVD library with flicks for the kids
- Books (adult and children)
- Smart TV or Smart box where guests can log on to their own account and buy movies
- Satellite, premium cable or movie channels
- Recliner or comfortable reading chair and ottoman
- DVD Player
- DVR Recorder
- A stereo with a CD player or an iPod docking station
- Game systems like Xbox, PlayStation or Wii with games.

Bedrooms

Must-Haves

- At least a queen-sized bed in the master bedroom (king size is greatly preferred and guests will often pass on your unit if only a queen)
- Two sets of high-quality sheets for each bed (We suggest white, Egyptian cotton with a high thread count)
- Pillows for each bed
- Bedspreads (we recommend quilts only as comforters are seldom washed and bunch up when they are). Quilts are preferable due to ease of care.
- Blankets to fit all bedding
- Mattress pad
- Full-length mirror
- TV in every room
- Alarm clock
- Waste basket
- Plastic hangers (preferably all white or black plastic)
- Reading lamp on a bedside table in each bedroom

Extras

- 2 extra pillows for master bed
- Mattress Protectors (suggest http://www.mattresssafe.com/)
- Flat screen TV in master

Bathrooms

Must-Haves

- Two quality bath towel sets per occupancy (set includes bath towel and wash cloth)
- Two hand towels per bathroom
- Bath mat
- Hair dryer
- Hand soap
- Trash can
- Toilet brush & holder

Extras

- Lighted vanity mirror
- Unique shower/showerheads (do not install the ones on a hose- they become problems)
- Jacuzzi/whirlpool tub in the master bathroom
- Bathrobes and robe hooks

Cleaning Supplies

Must-Haves

- Broom and dust pan
- Mop and mop pail
• Feather duster or cloth
• Toilet Plunger
• Iron and ironing board with cover, Iron board hanger
• Carpet and upholstery cleaner
• All-purpose cleaner, Windex, laundry detergent, bleach, mildew remover, furniture polish...

Extras
• Window cleaning kit for sliders

Balcony/Backyard

Must-Haves
• Outdoor seating with table
• Lighting

Extras
• Hammock, swing, porch rockers
• Barbeque grill
• Hot tub
• Swimming pool (heated is a bonus)
• Outdoor fireplace or fire pit
• Rack to dry swim suits
• Children’s play area
• Picnic table
• Basketball hoop, ping pong table, volleyball net, croquet set or horse shoes

Other Amenities

Must-Haves
• Vacuum (no bagless as the time to clean these is prohibitive for the cleaners or guests)
• High-speed Internet (This used to be an extra, but now it's a deal breaker for many travelers.)
• Fire extinguisher (required)
• Smoke detectors (required)

Extras
• Washer and dryer
• Games & puzzles
• Game room with a pool table, foosball table, ping pong table and/or dartboard
• Free long-distance phone service (subscribe to your cable company for phone service)
• Ice chest/cooler
• Sports equipment like tennis rackets, bocce ball set, footballs, horseshoes, etc.
• Region-specific gear like beach towels, beach cart, ski locker, canoes, kayaks, or bikes

Life is one grand, sweet song, so start the music. Ronald Reagan
Decorating Your Vacation Rental Property

Often vacationers choose to rent vacation properties instead of hotels because they like to have the conveniences of home (such as more space, a kitchen, and separate bedrooms & baths). However, they are still on vacation and love to be treated special. Typically, they expect their lodging to be as nice as or nicer than their primary residence. Ideally you want to create the feel of a luxury hotel or resort, while offering the comforts of home. Your interior design can be a key selling point of your property, setting you apart from competing rental properties. Plus, our experience has proven that the nicer looking properties are also treated more respectfully by guests. When furnishing and decorating your vacation rental property, keep these guidelines in mind:

1. **Keep it easy to clean.** Buy furniture that can be wiped down or shaken out. Cleaning and maintaining your vacation home is very important – guests expect to rent a property that is first and foremost clean. With this in mind it makes sense to furnish your home with items that are easy to clean. Consider leather or microfiber sofas and chairs for ease of cleaning (provide carpet and upholstery cleaner for guests to use for spills); washable coverlets or comforters; durable and sturdy wood furniture; and carefree glass top tables. (Add coasters to guard against rings on furniture.) When using fabric, selection of heavy-weight upholstery fabrics with random, all over patterns makes cleaning easier and makes for a longer lasting piece of furniture. For flooring in a beach location, think about tile (dark grout works best for cleaning purposes) and wood flooring with area rugs. (This should wear well with the sand and water, and area rugs can be replaced more frequently.)

2. **Buy furniture that is tasteful and of good quality, but not top-of-the-line.** Keep in mind that you’re going to have to replace the furnishings in your vacation rental property more often than you would in your primary home. Consequently, it’s best to buy less expensive furnishings that still are pleasing to the eye and comfortable. The wood furniture needs to be durable and sturdy (e.g. distressed wood is far more forgiving than cherry). Dining chairs with removable and re-coverable seats have great wear-ability.

3. **Aim for comfort.** Your guests are on vacation and want to relax. Make sure you have a created an atmosphere that invites rest and relaxation. Offer plenty of comfortable seating to kick back and read a book or watch TV, or space to play a game or put together a puzzle. It is always a bonus to have a sitting area or somewhere to read or write in the master bedroom. (Note that although futons and wicker furniture may be less expensive, they lack in both comfort and durability.) Window treatments should provide proper privacy and light control.

4. **Reflect your property’s location in your decor.** When booking a vacation home, guests like the furnishings to reflect the destination (e.g. beach, mountains, or ski lodge). This adds to the overall charm of your property and can transport your guest while indoors; much as say the beach or mountain does outdoors. For repeat guests give them an inviting, unique property to remember… a vacation to remember. Take advantage of the area’s unique flavor in choosing your furnishings, art work, as well as accent pieces. Check out local shops, boutiques, and antique stores in the area for decorating ideas and unique finds. However, don’t overdo it. (Guests prefer updated over geographic elements.)

5. **Keep your furnishings consistent with your rates.** If you market your property as “luxury” and charge rental rates on the higher end of the spectrum for your area, your guests will expect a certain level of luxury consistent with that label (e.g. your furnishings, décor, linens, appliances, and amenities). There is merit to knowing your target market. However, to maximize your rental revenue and attract guests during even the off-season, aim to decorate so as to appeal to the desires of a variety of travelers. For example, in our beach condo we offer an elegant, soothing white & cream master, a relaxing blue & green 2nd bedroom with both a queen and bunks (meeting needs of families and couple traveling companions), and a stylish, “beachy” kitchen and family room. We evaluate each property based on all its features, charging a marketable rate accordingly.

6. **Provide comfortable beds and bedding.** This feature will keep you frequenting the same hotel chains, and likewise keep guests both happy and returning to your vacation property. We suggest spending a little extra when it comes to the master bedroom; remember who is paying the bill. (Select a king bed if possible, plush bedding, high thread count Egyptian 100% cotton white sheets, and two extra pillows.) Try sleeping one night on every bed in your property; if they are not good enough for you to sleep on, they’re not acceptable for your guests. If choosing a sleeper sofa, try to select one with a commercial mechanism designed to be frequently opened and closed and 6” inner springs. For one condo we recently remodeled, we added a memory foam topper to the sleeper mattress and then zipped on a mattress protector.
(see page 8) to hold them together. This minor addition (costing only @ $100 from Sam’s Club) made a world of difference in the comfort of the sleeper sofa bed.

7. **Offer sufficient space.** It is essential to choose the right scale of furniture to match your floor plan. Pieces that are bulky can constrict traffic, making the room feel cramped and it difficult for guests to move around. Ideally, you want to provide adequate seating (which is both tasteful and comfortable) in your rooms while still looking spacious. If the bedrooms in your vacation home are short on closet space (or lacking closets entirely!), consider adding armoires to those rooms. Your guests will appreciate being able to put their belongings away so that your home feels more like their home. Similarly, keep drawers empty, closets organized with plenty of hangers (buy all white or black plastic), and counter and furniture tops relatively clear. An overabundance of knick-knacks can appear cluttered to guest and leave them with little room to put their own things. By no means leave any of your personal clothing out in the unit (if necessary, you can pack away in owner’s closet or labeled bin).

8. **Make sure that your property is family-friendly.** If you want to maximize your vacation rental revenue, you will want to welcome families to your property. With this in mind, make sure that the furniture and décor of your vacation rental is child-friendly. Steer away from glass coffee tables with sharp corners, as well as breakable trinkets and knick-knacks within the reach of little hands. Remember your guests are on vacation and will not want the headache of a unit filled with fragile or potentially harmful items. When decorating 2<sup>nd</sup> and/or 3<sup>rd</sup> bedrooms, select bedding with a colorful print design that will be more forgiving of stains. Also providing TVs with DVD players in these rooms will allow children to watch their own shows or movies in their room while parents get a break to watch something else.

9. **Use some color.** Don’t be afraid to put some color on the walls. Painting is one of the least expensive things you can do to revive and refresh your property. Guests want a vacation to remember and like colorful interiors. Although they might never choose a vibrant, funky décor for their own home, they will find it a memorable, charming change on vacation. High-quality, high-gloss paint last longer and will not show scuffs as easily. You can even use clear corner guards on your walls (available at Home Depot or Lowes) to further protect your paint. Along with paint, splashes of color can also be added in accessories, bedding and drapes. Breathe new life into your property by purchasing new throw pillows for the sofa, new bedding for rooms, and updating window treatments (best to select solid drapes). These are easy and relatively inexpensive updates that will more than pay for themselves.

* **Don’t forget to have us take new photos so we can update your property information every time you paint, change furnishings, or make improvements; so you can start reaping the benefits of your redecorating.**

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Continuous effort – not strength or intelligence – is the key to unlocking our potential.  
Winston Churchill
“WHAT NOT TO HAVE” in a Vacation Rental Property

- Vertical blinds which notoriously break and can cheapen the look of the property.
- Window Screens in Beach Properties
  - We advise getting rid of your screens on all doors and windows if there is no fall risk to help protect the contents of your coastal property. This also noticeably improves the view.
  - Although our Rental Terms and Conditions instructs guests not to leave windows and doors open, we have found that screens on your windows and doors can be an open invitation to your guests. The salt residue that collects on your car after one day in the beach parking lot can get on your furnishings and carpet as well if the doors and windows are left open.
- Real Plants
  - Guest want take care of your houseplants (nor will cleaners). Nothing is appealing about dead plants or empty pots of dirt.
- Silk Plants
  - We recommend removing all silk arrangements, plants and trees. They always get extremely dusty and can appear dated. Cleaners do not have sufficient time to clean them.
- Do not leave your “treasures” in your property. Priceless family heirlooms or valuable art work should not be in a vacation rental property. We cannot replace the exact item if it is damaged or destroyed. Only use reasonably replaceable items in your rental property.
- Wide assortment of mix-matched, well-worn sheets and towels
- Hodge-podge of old furniture crammed into each room
- Wallpaper in oceanfront properties
  - Coastal areas are typically high in humidity, wallpaper can lead to moisture being trapped, spurring the growth of mold and mildew.
  - Not to mention, wallpaper can be extremely limiting when you decide to do some redecorating.
- Worn, stained upholstered furniture – professionally clean or replace item
- Mismatched dishware
- Peeling paint – keep extra paint to touch up if not ready to repaint
- No bagless vacuum cleaners - Avoid buying a bagless vacuum since cleaners charge extra to wash them out (so this will seldom get done)
- Stained carpet or cracked tile
- Mildewed, unsightly showers or baths (clean, re-caulk, or renovate)
- Exercise equipment (treadmill, weights...) which can pose a danger
- Car visor remote controls for garage door opener or entry gates (We suggest purchasing key chain garage door openers, so remote doesn’t inadvertently leave with guest.)
- Extensions cords - **Remember extension cords are against code in rentals**

To improve is to change; to be perfect is to change often.  Winston Churchill
Increase Your Rental Revenue through Allowing Pets

Allowing pets is a great way to maximize the revenue of your vacation rental property. There is always a high demand for pet friendly properties. Today many luxury hotels, such as the Westin chain, accept pets. TeemingVR could always use more pet friendly properties in our network. Allowing pets can increase your rental revenue by as much as 30%. Typically, traveling pet owners are willing to pay more for a property. At TeemingVR, we want to assure you the best possible rental income while still protecting your vacation property. With this end, we have devised specific pet policies.

TeemingVR’s Pet Friendly Vacation Rental Policies are:

- There is a minimum non-refundable $150 pet fee (we vary this based on breed as needed) to cover additional carpet and upholstery cleaning. Note TeemingVR allows a maximum of 2 pets in our designated Pet Friendly Properties.
- Pet Policy differs by each individual vacation property. See individual listing for information. Note condo associations also have limits on pets and pet’s weight. They can evict your pet if it does not meet their rules.
- Every pet must be disclosed to us BEFORE your arrival. TeemingVR must approve the weight and breed of your dog. If you arrive with an unapproved pet, you will be charged a $500 pet fee.
- List of PROHIBITED dog breeds: Akita, Australian Blue Heeler, Boxer, Bull Mastiffs, Chow, Dalmatian, Doberman, English Bulldog, Great Dane, Husky (any type), Malamute, Mastiff (any variation), Pit Bulls, Presa Canarios, Rottweiler, Saint Bernard, Wolf-dog Hybrid
- TeemingVR reserves the right to decline any dog for any reason. If any dog is deemed to be a threat or nuisance, we reserve the right to evict the pet and/or the party at any time.
- No puppies (i.e. dogs under 6 months old) allowed.
- Dogs must be neutered or spayed.
- If there is a violation of any of the above policies, TeemingVR reserves the right to terminate this agreement and evict guest immediately without a refund, compensation, or alternate accommodations. This is a nonnegotiable breach of our rental terms. A violation may also result in additional charges to cover property damage.
Boost Rentals during Off-Season

One of the key ways owners can boost their annual vacation rental revenue is by renting their property during the off-season as well as peak time. Renting during peak time requires much less effort than renting during the off-season. But the added income generated from these low travel periods can significantly impact your property’s vacation rental revenue. So how do you attract travelers to your property during these low travel times?

**Lower the price to reflect lower demand** - At TeemingVR, we individually rate each property each week of the year, charging lower rates during off-season. We also can adjust rates across all our properties in seconds based on the current demand. We have a constant eye on bookings and routinely make adjustments. In the industry this is called “Yield Management”.

**Increase advertising** – There seems to be a natural response to step back on advertising during low periods, but this is when you need lots of exposure since you are competing with more properties for less vacationers. Even though less revenue is coming in, it is still well worth your effort and expense to keep your property’s visibility high. At TeemingVR, we ramp up our strategic placement of ads with online sites (such as VRBO) and email marketing programs as needed to attract your off-season audience.

**Reduce the minimum stay** – At TeemingVR, we often will both reduce the minimum stay and allow stays to begin on different days than Saturday (our standard arrival date during high season). Note we do not allow for stays under 3 days during any season.

**Know your target market** – Off-season often appeals to a different traveler than peak times. For example, winter travelers are typically couples with no school age children. While vacationers traveling with their family prefer peak season, couples are often more flexible. As well as age and stage of life, travelers often are also differentiated by their state or country of residence. Travel budget can also distinguish your audience. Evaluating the target market helps us at TeemingVR know how to best advertise vacation properties to attract the right guests at the right time.

**Email prior guests** – Prior guests of your vacation property are a great source of potential guests for off-season. Obviously, vacationers who have already stayed at your rental property will be easier to market to than a complete stranger since they are already familiar with it. Guests used to paying high peak season rates will be attracted to your lower rates during the slow time. Emails can also highlight other benefits of off-season rentals like fewer crowds, easy access to popular attractions, and favorable weather. Noting that 25% of travelers book a travel service because of an unexpected email; we at TeemingVR utilize email marketing programs to appeal to these past vacationers.

*We are what we repeatedly do. Excellence, then, is not an act, but a habit.*
As owners of TeemingVR and owners of our own vacation rental property, we do everything we can to insure that our staff and your guests treat your property with the utmost care. We really get it! Your property, whether an investment property or a second home, is likely one of the largest assets of your overall portfolio. Property care is key for both protecting your property and your rental revenue.

Our years of experience in vacation rentals have proven there are two things that must happen when a guest arrives at your vacation property: 1. It must be clean. 2. Everything must function properly. These two factors greatly determine guest’s satisfaction. To meet these crucial goals we have specific procedures, programs and policies for both Housekeeping and Maintenance. The following sections provide more details on TeemingVR Property Care.

**Property Care through TeemingVR Housekeeping**

At TeemingVR, we realize both the paramount importance of property cleanliness to owners as well as guests and that housekeeping is a demanding profession. We are ever striving to improve the quality and efficiency of our vacation rental cleans, as well as find and keep reliable, thorough cleaning teams. Past experience has shown our best scenarios to be multiple teams of cleaners assigned to the same properties week after week.

Cleaners are independent contractors, typically made up of an owner/operator who cleans alongside her staff, monitoring and inspecting cleans. Realistically, there will always be occasional issues with property cleans and individual cleaners. Housekeeping will never be perfect, but we are continually monitoring and striving to improve in this area. As both a company and your representative, we endeavor to hold cleaners to high housekeeping standards. **We solicit every guest for ratings and comments on the cleanliness of property** through a Welcome Sheet left on premises, conduct periodic inspections of housekeeper’s cleans, have a **Cleaning Guarantee** (We provide guest with the cleaner’s name and cell phone so they can call cleaners directly with any problems. This is part of our contract with cleaners and obviously helps keep them accountable for their work and staff.), and treat cleaners with respect and dignity while stressing their important role in guest and owner satisfaction. At TeemingVR, we are dedicated to not settling but rather always asking, how we can we improve our housekeeping services?

Cleaners are our continual onsite eyes. They routinely notify us of property conditions which go beyond their scope or the time allowance for standard departure cleans. Moreover, they identify and immediately report any subpar conditions, and notify us of excess laundry or damage to property, documenting with pictures on their smart phones. Timing is crucial, since we attempt to charge guest’s credit card the same as their departure in the event of property damage or loss. Cleaners are happy to replace light bulbs, batteries for remote controls, AC filters, and vacuum cleaner bags free of charge provided replacements are available and easily accessible on the property. As part of their service, guests are furnished initial starter supplies such as soap, toilet paper, and paper towels.

**No** guest or TeemingVR staff will be allowed to smoke at any time in a rental property. All our properties are non-smoking. There are no exceptions and this includes smoking on balconies and patios. **Upon guest’s departure if evidence of smoking exist, guest’s credit card on file will be charged $500.** This is part of TeemingVR Rental Terms and Conditions that all guest must agree to in order to make a reservation. Once again, cleaners are our onsite eyes.
Cleaners also provide Annual Deep Cleaning services that owners may schedule for an additional fee. We recommend scheduling these during the off-season.

At TeemingVR, we know the importance of keeping a clean, well-maintained vacation rental property so guests will return year after year. These vacationers’ experience begins the moment they arrive to your property and is often defined in large part by the condition of your vacation rental. We are acutely aware of this fact; as well as the value of satisfied guest, excellent guest’s reviews, and the prized repeat guest. Consequently, properties should be clean, advertised amenities in working order, fresh high quality linens provided and beds made upon guest’s arrival.

Please note cleaning fees differ for each individual property and are calculated based on property size, beds, and occupancy. Guest’s Cleaning Fees are paid solely by the guest. Owners are only charged for cleaning if they elect to have the property cleaned by TeemingVR cleaners after their personal use.

Property Care through TeemingVR Property Maintenance

As noted above at TeemingVR, we understand the importance of offering guests a well-maintained vacation rental property. This is an essential part of a positive vacation experience which results in repeat and referral business. Likewise, we understand our role in monitoring the upkeep and condition of your property. TeemingVR owner Jeff Paglialonga is uniquely qualified through his work experience as a builder as well as an Allstate insurance agent to help trouble shoot and give advice on maintenance issues and safety & liability concerns (in addition to his vacation rental property management experience).

We realize within our network of owners, there are owners who are very “hands on” with their property while others would rather not have as active of a role in the upkeep of their vacation rental. For us, maintenance is not a profit stream, but a service we provide property owners for a reasonable price. We never want to be nickel and diming our owners, tacking on questionable repairs and maintenance charges. Our focus is maximizing rental revenue for our owner. We want to be paying you, not you paying us for monthly repairs or replacements. We have heard our share of horror stories from owners whose past property managers were always tacking on fees for replacing toasters, repairing blinds, replenishing light bulbs etc. This is NOT our practice. We are pouring our energy into marketing your property and securing the optimal rental rate for your property.

With this said, TeemingVR network of properties must be kept in rental ready condition. If out-of-town owners are either not able to handle overseeing particular maintenance issues or would rather not spend their limited time at their property taking care of routine annual maintenance or issues which fall outside of our scope, TeemingVR can take care of managing these for a fee. It would be completely unfair to charge owners the same fees when one personally takes care of his property and the other counts on us to do everything.

As indicated in our Owner Agreement, the owner is responsible for all routine maintenance. We will gladly advise owners regarding our suggestions for property updates and improvements to attract more guests and increase revenue. TeemingVR will perform whatever “minor” duties are necessary to maintain your property in a guests-ready condition.

The following services (labor only - except where indicated) are covered under the Teeming Vacation Rental Maintenance Program:

- Internet Troubleshooting
- Replacement of all standard light bulbs, as needed & when available on property
- Replacement of batteries in smoke alarms and remotes (AA, AAA, 9-volt), as needed
● Replacement of AC air filters and check pouring of mildew remover into condensation lines (your AC system must be equipped for this with a removable cap and accessible)
● Replacement of vacuum cleaner bags
● Replacement of extension cords with power strips, if provided
● Instructing guests on operation of TV and internet
● Unclogging toilets and drains (when correct plunger on property), troubleshoot with guest
● Resetting circuit breakers, troubleshoot with guest
● Resetting GFI’s, troubleshoot with guest
● Removal of foreign objects from garbage disposal, troubleshoot with guest and resetting garbage disposal
● Re-hanging pictures
● Tightening furniture knobs

TeemingVR is committed to maintaining your property in rental ready condition. If an emergency arises which would significantly affect the guest’s stay (e.g. AC goes out, hot water heater failure...), we will attempt to resolve this quickly, efficiently and cost effectively. On larger jobs, especially those requiring a license, we have access to a large number of vendors. (Realistically, some solutions require more than a day. Parts may need to be ordered and/or a specialist may need to be contacted.) As the owner, you must consent to any repairs over $350 unless it is an emergency which presents a risk to further damage to property (e.g. water leak).

It had long since come to my attention that people of accomplishment rarely sat back and let things happen to them. They went out and happened to things. — Leonardo da Vinci
Annual Property Maintenance

- **Light Bulbs**
  - Provide a ready supply of all types and sizes of replacement bulbs for your property. Cleaners will be glad to replace them if you have them available (guests will too).
  - We recommend buying fluorescent or LED bulbs. Both use less energy than standard incandescent. The LED, although more costly, are extremely efficient and long-lasting. These can be purchased at Sam’s Club and Costco at a discounted price.
  - Replacement Light Bulb Bin - Keep a bin in a cabinet with a supply of spare light bulbs in. Label it. Guests will happily replace a burnt out bulb IF THEY HAVE ONE there.

- **Hot water heaters**
  - Should be drained once a year to eliminate sediment build up which can lead to rust.
  - View this link for how to do this yourself. [http://www.diynetwork.com/how-to/how-to-drain-a-water-heater/index.html](http://www.diynetwork.com/how-to/how-to-drain-a-water-heater/index.html)
  - **WARNING:** If the bottom of the unit shows visible rust, it needs replacing. In the past, one leaked out and damaged the property’s hardwood floors! We recommend purchasing a High Efficiency unit as a replacement. Although it costs more, you should earn the money back in about 2 years. Since most water heaters last about 10 years, it is well worth the investment. If space allows, we recommend buying a Hybrid Electric Heat Pump unit, which pulls heat from the surrounding air and deposits the heat into the tank. (This creates efficient hot water production, with cooler & dehumidified air as a bonus.)

- **Air Conditioner Filters**
  - Purchase the solid white 3M brand filters. (Cheap filters are ineffective.)
  - If you are currently paying the Condo Association to routinely replace your filter, know they typically use the cheap ones which allow the coils to get covered in dust. Dusty coils don’t cool efficiently, resulting in higher electric bills and faster deterioration of the AC unit.
  - Keep a ready supply so Cleaners or guests can change them if necessary.
  - We suggest replacing filters in January, March, May, June, July, August, September, October and November.

- Replace the batteries in your smoke detectors
- Replace batteries in clocks
- Schedule Annual Deep Cleaning once a year
- Schedule to have furniture professionally cleaned once a year and reapply any stain protectant such as Scotch Guard after cleaning
- Consider a Heat and Air Yearly Service Contract with local company

**Owner’s Replacement Check-List When Visiting Vacation Property:**

- ✅ Check that all light bulbs are working. (Replace burned out bulbs and replenish your Replacement Light Bulb Bin.)
- ✅ Change Air Conditioner Filter. (Check stock of replacement filters.)
- ✅ Check smoke detectors’ batteries.
- ✅ Check stock of batteries, storage containers, hangers and kitchen staples (like salt, pepper, sugar etc.)
- ✅ Check all linens (dish, bath & beach towels and sheets). Cleaners may also indicate when linens need replaced.
- ✅ Check condition of beach accessories (chairs, floats, boogie boards, skim boards, etc.) and replace as needed.
- ✅ Check kitchen supplies that may be damaged or missing (e.g. glasses, dishes, cookware, flatware, cooking utensils...)
- ✅ Check shower curtain liners which may need replaced.
Role of Insurance in Protecting Your Vacation Property and Rental Income

As an over 26 year licensed insurance agent (Jeff), there are a few things that you should check off on your insurance policy.

Consider the following.

1. **Condo Insurance** - The 2 main property coverage to be concerned about are as follows:
   (Most people are misinformed regarding this.)
   a. **Personal Property** - This is coverage for your contents. This should be replacement cost coverage. Value your contents by room. Figure a 2 bedroom condo should have around $25,000 worth of contents for an average unit. A high end unit could be twice as much.
   b. **Building Coverage** - This means anything permanently attached to the inside of your unit; cabinets, toilets, flooring, wallpaper, and paint, anything from the drywall in. This is state law in most states as far as the dividing line for responsibility for condo owners and the association. This should be actually more than your contents coverage in most cases. To redo any kitchen is around $15,000-$25,000. Tile floors in an 1100 square foot condo run $7 a square foot for take up and reinstall- $7,700 (that is the minimum). So a 2 bedroom 1200 square foot unit should have at least $35,000 building coverage. Larger and more elegant go up from there in the amount of coverage.

2. **Homeowners Insurance**
   a. Home insurance should include the same coverage above but would apply to the size of the house. Your agent should have a calculator that each company uses to determine the replacement cost of the house. Remember that the cost to rebuild a house is usually MORE THAN the market value of the house itself.

3. **Liability Coverage** - We recommend a minimum limit of $300,000. If you have assets you should consider a Personal Liability Umbrella that would give you coverage up to $1 million and higher. Just remember to cover all your assets.

4. For a good overall resource see the Insurance Information Institute’s website at this link....
Teeming Vacation Rentals Exclusive Owner Agreement

Effective date January 1, 2014

TeemingVR.com LLC FL License CND7406535

This Exclusive Owner Agreement is entered into by and between Teeming Vacation Rentals, hereinafter referred to as “TeemingVR” and a vacation rental property owner hereinafter referred to individually or collectively as “OWNER”.

WHEREAS, OWNER holds vested title to the described condominium unit, house, duplex, town house, and or residential dwelling unit, hereinafter referred to as “Property” or is a co-worker with authority to enter into this Agreement on behalf of all other vested owners of said Property.

WHEREAS, TeemingVR is in the business of marketing and managing vacation rental properties owned by others and of securing rentals for the OWNER.

WHEREAS, subject to the terms of this Agreement, OWNER gives TeemingVR the exclusive right to provide rental property management services for the Property through their 5 property approach (i.e. account services, technology, marketing, availability, and property care). The parties hereto agree as follows:

Terms of Agreement and Termination Procedure:

A. This Agreement will grant TeemingVR the exclusive right to rent, market, manage, operate, and control the fore-mentioned Property. Either party may terminate this Agreement at any time. The OWNER may terminate with or without cause provided commissions are paid for all reservations booked to date through TeemingVR. After engaging TeemingVR as rental manager, if any other management company rents the Property, TeemingVR reserves the right to retain the agreed commission rate of the rental rate published for that time period.

B. By giving TeemingVR access to OWNERS property and accepting rental proceeds from TeemingVR, this contract is considered accepted and bound by OWNER. This agreement does not require a signature for acceptance by either party.

C. If the Agreement is in fact terminated or the Property is sold, the OWNER shall honor all confirmed reservations made and kept by guests of TeemingVR up to the termination date or closing date of the sale. If the property is not sold and OWNER does not honor any future reservations, OWNER must pay TeemingVR the agreed commission rate for said reservations within 60 days of the termination of this Agreement. If OWNER does not pay TeemingVR in that time, TeemingVR shall forward (to their attorney of choice) for collection and OWNER shall become obligated to pay the amount in dispute plus all reasonable costs incurred including staff time, court costs, attorney’s fees, and all other related expenses incurred in such collection attempts.

D. TeemingVR reserves the right to amend the terms of this Agreement by providing sixty (60) days advance notice to OWNER of such amendments.

Responsibilities of TeemingVR:

A. TeemingVR is responsible to collect, process and bimonthly disburse funds through Electronic Fund Transfers (EFT) to OWNER’s bank account. Any costs incurred to collect rental revenue from guests will be at TeemingVR’s expense.

B. TeemingVR agrees to utilize its strategic marketing and advanced technology to attract guests.

C. TeemingVR is responsible to enforce rental terms and conditions.

D. TeemingVR is authorized to arrange for necessary minor repairs (costing $350 or less) or emergency repairs (which require immediate action to protect Property against further damage) at OWNER’s expense.

E. TeemingVR agrees to collect from guest and pay on OWNER’s behalf all applicable local and state sales taxes.

F. TeemingVR is responsible to file 1099’s with IRS and send OWNER their copy for filing tax returns.

TeemingVR’s Authority:
A. OWNER designates TeemingVR, as his agent, to manage his Property.
B. OWNER sanctions TeemingVR, as his agent, to establish, monitor, and adjust all rental rates for Property. All rates are based on factors noted in “Reservation” Section, item 1. of this Agreement.
C. OWNER hereby authorizes TeemingVR as his agent, to enter into rental agreements with guests, and accept Reservation Down-Payments, Security Deposits, Damage Waiver, Rental Rate and other associated fees from guest.
D. OWNER hereby sanctions TeemingVR, as his agent, to make or cause to be made any repairs which, in agent’s opinion, may be necessary to preserve, maintain and protect the Property (both real property and personal property located in Property) and deduct the cost from the Owner’s Account. TeemingVR may not make any repairs that exceed $350.00 without the prior approval of OWNER except in the case of an emergency which presents a risk of further damage to the property of the OWNER, OWNER’s neighbors or guests. Furthermore, OWNER acknowledges that TeemingVR shall not be held liable for any claims arising over aforementioned contracted repairs to the Property. (Note OWNER reserves the right to independently hire and contract for repairs to the Property at no expense to TeemingVR.)
E. OWNER hereby authorizes TeemingVR to direct internet and cable service providers to release or update internet passwords and name of Wi-Fi in order to service guests and support Property internet service. This is for the convenience and efficiency of TeemingVR in trouble shooting problems with guests.
F. OWNER authorizes TeemingVR to use their location address for marketing purposes on the internet including capturing the “google address” by temporarily changing the mailing address of the managed Property to our address.
G. OWNER understands TeemingVR has complete control over placement and management of online internet ad, with OWNER input on how aggressively to market and how many ads they wish to purchase. Any existing ad that is brought into our management becomes the property of TeemingVR. OWNER agrees that as a participating property in our management that an online internet ad will be purchased for their specific Property on sites such as VRBO.com, vacationrentals.com and the like. Charges will be applied to Owner’s Account.

Obligations of OWNER:
A. The OWNER agrees to supply and furnish the Property in rental ready condition following the recommendations of TeemingVR (see Owner’s Guide for specific suggestions). In regards to linens, OWNER is required to have 2 sets of sheets (preferably white) for each bed in the Property, 2 sets of towels (set includes 1 bath towel and 1 wash cloth) per maximum number of occupants, 2 hand towels for each bathroom and 4 kitchen towels.
B. The OWNER agrees to pay all utilities (electric, water, internet/cable and all other similar public services) before delinquent to the utilities companies. If TeemingVR is notified of possible disconnection and pays utility bill to avoid disconnection, the OWNER will be charged the amount TeemingVR paid to the utility company, along with a $60 administrative fee.
C. The OWNER is advised to have a private local telephone line provided in Property (given that some states require vacation rental properties to have a local line). TeemingVR strongly encourages the use of an Internet Provider due to their free long distance calls for US and Canada (note that this is a highly desirable and searched for amenity).
D. In order to have Damage Waiver coverage for damage to bedding from any liquid, spills, or other mishaps the OWNER must install mattress pads that are waterproof. This type can be located at www.mattresssafe.com or must be of the same quality and/or afford the same type of protection. If these are not installed TeemingVR does not assume any liability for guests damages to any mattress located in the Property.
E. The OWNER agrees to maintain the Property in rental ready condition and shall assume all responsibilities, including but not limited to the following:
   1. OWNER will arrange for all routine maintenance of Property including but not limited to pest control, ground care, etc.
   2. OWNER understands that all routine maintenance of his Property is to be promptly handled to insure Property is maintained in a rentable condition. OWNER understands that TeemingVR will arrange for housekeeping services to clean Property upon the guests’ departure, charging the guests the applicable rate. TeemingVR recommends an Annual Deep Cleaning and suggests timing it during the slow season.
   3. OWNER understands that in order to maintain the Property in a rentable condition TeemingVR shall perform or contract whatever minor tasks as necessary, such as changing AC filters, replacing light bulbs, replacing batteries, and replacing any other items which are missing, damaged or no longer functional. OWNER is responsible for furnishing replacements, otherwise replaced item cost and trip charge will be deducted from Owner’s Account. Power strip replacement cost and installation is around $20. HDMI cable cost and installation is also $20. Other replaced items will be charged to the Owner’s Account and handled on an “as needed” basis with OWNER’s approval for any repair or replacement over $350.
   4. OWNER understands that TeemingVR’s standard service call is $39 for the first ½ hour and $59 for the first full hour. If necessary, there may be an additional material cost and a $29 trip charge to purchase material. (For example, if we have to go to Lowes and back it takes about an hour.) Please inquire about charges for other services.
5. If a guest’s use of the Property is made unacceptable because of electrical, mechanical, plumbing or other substandard property conditions, OWNER authorizes TeemingVR to discount the rental rate by up to a 50% as compensation, or the guest may be transferred to another rental property. Guest transfer due to above stated issues is to be made at the sole discretion of TeemingVR. Neither the guest nor TeemingVR shall be liable to the OWNER for rental revenue other than for the time of actual occupation of the OWNER’s Property by the guest. Examples of possible unsatisfactory conditions would be a broken down air conditioning unit, unusable bedroom, out of order pool, property construction or other situations which would significantly hinder the guest’s stay.

6. OWNER acknowledges that if a condo association is responsible for certain tasks; TeemingVR, as well as, OWNER are released from responsibility of this task.

7. OWNER understands that he is responsible for necessary periodic repair and/or replacement of linens, pillows, mattress pads, blankets, house wares, appliances, furnishings, paint, window treatment, carpet, and such due to normal wear and tear of rental property.

8. OWNER agrees to add Teeming Vacation Rentals LLC to their insurance policy covering the Property being managed and have a liability limit of at least $300,000. OWNER also agrees to keep a policy in force continually on the Property as long as this Agreement is in force.

Licensing:

The State of Florida Statute requires a Chapter 509 license for short-term rental property. TeemingVR holds a Collective License as an agent representing a collective group of units found on separate locations. OWNER is eligible for a discounted rate under this group licensing. This amount is charged to Owner’s Account annually. If OWNER already has a 509 license when initially listing their Property with TeemingVR, their license needs to be transferred to TeemingVR. TeemingVR DOES NOT handle any licensing from local municipalities such as cities or counties.

Reservations:

1. OWNER authorizes TeemingVR to establish and adjust rental rates to make allowance for fluctuating market demands for comparable properties in the local area as well as seasonal alterations when such adjustments would maximize the rental revenue generated for the Property. The Property’s location, size, occupancy, unique amenities, condition, rental restrictions, and rates will affect each property’s rentability. TeemingVR is dedicated to guiding owners so as to maximize the individual OWNER’s rental revenue, as well as, the marketability of all properties in the TeemingVR network.

2. OWNER agrees to permit TeemingVR to take over existing Property internet ads or select, purchase and manage an internet ad to market their Property. Placement of ads is strategically determined to increase exposure of Property. Charges can vary from $300-$1,500. TeemingVR will consult with OWNER regarding selection and placement of internet ads. (Premium ad packages quickly pay for themselves in increased rentals). Ad charge will be placed on the Owner’s Account.

3. OWNER will reserve their Property for personal use through our online booking system, blocking out the dates well in advance.

4. OWNER agrees to honor all confirmed reservations (defined as Property reservations for which TeemingVR has already accepted a Reservation Down-Payment which applies toward total rental charge). There is no limit on personal usage, however, OWNER will not expect TeemingVR to move a confirmed reservation to suit his own personal usage of the Property.

Property Access:

5. OWNER agrees to provide TeemingVR with 6 sets of keys (for most properties TeemingVR requires 6 property entrance keys, 3 mailbox keys, 3 entry or gate keys if needed and 3 amenity area/pool/workout keys if needed).

6. OWNER agrees not to access the Property or allow any other person (including a family member, realtor, handyman or other guest) when Property is occupied by a rental guest, except in the case of a true emergency (e.g. urgent repairs requiring immediate action).

7. OWNER will immediately notify TeemingVR if the Property is listed for sale. OWNER may elect to list Property with a TeemingVR associated real estate broker at a reduced commission rate.

Management Commissions and Fees:

A. OWNER agrees to pay to TeemingVR the established percentage based on location of the gross collected rental payment on all rentals secured by TeemingVR (which includes credit card fees).

B. OWNER agrees to pay to TeemingVR ten percent (10%) of the actual amount charged by OWNER to all his personally obtained guests. This is known as “The Friends and Family Rate”. It is agreed that all returning guests secured by the OWNER will be charged a commission rate of 10% of the actual charged amount. Any leads from an internet ad not managed by TeemingVR will incur the standard established percentage rate referred to in “A” of this section of the Agreement.

C. OWNER authorizes TeemingVR to deduct from collected rental payment all applicable commissions and fees due to them prior to disbursement to OWNER. EFT disbursements of rental income will be made to OWNER on bimonthly basis.
D. OWNER acknowledges that TeemingVR reserves the right to charge for their time and to receive revenue for dealing with maintenance issues along with other miscellaneous revenue items related to the rental of vacation properties. TeemingVR also reserves the right to offer additional services to guests and receive revenue for these services.

E. OWNER agrees to pay TeemingVR the initial Property set up fee (priced according to location) which is charged to the Owner’s Account. This fee helps cover operational costs such as Property evaluation and recommendations for rentability, LockBox, key rings, professional photography, online reservation system, and personal web page.

F. OWNER authorizes TeemingVR to pay the annual state licensing fee for their Property, charging their Owner’s Account. (Detailed above in “Licensing” Section of this Agreement)

G. OWNER will be able to access his account statements summarizing rental activity for OWNER’s Property including a Year-End Report (which shall detail gross and net incomes as well as any charges or fees) through logging into website. OWNER can also access his booking calendar online. TeemingVR will provide OWNER with Owner Login information.

Disclaimer of Guarantees:
OWNER understands and acknowledges that TeemingVR has made no guarantees (written or verbal) of occupancy or rental income levels for the Property. OWNER also acknowledges that TeemingVR has made no guarantees regarding amounts of expenses and that no inducements or representations of tax benefits have been made.

Insurance:
OWNER shall be responsible for acquiring and maintaining his personal liability and contents insurance for Property at all times for the duration of this Agreement. At the time of entrance into this Agreement, OWNER acknowledges that he has consulted with an insurance agent to verify that his coverage are reasonable and adequate.

Indemnifications:
OWNER agrees that TeemingVR shall not be held liable for any claim for loss, accidents, injuries or illness that occur to any person or personal property while on the premises or Property’s facilities covered under this Agreement with exception to Damage Waiver or Security Deposit coverage. TeemingVR is not responsible for loss of personal belongings or valuables of the OWNER or guests with exception to items covered by Damage Waiver or Security Deposit. OWNER shall indemnify and hold harmless TeemingVR or representatives of TeemingVR from any such claim or liability, damages, injuries, costs and expenses related to acts, events or omissions occurring in, on or about Property, or arising out of, or in any way related to TeemingVR’s time at Property, rental guest’s breach of any term of rental agreement, or any work, activity or thing done, permitted or suffered by TeemingVR in, on or about Property.

Governing Law:
In the event any one or more of the provisions of this Agreement should, for any reason, be deemed invalid, illegal, or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision contained herein. This Agreement is governed by the laws and state of Florida and Orange County, and applicable local government agencies.

Parties Bound:
This Agreement shall be binding and to the benefit of the parties hereto and their respective heirs, executors, administrators, assignees, legal representatives and successors in interest.

Integrated Contract:
This Agreement contains the entire Agreement between the parties hereto and supersedes any and all prior understandings or written or oral agreements between the parties regarding the subject matter of the Agreement.

Venue:
The parties hereto agree that any action brought by either party arising out of this Agreement, or to enforce this Agreement shall be brought in Orange County, Florida. The parties hereto each specifically waive any right to venue, except as set forth above.

Waiver:
Any waiver by, TeemingVR, of any breach of this Agreement by OWNER shall not be deemed to be a waiver by TeemingVR of any past, present, or future breach by OWNER.

THIS VACATION RENTAL MANAGEMENT AGREEMENT IS MADE AND ENTERED INTO THIS DAY THROUGH OWNER’S VERBAL COMMUNICATION (BY PHONE OR IN PERSON), EMAIL TRANSMISSION, WEBSITE LISTING OR FAX TRANSMISSION WITH TEEMING VACATION RENTALS.
Strive not to be a success, but rather to be of value.  Albert Einstein
TeemingVR New Property Information
(Info we need to get you started)

1. Complex Name and Unit Number (if applicable):

2. Property Address:

3. Your name:

4. Your Spouse’s name:

5. Your home address:

6. Your home phone number:

7. Your cell phone number:

8. Spouses cell phone number:

9. Banking Information (all rental revenue is direct deposited to your account.) Please provide the transit ABA number and the account number for the specific account you use for your rental. It is best to take a photo of your check and email that to us.

10. All email addresses you want notifications sent to with your primary email listed first (this email will be your user name for our website sign on):

OWNER RESERVATIONS & REVENUE
The Owner Login page on our website will be used to view account information, reservation information and block out time for you and your family to use your property. Your sign-in information will be your email address (i.e. the first email listed above) and a PIN number you select. Please inform us of the PIN/Password you selected (noting it can be any combination of letters or numbers):

In order to acquire the state license to represent your property and file a 1099, we must have the social security number of the primary property owner. (Typically, the first person listed on your tax return if filed together.)

Social Security number:
Name Belonging to SSN:

Please notify us of any existing reservations you already have below:
Arrival/Departure Dates Special Notes Management Company or Yourself

11. CONDO DOCUMENTS (if applicable)
Please forward us a copy of your condominium documents. If you don’t have a copy please ask your association office to email them to you or us at info@teemingvr.com.

GENERAL PROPERTY INFORMATION
12. Year Built:
13. Gated Community or Complex: ___ yes ___ no
14. Number of Floors of Property:
15. Square Footage Estimate:
16. Rental Application Fee and Form: ___ yes ___ no
17. Direct Oceanfront/Beachfront Property: ___ yes ___ no
18. Oceanview/Beachview Property: ___ yes ___ no
19. Beach Access: ___ yes ___ no (If not directly on beach, please indicate distance from beach ~ for example a 5 minute walk to public access or 3 miles away.)

20. Garage: 1 car ___ 2 car ___ no ___
21. Carport: 1 car ___ 2 car ___ no ___
22. Pool: ___ yes ___ no; ___ Individual Property Pool ___ Community Pool; Heated: ___ yes ___ no
23. Handicapped Equipped Rental Property: ___ yes ___ no
24. Elevator: ___ yes ___ no
25. Where is the location of the whole property water shut off valve?
26. Where is the location of the breaker panel?
27. Does your property already have an internet ad (e.g. VRBO.com, HomeAway, etc.) already? ___ yes ___ no ~ If so, please tell us the website, User ID/email address & password; along with the two security questions and respective answers:

28. Indicate the keys you have for your rental property, marking all that apply.
   ___ Entrance Key
   ___ Mailbox Key
   ___ Pool/Beach Access Key
   ___ Swipe Card for ________________
   ___ Additional Key(s): __________________________
   ___ No Property Key, rather Access Codes (please list below):

29. Specify the parking facilities for your property, marking all that apply.
   ___ uncovered ___ covered ___ parking garage ___ carport ___ garage ___ boat ___ motorcycle
30. If your property has a numbered designated space, please indicate number?
31. If your property has a garage code and/or a gate access code, indicate applicable codes below:

32. Does your property have a garage door remote? ____ Will it be left at the property? ____ (If you have a remote; please open it, photograph code settings inside and email picture to us.)
33. Does your property require parking passes?
34. If a pass is required, what is the procedure for guest to obtain passes?

35. If applicable, describe how to get to your unit from the parking lot.

36. Please detail below any additional helpful instructions for parking (e.g. directions from main entrance to your assigned space):

37. Please provide the contact information and trade for any maintenance personel that you would prefer to have service your property, such as handyman, AC Contractor (noting if you have any service contracts), etc.
CONDOMINIUM COMPLEX AMENITIES (if applicable)

38. Unit Floor Number:
39. Direct Oceanfront/Beachfront Complex: ___ yes ___ no
40. Beach Access from Complex: ___ yes ___ no
41. Boat/Motorcycle Parking: ___ yes ___ no
42. Boat slip: ___ yes ___ no and associated charge: ____________
43. Common Area Internet: ___ yes ___ no.
   If yes, please provide the SSID (or Name) and password: ______________________________________
44. Complex Pool: ___ yes ___ no; Heated: ___ yes ___ no
45. Kiddie Pool: ___ yes ___ no
46. Outdoor Hot Tub/Spa: ___ yes ___ no
47. Sauna in Complex: ___ yes ___ no
48. BBQ Grill: ___ yes ___ no
49. Exercise Room: ___ yes ___ no
50. Tennis Court(s): ___ yes ___ no
51. Shuffleboard: ___ yes ___ no
52. Car Wash in Complex: ___ yes ___ no
53. Handicapped Equipped Complex: ___ yes ___ no
54. Elevator: ___ yes ___ no
55. Social Events Winter: ___ yes ___ no
56. Detail any other special amenities your complex offers:

PROPERTY AMENITIES

57. Balcony: ___ yes ___ no
58. Patio (1st Floor): ___ yes ___ no
59. BBQ Grill: ___ yes ___ no
60. Cooler: ___ yes ___ no
61. Beach Chairs: ___ yes ___ no; if yes, indicate number: ______
62. Beach Cart: ___ yes ___ no (especially important if property not directly on beach)
63. Skim Boards: ___ yes ___ no; if yes, indicate number: ______
64. Boogie Boards: ___ yes ___ no; if yes, indicate number: ______
65. Surfboards: ___ yes ___ no; if yes, indicate number: ______
66. Kayak: ___ yes ___ no; if yes, indicate number: ______
67. Paddleboard: ___ yes ___ no; if yes, indicate number: ______
68. Bicycle (adult) : ___ yes ___ no; if yes, indicate number: ______
69. Bicycle (kids) : ___ yes ___ no; if yes, indicate number: ______
70. List any other “toys” (i.e. tennis raquet, bocce ball set, etc.): ______________________________________
71. Pets Allowed <20 lbs: ___ yes ___ no; >20 lbs: ___ yes ___ no
72. Bed size in master:
73. Bed configuration and sizes in 2nd bedroom (e.g. Queen and bunk, QU & 2 TW):
74. Bed configuration and sizes in 3rd bedroom:
75. Bed configuration and sizes in 4rd bedroom:
76. Pull out couch: ___ yes ___ no; Mattress Size (if applicable): ______
77. Granite Countertops: Kitchen ___ yes ___ no; Baths ___ yes ___ no
78. Coffee Maker: ___ yes ___ no
79. Bath Tub: ___ yes ___ no
80. Bath Tub 2 person: ___ yes ___ no; Jacuzzi Jets: ___ yes ___ no
81. Blow Dryer: ___ yes ___ no; if yes, indicate number: ______
82. Sauna in Property: ___ yes ___ no
83. Wash/Dryer INSIDE Unit: ___ yes ___ no
84. Wash/Dryer ON FLOOR of Condo Complex: ___ yes ___ no
Give instructions on how to get to their location from your unit and if they require quarters:

85. Does your property have any unique amenities or anything else guests would want to know about (such as DVD library, espresso machine, juicer, waffle maker, slow cooker, fireplace...)? Please list here:

ELECTRONICS

86. Do you have a 42” or larger flat screen TV? ___ yes ___ no; Size:________

87. Detail specific electronics for each room:
   Living room: _____ TV _____ Flat Screen _____ Cable/Satellite
   Master Bedroom: _____ TV _____ Flat Screen _____ Cable/Satellite
   Guest Bedroom #1: _____ TV _____ Flat Screen _____ Cable/Satellite
   Guest Bedroom #2: _____ TV _____ Flat Screen _____ Cable/Satellite
   Guest Bedroom #3: _____ TV _____ Flat Screen _____ Cable/Satellite
   Other room: ______________________: _____ TV _____ Flat Screen _____ Cable/Satellite

88. If you have internet service in your actual property is it purchased by you or by complex?:
   Indicate the Wi-Fi name or name of the wireless network:

   ______________________ What is the password? ______________________

   **If you are setting up a new internet service, we would request you name the wireless network our area name such as “StPeteClearwaterVacationRentals.com” and select our area phone number as the password, “7275654686” in this example.
   (This is EXTREMELY helpful when troubleshooting internet problems with guests and both name and number are easily remembered since they are on their property keys.)

89. Who is your internet service provider (ISP)? ________________________________

90. Do you have a router and a modem? ___ yes ___ no
   If so, what is the password? ________________________________

91. If applicable, what is your property telephone phone number? ________________________________
   Who is your phone service provider? ________________________________
   Does this service include free long distance? ___ yes ___ no

92. Is there a cable box in your property? (This cost extra. With no added charges , the answer is no.)
   ___ yes ___ no  If yes, who is your cable provider? ________________________________
   Is the cable box a DVR? ___ yes ___ no

93. Please detail below any specific instructions to work your TV/DVD player and remote controls?

   • Please note that all advertised amenities need to be in working order upon guest’s arrival.

PROPERTY DESCRIPTION: Please provide us with a brief description of your property for us to use in marketing it on our website and internet ads, noting any additional features which may attract prospective guests. Also indicate where you store replacement light bulbs etc. in your property.
A warm welcome to the St Pete Clearwater Area...

Allow us to personally extend a welcome to you as a guest of StPeteClearwaterVacationRentals.com and on behalf of your individual vacation property owner. We sincerely hope you enjoy your visit to this amazing destination — an area where vacationing comes first and memories last.

We at StPeteClearwaterVacationRentals.com care about what you think of the cleanliness and condition of your vacation rental property. We would appreciate you taking a few moments and filling out this Welcome Sheet with your comments. If you wait until later in your stay to complete this, you may be able to provide more detailed feedback. Please take a photo with your smart phone of completed sheet and email to info@teemingvr.com or place it in the mail to us at the address listed at the bottom of this sheet. Thanks for your input!

Property/Unit #: ___________________________ cell # ___________________________

Cleanliness of Property:
_____ Excellent  _____ Good  _____ Fair  _____ Needs Improvement

Comments on cleanliness & suggestions for improvement:
__________________________________________________________

If you’re not satisfied with the cleanliness of your property, please contact the Cleaner’s number provided above for immediate assistance to rectify any problems. If you think it’s excellent, the housekeeping service does accept tips!

Condition of Property:
_____ Excellent  _____ Good  _____ Fair  _____ Needs Improvement

Comments on property condition & suggestions for improvement (note items that are in poor condition, broken, missing, needed etc.):
__________________________________________________________

Write a Review to receive a Coffee Gift Card. Look for an email in the 2 weeks after your departure. Read A Review for this property and your next couple cups of coffee will be our treat!

Your name: ___________________________ Property/Unit #: ___________________________ Arrival Date: ___________________________

Please remember StPeteClearwaterVacationRentals.com is your rental agent. If renting a condo, guests should not contact the on-site condo complex office. Since we have no association with the complex office, the only reason to go to the office is to obtain a parking and/or pool passes (if applicable). Contact StPeteClearwaterVacationRentals.com at 727.565.4686 for assistance with any emergency matter inside your unit.

Check-Out is no later than 10am. Please take a few minutes before you leave to check closets, dresser drawers, and most importantly, under the beds, for things you may have left behind. Upon departure all beach towels (except Seahorse Cottages) need to be washed & dried and the dishwasher loaded & run. Thanks for your cooperation and for choosing to stay with us!

“The world is a book, and those who do not travel, only read a page.” — Saint Augustine

Teeming Vacation Rentals
Family of Companies

Teeming Vacation Rentals
teemingvr.com
Corporate Offices
1331 Hibiscus Ave. Winter Park, FL 32789
info@teemingvr.com
This Laminated Check-In Information Sheet varies based on location and is left in the unit with keys and Welcome Sheet. Some unit have electronic locks that use codes and there will be no keys.

**Sample Check-In Information Sheet**

**Place Keys on this sheet**

(Should be 2 key rings except Seahorse Cottages only have 1.)

**General Info:** StPeteClearwaterVacationRentals.com is your rental agent. If renting a condo, guests should not contact the on-site condo complex office. We have no association with the complex office. For assistance with any emergency matter inside your vacation rental property, contact StPeteClearwaterVacationRentals.com at 727.565.4686. Upon arrival if you're not satisfied with the cleanliness of your property, call the Cleaner's number on Welcome Sheet for immediate assistance.

**Check-Out Instructions:** All beach towels need to be washed & dried [exception: Seahorse Cottages] and the dishwasher loaded & run [or dishes washed] before departure. To assist us in arranging our cleaning schedule, please text the Cleaner's number provided on the Welcome Sheet (left in your property) with your approximate check out time and property or complex & unit number. Please place Bed Cards on unused beds.

**LockBox Instructions:** Most of our properties are equipped with a LockBox on or beside the entry door of the property. One key is in the LockBox and two additional key rings are located within the property (Seahorse Cottages only have 1). If this is not the case, please contact us at 727.565.4686. After unlocking property, return the spare key to the LockBox (which will safeguard against future lockouts). To replace the keypad, you must reenter the key-code on the pad.

Note there is no lockout service provided, so save that key-code. At the time of your departure, be careful that the spare key is returned to the LockBox.

**Welcome Sheet**

A Welcome Sheet should be placed on the kitchen counter of your property. We value your input on the cleanliness and condition of your vacation rental property, so please complete and return it to us by taking a picture and emailing it to us at info@teemingvr.com or mail to address on sheet.

At StPeteClearwaterVacationRentals.com we are always working to improve your vacation experience and our company. Thank you in advance for your feedback and we look forward to hopefully having you again soon!

“Quality is not an act, it is a habit.” Aristotle

**Check Out Time is 10:00am**
Protect Property and Revenue through TeemingVR Rental Terms & Conditions

Here is a copy of our Rental Terms. These are meant to protect your property and revenue.

TeemingVR Rental Terms and Conditions

Reservation Agreement. Guests acknowledge, understand, and agree that the moment Guests provide their credit card and reservation information, they have accepted the TeemingVR Rental Terms and Conditions for renting and are obligated by those Terms and Conditions, which include our cancelation policy. TeemingVR is authorized to charge said credit card for the Reservation Down-Payment. This Down-Payment varies depending on the property, rental fees and length of stay. The minimum Down-Payment is $500 or 100% of the total reservation charge. However for all reservations of 28 days or more, the Down-Payment is a $1000 or 25% of the total rental fee, whichever is greater. Note this is a Reservation Down-Payment and NOT a Security Deposit.

Rental Payment. On Reservations of less than 4 weeks (28 days), the remaining balance is due a full 30 days prior to their arrival date. On Reservations of exactly 4 weeks (28 days), the remaining balance is due a full 60 days prior to their arrival date. On Reservations exceeding 4 weeks, the 4 weeks’ rent amount is due a full 60 days prior to their arrival date with the remaining balance due 2 weeks prior to arrival.

Forms of Payment Accepted. Reservation Down-Payment must be made on Guests’ credit card. Rental Properties can be booked online with a major credit card. The remaining balance is payable by personal check, eCheck, cashier’s check, certified bank check or money order to take advantage of the cash discount (2.5% discount); or by credit card (no cash discount). The quoted total price is a discounted cash price. Please insure payment (e.g. cashier’s check, certified bank check, money order etc.) is in U.S. funds. When remaining balance payments are made less than 30 days prior to arrival date, to receive cash discounted price the payments must be made either by eCheck online or overnight a personal check, cashier’s check, certified bank check or money order.

Cancelation of Reservation Our cancellation policy, whether paying by credit card or check is the following: The deposit amount or total paid to date is forfeited as the cancellation fee. Since all payments are nonrefundable, we highly recommend you purchase Travel Insurance, which is just 6.95% of your trip cost and the only way to compensate Guest for trip cancellation. Written notice of cancellation, via email, at least 90 days prior to arrival for 4 Weeks or longer guests, and 30 days prior to arrival for reservations of less than a month is required. Please use an email program that requires a delivery and read receipt for your protection. Once paid in full, there will be no monies refunded in the event of a cancellation. TeemingVR has the right to cancel and open the unit up for rental if there is an unpaid balance within 30 days prior to arrival. If you do not receive a Cancellation Confirmation within 48 hours of notifying us please call us immediately at 727.565.4686.

Things that are beyond our control: TeemingVR staff works very hard to ensure Guests’ stay is pleasant. However, there are things out of our control and we cannot guarantee against such things. Examples of things beyond our control would include: breakdown of air conditioners, TVs, VCRs, electronics and any appliances, interruptions of utilities, internet access, disturbances on nearby properties, construction noise, power or water outages, inclement weather/acts of nature etc. Guests are asked to please report any inoperative equipment to our office promptly, so we can make every reasonable effort to have repairs done quickly and efficiently. Cancellation and/or early departure due to things beyond our control does not warrant any refund of rental fee. No refunds for early Check-Out. The cancellation loss due to inclement weather such as hurricanes may be avoided if “Travel Insurance” is purchased. We strongly encourage your purchase of Travel Coverage.

Termination by Owner. Should there be changes due to ownership transfers, properties being removed from rental use, or other unforeseen circumstances which make the property unrentable, Guests shall not hold TeemingVR liable. In such cases, Guests will be relocated to a comparable property. If no comparable properties are available, Guests will receive a full refund.

Check-In and Check-Out. Guests’ Reservation Confirmation will be emailed after the Reservation Down-Payment has been paid. The week of the Guests’ arrival date, Check-In Documents will be emailed to Guests. This will include instructions on how to obtain keys to Rental Property. The majority of TeemingVR properties are equipped with a LockBox and/or a digital key access lock, and the code will be provided in the Check-In Documents. TeemingVR is not responsible for Guests’ inability to locate Rental Property, operate LockBox or work digital key access lock. Check-In is after 4:00pm, Check-Out is before 10:00am. Guest, along with their entire party must vacate the property by 10:00 am, leaving the keys (along with pool tags & parking passes if applicable) on the kitchen counter and the spare key in the LockBox (if the specific property is equipped with keys). Failure to Check-Out on time could result in a $50-$100 late fee. Guests will be charged a $100 for lost keys, $40 per tag for lost pool tags and $50 per pass for lost parking passes.
(permanent type). If applicable, these items will be immediately charged since they need to be available when the next guest arrives. All Rental Properties are cleaned and inspected upon Guests’ departure and any additional charges are included in their total rental fee. Late Check-Outs after 12:00 noon result in Guests being charged for a ½ day and departures later than 5:00pm will be charged a full day’s rental rate. We kindly ask that Guests make arrangements with TeemingVR 24 hours before departure time if they would like to request a late Check-Out. Bear in mind, late departures must be scheduled in advance and are based on availability.

**Property Damage.** In order to provide Guests with the best possible vacation experience, TeemingVR asks to be notified of all damages to the Property upon arrival. Any damage noticed by Guests upon arrival should be reported immediately to TeemingVR to avoid being erroneously charged for repair. An active credit card on file is required to maintain both the reservation and the integrity of the Property. By accepting TeemingVR Rental Terms and Conditions, Guests waive their right to dispute any charges that are made to their credit card regarding this policy. Guests become financially responsible for any and all damage to the Property and its contents from the date and time of Check-In to the date and time of Check-Out.

**Damage Waiver or Security Deposit.** When Guests’ reservation is made online, the Damage Waiver is automatically charged. If Guests choose to purchase a Security Deposit in lieu of the waiver, they may contact TeemingVR and the applicable adjustments will be made to their booking.

**Guests must select between 2 options when booking a Rental Property:**
If a non-refundable limited **Damage Waiver (which is defined as a sudden and accidental event that causes property damage)** is selected then a property and duration specific fee is added to the total reservation charge. This is a non-insured product and protects the Guests from being charged for a portion of accidental loss or damage that may occur during their occupancy. This does not include damage to the Vacation Property that is intentional, deliberate or as a result of negligent and/or illegal behavior. The Damage Waiver does not replace or negate Guests’ responsibility for all members of their party and visiting guest as the primary renter. The Damage Waiver is forfeited if the Guests fail to comply with the Terms of this Rental agreement; such as have an unauthorized pet, exceed maximum occupancy of the Property, non-compliance to Property specific parking limits or fail to notify TeemingVR of damage PRIOR to their departure. Any fees attributable to damages and/or expenses not covered under Damage Waiver that are discovered after departure will be charged to Guests’ credit card. Such damages and/or expense not covered by waiver include damage due to misuse, excess laundry charge, additional cleaning charge if Property left excessively dirty, long distance telephone charges, linens that are damaged or missing, charges resulting from eviction of the Guest by TeemingVR, the local law enforcement and/or Security Company and any additional services requested during occupancy. With this selection, the original Reservation Down-Payment is applied to the balance due when the final reservation payment is made by Guests. In the event that the Guests **accidentally** damages any real or personal property, the Damage Waiver will reimburse the private rental property owner for up to $1,000. Guests remain responsible for any accidental damage in excess of $1,000 and hereby agree that any amounts over $1,000 will be charged to their credit card. At this point it is best for Guests to make a claim on their home insurance policy under the coverage “Damage To Property Of Others” and the coverage is usually up to $1,000. **Once again, note that Damage Waiver does not include intentional damage.**

**We require notification of any damages PRIOR to Guest’s departure. The Damage Waiver is offered, administered, and funded by TeemingVR and we are solely authorized to determine the nature, extent, and expense associated with any damage.**

**Effective Dates:** The Damage Waiver will take effect on the date and time Guests Check-In as registered Guests at the Rental Property, provided the appropriate waiver has been paid by Check-In. **Termination Dates:** The Damage Waiver will end on the normal Check-Out time on Guests’ scheduled Check-Out date from the Rental Property. In no event will protection be provided for a Stay longer than 180 days from the date of Check-In as a registered guest at a Rental Property.

**GENERAL EXCLUSIONS**
Damage Waiver benefits will not be provided for any damage due to:
(a) Natural Disaster; (b) intentional acts of Guests or guest of Guests; (c) negligence, willful and wanton conduct by Guests or guest of Guests; (d) any cause, if Guests does not report the damage to the TeemingVR staff PRIOR to the Termination Date; (e) normal wear and tear of the Rental Property unit; (f) loss of use of the Rental Property unit; (g) theft or damage to any property owned by or brought by Guests onto the Rental Property premises; (h) theft or damage caused by anyone visiting other than rental Guests; (i) theft without a valid police report; (j) damage without a valid police report unless the damage is caused by Guests; (k) damage or theft in a Rental Property if the number of persons
occupying the unit exceeds that unit’s occupancy limit; (I) damage due pet brought on premises during Guests’ occupancy.

Guests may elect to post a $500 Security Deposit that will be retained for approximately fifteen days from their departure from Rental Property. Release of the deposit to Guests shall be subject to Rental Property inspection for damages. Guests are financially responsible for any and all damage to the Rental Property and its contents from the date and time they Check-In to the date and time they Check-Out. Guests are required to notify us BEFORE their departure of any damages that may have occurred. Guests hereby authorizes TeemingVR to charge the credit card on file for the expenses related to replacement, repairs, associated services, excess laundry charge, extra cleaning charge, long distance telephone charges, linens that are damaged or missing, charges resulting from eviction of the Guest by TeemingVR, the local law enforcement and/or Security Company, any additional services requested during occupancy and ALL damage, breakage and/or loss incurred during Guests’ stay. The Guest who uses their credit card for the Reservation Down-Payment is considered the responsible party, and all necessary charges associated with their rental will be charged to their credit card on file for the Rental Property, regardless of who in the Guest’s party caused the damages. In the event of damage to the Property and property on its premises (such as its equipment, furniture or carpeting); Guests shall be responsible for damage costs exceeding the $500 Security Deposit, including any associated collection costs and attorney’s fees. Guests will be provided with Documentation detailing damages and charges. If repairs are required or other fees due as a result of a Guests’ stay, all or a portion of the Security Deposit will be forfeited and/or the Guests’ credit card will be charged for the required amount. It is further agreed that Guests’ liability shall not be limited to the loss of the $500 Security Deposit in the event damages for which Guests and/or their assigns are responsible for and which exceed the dollar amount of the $500 Security Deposit.

**Personal Property.** TeemingVR will not be held responsible for any personal property left within the Rental Property.

**Booking Fee.** A non-refundable Booking Fee will be added to each reservation (price differs for each Property).

**Additional Fees.** In the event that Guests’ check is returned for insufficient funds or closed account, an additional $50 Return Check Fee will be added to total charges. If Guests enter an invalid ABA number (9 digit code) or account number or Guests have insufficient funds when paying by eCheck, there is a $25 Returned eCheck Fee. Excessive Laundry Loads will incur an additional $20 per load charge added to the quoted cleaning charge (standard cleaning fee includes laundering of one sheet set for each bed and towel bath sets equivalent to maximum occupancy of the property). All beach towels should be washed and dried prior to Guests’ departure. Failure to do so will incur a $50 beach towel laundering charge. Note that Guests are not limited to the amount of wash done during their stay only to the amount left for the Cleaning Crew. All dishes must be left clean either in the dishwasher or beside the sink (if no dishwasher) and CLEAN. They do not have to be put up, but must be clean. If any dirty dishes are left there is a $20 Charge. Guests are staying in a privately owned residence and are asked to treat it as they would want someone to treat their own home. If Guests leave the property in poor condition, TeemingVR reserves the right to charge Guests’ credit card for any additional cleaning deemed necessary by Cleaning Crew. Guests will be supplied pictures for review.

**Frivolous Repair Calls.** TeemingVR experiences repeated calls for repairs that are due to guest misuse or unfamiliarity with amenities and understanding of operating equipment such as cable TV, Internet router, keyless entry lock and key LockBox. Often the problem can be solved by following the phone instructions of our staff. If Guests represent that the problem persists after being given instructions, repair or maintenance personnel will be dispatched. If the personnel discovers that the problem is due to user error, Guests’ abuse, misuse, or negligence; Guests will be responsible for the service bill. TeemingVR is not responsible for Guests’ inability to operate equipment.

**Transfer Fee.** When Guests book a Rental Property, the property’s calendar is updated online and the time period of the reservation is blocked off. The Rental Property owner is notified of the reservation, counts on the rental revenue and gives up any future potential guest since their property is now listed as unavailable. When Guests request to move their existing reservation to another Rental Property, the original property may not get rented again. Therefore we charge Guests a $199 Transfer Fee to move to another property. Transfer requests must be made at least 90 days prior to arrival for 4 Weeks or longer stays and 30 days prior to arrival for reservations of less than a month. After that time period transfer requests cannot be honored.

**Hurricane Policy.** TeemingVR is not held responsible for events out of our control, such as inclement weather, maintenance issues, and general Acts of God. TeemingVR has partnered with Red Sky Travel Insurance to provide our Guests with Sun Trip Preserver, which protects Guests against trip cancellation or trip interruption when a hurricane causes Guests to lose 4 days or 50% or their trip length. Coverage is also provided if the roadways are closed due to a natural disaster preventing Guests from reaching their destination. All paying reservations are automatically included in
the travel insurance program at a nominal charge (calculated as a percentage of the total rental amount). The travel insurance fee is non-refundable and highly recommended by TeemingVR. Should Guests opt not to purchase travel insurance, they should be aware that no refunds will be available for unforeseen developments such as illnesses, mandatory hurricane evacuations and the like. Please note that without Travel Insurance Guests’ trip investment could be lost.

**Travel Insurance.** Although this protection plan is optional, it is strongly recommended by TeemingVR. The Travel Insurance is offered and administered by Red Sky Travel Insurance and covers a variety of travel problems. Guests acknowledge receipt of the Description of Coverage, Sun Trip Preserver, provided with the Reservation Confirmation. Guests acknowledge Sun Trip Preserver provided by Red Sky Travel Insurance is the only method for compensation for vacation interruption/cancellation and is limited to covered events. Guests acknowledge that TeemingVR will not provide refunds, compensation, alternate accommodations, or discounts for vacation interruption or cancellation for any reason including but not limited to hurricane evacuations, inclement weather, natural disasters, or sickness. Red Sky Travel Insurance offers a 14 Day Free Look from date of purchase and can be purchased up to 30 days before Check-In or until your final payment (whichever is later).

**Minimum Age and Usage.** TeemingVR is a family rental home business and does not normally rent to vacationing college students or young adults unaccompanied by a responsible parent or guardian unless specifically approved. TeemingVR requires a Minimum Age of 25 for guests to enter into a Reservation Agreement (all guests need to be 25 or older if not a family). TeemingVR has the ability to alter this policy at property owner’s instructions at any time. We reserve the right to cancel/terminate or reject reservations if made under false pretenses. Violations of this policy will result in immediate eviction. Usage of the Vacation Rental Property for special event accommodations such as weddings, receptions and family reunions requires approval by TeemingVR prior to making your reservations. Additional fees for special events may apply. Maximum Occupancy differs for each Rental Property and is listed on property information. Any child over the age of two is considered an occupant and must be included in occupancy total. If Guests’ party exceeds the Maximum Occupancy but consist entirely of immediate family, TeemingVR may be contacted for special accommodation instructions.

**Right of Entry.** TeemingVR reserves the right to enter Rental Property to investigate disturbances, check occupancy, make repairs, and improvements as they deem necessary.

**Repairs Needed.** If the Rental Property or any of the contents are damaged, not working or otherwise in need of repair and replacement, the Guests must promptly notify TeemingVR. TeemingVR will have a reasonable amount of time to make repairs. If the Guests must vacate premises because of damage not resulting from the Guest’s act or neglect, the Guests will be refunded the rent for such period of time that the Guests are unable to occupy the Rental Property, prorated on a per diem basis commencing on the date that the Guests were forced to vacate and calculated to the date on which the Guests were able to re-occupy the Rental Property or the end of the rental period, up to the date of destruction. TeemingVR is not responsible for any inconvenience or interruption of services due to repairs, improvements, or any reason beyond TeemingVR’s control, and no refund will be given in this event. Guests understand and agree that TeemingVR representatives may enter the Rental Property at any time for the purpose of making needed repairs.

**Construction.** TeemingVR cannot predict construction plans in the area or in individual units within a condominium complex in the same building as the Rental Property and has no control over construction noise. Guests may reserve a Rental Property at a time when there is no construction in progress nearby, but construction could begin prior to Guests’ arrival. We regret any inconvenience, but cannot control these situations. Refunds, discounts or relocations cannot be considered due to nearby construction.

**Pet Policy.** Pet Policy is set by each individual owner. This will include an additional non-refundable pet fee PER PET (2 dog limit and no cats allowed). See individual property listing for information. Condo associations also have limits on pets and pet’s weight. Condo associations can evict Guests’ pet if it does not meet their rules. Every Pet must be disclosed to TeemingVR prior to Guests’ arrival and the weight and breed of dog must be approved by TeemingVR. If Guests come with an unapproved pet they will be charged a $500 pet fee as well as TeemingVR reserves the right to terminate this Reservation Agreement, and require pet and/or Guests to vacate the premises immediately. This is a nonnegotiable breach of TeemingVR rental terms.

Here is a list of breeds that we DO NOT allow: Akita, Australian Blue Heeler, Boxer, Bull Mastiffs, Chow, Dalmatian, Doberman, English Bulldog, Great Dane, Husky (any type), Malamute, Mastiff (any variation), Pit Bulls, Presa Canarios,
Rottweiler, Saint Bernard, Wolf-dog Hybrid. We reserve the right to decline any dog for any reason. If any dog is deemed to be a threat OR nuisance, TeemingVR reserves the right to evict the pet and/or the party at any time.
No Puppies (dogs less than 6 months old not allowed). Dogs must be neutered or spayed.

**Non-Smoking – No Exceptions.** All TeemingVR Properties are non-smoking. There are no exceptions and this includes smoking on balconies or patios. **Upon Guests’ departure if evidence of smoking exist, Guests’ credit card on file will be charged $500.**

**Telephone and Internet Service.** Most properties include free long distance calls in the US and Canada (check property amenities list). Otherwise, Guests must call collect or use their cell phone when making long distance calls. Any billable calls made during rental period and charged to the owner will be billed back to Guests upon receipt of charges, along with a processing fee. The majority of Rental Properties have free Internet provided (check property amenities list). TeemingVR does NOT provide Internet support and/or troubleshooting. Likewise, please do not call us with any questions with PSP, Xbox or any other gaming machine.

**No Lockout Service.** The majority of TeemingVR properties are equipped with a LockBox and the key-code will be provided in the Check-In information. After checking in, Guests should replace the key in the LockBox. There is NO Lockout Service provided by TeemingVR. In the event TeemingVR has to provide entry for Guests, a $75 fee will be charged to Guests’ credit card on file (note fee could change based on location and time). Keys for day-to-day use, are located inside the property.

**Lost and Found.** TeemingVR is not responsible for any lost, stolen, or damaged personal items. If Guests have lost an item during their stay, please notify TeemingVR as soon as possible. We will contact the cleaning company and/or inspect the residence in an effort to help locate the missing item. If we discover any personal property, TeemingVR will notify Guests to arrange retrieval. If Guests do not claim their lost personal property within a month, we will donate or dispose of the items. Guest will pay for any and all shipping charges plus a $25 handling fee (consider that sometimes it costs more to return the property than it is actually worth).

**Linen/Towels/Supplies.** For Guests’ convenience, all TeemingVR properties are equipped with fresh bed linens and towels. Beach towels are also provided in the majority of our properties. This is a complimentary service provided to our guests to eliminate the need for extra luggage and additional hassles. (Who wants to pack linens & towels and make beds when they arrive at their vacation rental?) However, as the guest, Guests are responsible for any damaged or missing linens that occurs during their stay. **(Note Damage Waiver excludes linens and towels that are lost or damaged.** Our properties feature high quality bed linens and towels and an inventory will be taken after Guests check-out. Guests will be charged the amount listed next to each item for each damaged or missing linen.

**Guest’s Charges for Linen Replacement Cost:**

- King Sheet Set (for any item missing or damage of set) - $75
- Queen Sheet Set (for any item missing or damage of set) - $65
- Full Sheet Set (for any item missing or damage of set) - $55
- Twin Sheet Set (for any item missing or damage of set) - $45
- Bath Towel - $12
- Wash Cloth - $4
- Hand Towel - $8
- Kitchen Towel - $3
- Beach Towel - $16

All properties are privately owned and equipped for basic vacation needs. Initial set up supplies such as soap and toilet paper should be furnished in property, however this cannot be guaranteed. In general, Guests will need to provide their own paper items and cleaning supplies. Our vacation properties are self-catering accommodations.

**NO Leaving Doors and/or Windows Open in Coastal Locations.** Due to the salt content of the air in Coastal Locations using the doors and/or windows for ventilation is prohibited in these areas. Since the salt air will damage everything inside the Rental Property, NO windows or doors can be left open in these locations. TeemingVR appreciates Guests’ cooperation in this matter as we seek to protect the quality of the Vacation Rental Properties we represent. Also in Florida markets thermostat CANNOT be set below 75°. As a rule, this may cause the coils to freeze over, resulting in an inoperable system. If the thermostat is set below 75°, Guests will be responsible for repairs and/or loss of their Security Deposit. This is considered intentional damage and not covered under Damage Waiver.

**Additional Provisions.** In case of emergency, TeemingVR representative may enter the premises at any time, making their best efforts to give 24 hour notice for routine maintenance. Some condominium complexes require **parking passes**
to be issued to owners, renters, and guests. Guests must review and print the specific Check-In documents for Property sent prior to arrival. Bring these documents with you to Property. Also some condominium complexes require pool passes to be issued to Guests, and this is beyond the control of TeemingVR (check Check-In Documents). Upon arrival if the condo office is closed, Guests can secure passes the next time the office is open. The individual condominium rules are in Check-In Documents.

**Condo Complex Office.** TeemingVR is the rental agent of this property (not the condo complex office). Guests should NOT CONTACT the condo office should a problem arise inside the unit. Contact TeemingVR at telephone number displayed on your key chain for assistance with any emergency matter.

**Rights of Tenants/Guests.** Florida Law 718.106 requires that renters/tenants/guests assume “all use rights in the association property and those common elements otherwise readily available for use generally by unit owners” and responsibilities of the Rental Property owner. All members of Guests’ party have the right to use all amenities in the complex. No common area amenity can have restricted access for anyone based on age, race, and religion per Federal HUD Law.

**Good Neighbor Policy.** TeemingVR Vacation Rentals homes are located in mixed-use neighborhoods that include both short-term Guests and year-round residents. We request that Guests be considerate of the neighbors with their noise and activities. We want Guests to enjoy their stay, but not at the expense of the neighbors. Guests are asked to conform to all rules and regulations of the property (including but not limited to proper garbage disposal, excessive noise, pet policies...). Violators are subject to eviction. Parking is limited at most properties and many don’t allow parking on the street. Some complexes or homes allow trailer parking. Please see individual amenities of each property.

**Indemnification and Hold Harmless.** Guests acknowledges and understands that each and every guest or guardian is solely responsible for any property damage, accident or injury to any person or pet or loss sustained by any person or pet, including loss of money, jewelry, and other items of personal property, arising out of or in any way related to Guests use of the premises. Guests are responsible for the safety of themselves, their children and their guests. Guests hereby agree to INDEMNIFY and hold TeemingVR, its employees, officers and representatives; and/or Rental Property owners harmless from any and all claims including those of third parties, arising out of or in any way related to Guests and pets, use of premises, the items of personal property provided therein, surrounding areas and from or against any omission, neglect, or default of Guests and their guests/ invitees. Guests assume the risk of injury or other losses relating to any recreational activities and will hold property owner and TeemingVR harmless with respect thereto. Guests acknowledge that TeemingVR is acting solely in the capacity of rental agent for the Vacation Rental Property owner and assumes no liability hereunder. By accepting this reservation, it is agreed that all Guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premises.

**Release, Hold Harmless, and Indemnity Agreement for TeemingVR Recreation Package.** In consideration for Teeming Vacation Rentals allowing Guests to use the Recreation Package during my stay at the Rental Property, Guests (for themselves, their children, and their guests) hereby release, hold harmless, discharge, and otherwise agree to indemnify Teeming Vacation Rentals, their owners, the Rental Property owners, employees, agents, (“the Released Parties”) hereinafter “TVR”, from and for any and all claims, demands, liability, lawsuits, injuries (including death), property damage, attorney’s fees, expenses, costs, causes of action, judgments, or awards of any kind or character (“Loss”) that may accrue, arise, or otherwise exist because of Guests use of the TVR Recreation Package Equipment (hereinafter “Equipment”). Guests intend this release to include any Loss sustained by a third party through whom or on behalf of whom (or whose estate) Guests may assert a claim, lawsuit, or cause of action. GUESTS UNDERSTAND AND AGREE THAT THIS RELEASE, HOLD HARMLESS, AND INDEMNITY AGREEMENT EXPRESSLY RELEASES, HOLDS HARMLESS, CONTRACTUALLY BINDS GUESTS TO INDEMNIFY (I.E., REIMBURSE THE RELEASED PARTIES FOR ANY LOSS THEY MAY SUSTAIN, RESULTING FROM A CLAIM BY A THIRD PARTY) AND OTHERWISE EXONERATES THE RELEASED PARTIES FROM THE CONSEQUENCES OF THEIR OWN NEGLIGENCE, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONTRIBUTING CAUSE OF GUESTS’ LOSS. Guests intend this release, hold harmless and indemnity to be as broad and comprehensive as possible as Guests do not desire that the Released Parties have any liability, directly to Guests, their spouse (if any), their child, or indirectly to any medical provider or insurer, arising from my participation in the herein described activity. In consideration of the obligations hereinafter set forth, Guests hereby assume all legal and monetary responsibilities and risk for all Equipment on loan from TVR, its employees, or agents, as a result of Guests use, transport, and/or possession of any Equipment. Guests agree to return all Equipment in same location and the same condition as when received. All unreturned or abandoned Equipment will be considered lost and paid for at that time. Guests agree that
TVR is not responsible for any fines, penalties or recovery fees that result from taking Equipment off property. Guests understand that the consumption of alcoholic beverages is unsafe during any type of water activity.

**Assumption of Risk with usage of TeemingVR Recreation Package.** Guests voluntarily choose to use the Equipment and understand that this Equipment is in used condition and that there are inherent risks in the recreational sports and outdoor pursuits associated with the use of this Equipment, such as the varying degrees of athletic talent, coordination, and experience of the members of Guests own party and/or of other individuals with whom Guests may come in contact. There are various hazards associated with these kinds of outdoor activities, including tides, currents, the unpredictability of the weather, accidents in remote places, exposure to the elements, and the actions of others. Guests further understand that the consumption of alcoholic beverages before or during any of these activities increases these risks of personal injury, property damage or death. On behalf of Guests, their children, and their guests, Guests voluntarily assume any and all risk of loss as defined and described in the above two sections of the TeemingVR Rental Terms and Conditions.

**By acknowledging these TERMS AND CONDITIONS, Guests understand and agree to the above conditions and requirements for renting a Vacation Rental Property with TeemingVR.** Guests further agree that they specifically authorize the charging of their credit card for any and all damage done to the premises or additional cleaning or other fees noted above that exceeds the total amount paid. If Guests has selected a Security Deposit instead of a Damage Waiver, these additional charges will be first taken out of this deposit and they will be responsible for any amounts over $500 Security Deposit.
Frequently Asked Questions by Owners

? What makes Teeming Vacation Rentals unique?
Granted, there are many different vacation rental property managers, so understandably you may be questioning what is distinctive about our company. The answer is in our name! It highlights what we do best ~ produce teeming, abundant, abounding vacation rentals for your property (both in quantity and quality). Consequently, we generate teeming vacation rental revenue for you. Repeatedly, our owners comment on this (many remarking that they never even had bookings in the off-season before switching to us). Multiple owners have more than doubled their previous year’s rental revenue after joining our network. (At your request, we are happy to share both owner testimonials and actual rental results to this effect.)

? What services does TeemingVR provide?
As a full-service vacation rental management company, we handle the following property management functions:
- Inquiry responses, reservations, cancellations and disputes
- Guest management and relations
- Cleaning – departure clean (paid by guests) and suggested annual deep clean (at owner’s expense)
- Property initial evaluation & suggestions
- Property photography, marketing and advertising
- Preparation and enforcement of Rental Terms & Conditions
- Arranging maintenance and repairs at owner’s request
- Owner statements, disbursements and tax reporting

? How do I list my vacation property with TeemingVR?
TeemingVR are exclusive vacation rental property managers.
- Contact us (call Jeff at 407.399.1788 or email us at jeff@teemimgvr.com ).
- We will arrange to inspect, photograph and setup property with keys, LockBox installation etc.
- We will do an initial evaluation of your property and make suggestions to help improve rentability of your unit.
- We are happy at your direction to help arrange and oversee any improvements.
- We will block-out your time in your unit and any existing reservations.

★ With TeemingVR there is NO lock in to a contract. We can have your property photographed & on our website within 48 hours. Like Ben Franklin said, “Time is money.” Join our network TODAY and begin maximizing your vacation rental revenue!

? Where is TeemingVR’s office?
Different from most of our competitors, we do not have a local or onsite office in our different markets. As noted above, our emphasis is on providing incredible rental results. Our resources and energy are spent in managing and marketing your property with this end in mind. As opposed to paying overhead for office space, we invest in state of the art technology, well designed website with online booking, reservationist available 7 days a week (day & night), email marketing campaigns, property evaluations with suggestions etc. We believe a local office offers nothing to the guest’s experience and can even be a distraction. (Several owners have come to us because of the inconvenience to guest of having to drive to an office to check-in and pickup keys.) We do not run your property like a hotel (there are no walk-in renters). Our units are equipped with
LockBoxes, payments are made in full prior to arrival and Check-In Documents are emailed to guests in advance. This has been our practice for over 6 years and has proven very successful.

**? When and what do I pay for your service?**
Commissions are taken out of your rental revenue. Our goal is to never have you pay us any money. In fact, both your set up fee, licensing and internet ads are charges that are applied to your account and then deducted out of your rental income. There is never any money due to us to get started. Small maintenance items are also taken out of your revenue.

**? When do I receive my rental revenue?**
Each time we receive a payment from your guest (both their down-payment and payment in full) we copy you on the confirmation. Rental payments are due 30 days prior to guest arrival on rentals for less than four weeks and 60 days prior on four week rentals. On reservations exceeding 4 weeks, the 4 weeks’ rent amount is due a full 60 days prior to their arrival date with the remaining balance due upon arrival. The payments will appear on your Owner’s Statement after a guest’s scheduled arrival date. Owner’s Statements are run on or near the 1st and 15th of each month. We will email you a statement once they are processed. Electronic Fund Transfers should show up in your account about 3 days after you receive the Owner’s Statement. Please notify us if you have any more questions.

**? What if I don’t receive your emails?**
When communicating by email, Spam Filters can cause difficulties in reception. Insert reservations@teemingvr.com and info@teemingvr.com, and the domain @teemingvr.com to your approved senders list to insure this isn’t a problem. At times this may need to be done on your server as well.

**? What are my responsibilities as a vacation rental property owner?**
All Properties in the TeemingVR network must be maintained in a rentable condition with everything in working order. By virtue of being a vacation rental there will be some wear and tear on your property, and you can expect to periodically have to replace and replenish items such as linens. Our experience has shown that the additional revenue generated through the increase in occupants more than pays for replacing beach towels or a set of sheets (in fact, it could pay for renovating your property’s kitchen). Furthermore, properties which are frequently used are typically in better condition since they are continually being cleaned and evaluated. Little problems are handled before they become big problems. Our rentals are required to comply with Florida Statute 509 Requirements (most states have the same requirements). Here is a summary of the Florida requirements:

- Keep the unit clean, safe, and in good physical condition.
- If you provide bedding and linens, they must be clean, unworn and properly stored. Mattress pads, bed sheets and blankets must be appropriately sized to the mattress or bed so that the entire sleeping area of the mattress is covered. Sheets and pillowcases must be in good condition, and cleaned and changed between each guest or once a week, whichever comes first. Bedding items, such as mattresses, comforters and pillows must be thoroughly aired, disinfected and kept clean.
- If you provide soap, it must be available either in individually wrapped bars or as liquid soap in a dispenser.
- Baby cribs provided to guests must meet safety standards established by the Consumer Products Safety Commission.
- Dishes and glassware must be sanitize between guests. Otherwise, a notice must be posted informing guests that the dishes and glassware are not sanitized.
- Keep the establishment free of vermin.
- Install smoke detectors in guest areas.
- The electrical system must be proper and safe. Do not use extension cords.

**? How does TeemingVR decide on the rental rates for my property?**
Our experience has proven that property price point is the key to securing reservations. With this in mind, we routinely do comprehensive rate reviews for each property in our network. TeemingVR’s rate system is extremely thorough and designed to achieve the correct price point for every individual week of the year in each distinct market. We can adjust rates across all our properties in seconds based on a higher or lower demand. In the industry, this is called “Yield Management”. We have examined area holiday calendars, school calendars for Spring Breaks, first and last day of school, event calendars, international travel research for market... Although you may occasionally feel that the rates seem too low or too high, remember we have analyzed the market demand and dates and have strategically fixed rates to generate the maximum rentals and revenue for the whole calendar year. TeemingVR takes this responsibility seriously, investing a great deal of resources into examining and determining rental rate tables to maximize your rental income. Toward this end, we reserve the right to adjust the rates accordingly.

? What determines which properties get rented first?
Our system is designed to enable a prospective guest to find their property online. We like to say we run a capitalist system of renting. Once a guest finds our site they can run live searches and see what all is available. They can see what properties are nicer than others, which have better views, which has a king bed instead of a queen in the master, etc. Frankly, the nicest properties get rented first knowing that all properties are priced for what they are based on the various factors such as view, location and the above items plus many more.
Another aspect of our program is that owners who wish to me more aggressive can purchase more than one internet ad to drive more traffic directly to their property. These ads pay for themselves (when managed correctly like we do) and all yield a return on the investment, just as your property should.

? How is TeemingVR protecting my rental revenue?
Damage Waiver – More Coverage & Less Hassel
TeemingVR offers a property and duration specific Damage Waiver for all our reservations. This is a non-refundable fee which the guest pays to protect the property for up to $1,000.00 of accidental damage. Often guests are reluctant to pay a $500 Security Deposit, realizing their funds will be tied up until after their vacation. At times this is the deciding factor as a guest selects between different properties. We have listed below several benefits of the Damage Waiver over the traditional $500 Security Deposit:

- **Twice the protection.** The guest is protected from any accidental damage in the property up to $1,000.00, doubling the standard $500.00 from a Security Deposit.
- **Reduce Upfront Cost Barrier.** 75% of guests prefer a small, non-refundable fee over a larger refundable Security Deposit, encouraging bookers to choose your property over others.
- **In Line with Travel Industry.** Since Damage/Security Deposits are not typical practice within the travel industry, charging a nominal Damage Waiver fee is more aligned with vacationers’ expectations.
- **Fast easy claims.** This waiver allows TeemingVR to promptly handle any necessary repairs. Plus, when damage is sustained over the standard $500 Security Deposit, it can be hard to recuperate the remaining balance from responsible guest.
- **No cost to owner.** Covering the extra $500 worth of property costs you, the OWNER, nothing.

Travel Insurance
We have teamed up with Red Sky Travel Insurance, a leading Travel Insurance Company, to offer travel insurance to all of our guests and owners! For a relatively small amount, you can cover any trip you take anywhere in the world. Travel insurance can help secure more reservations. For example, if an older couple has a concern about paying the first month 60 days in advance, our reservationist advises them to buy travel insurance (which even covers pre-existing medical conditions). This coverage can also alleviate fears over hurricanes, missed connections, lost luggage, unexpected illness, sudden lay-off, and medical emergencies.

? How do I block out time for my property?
At TeemingVR, we clearly understand “It’s your property, you can use it.” To better facilitate your use, we request you use your Owner Login and block out all the dates you would like to stay at your property as soon as possible. Remember it’s a live online calendar prospective guest are searching on. We encourages owners to attempt to schedule their personal (along with family member) stays during slower times in order to generate more rental revenue. Please indicate your cleaning preference on your owner reservation. If you plan on staying later than the standard Check-Out time, please indicate this in the comments section when blocking out the time, noting cleaners start their rounds after the 10:00 a.m. Check-Out time. Likewise, if you wish to clean your property yourself, this also must be noted when blocking out the time (and must be completed prior to the 4:00 p.m. Check-In time). Be aware that the cleaners will charge a trip charge if you fail to notify us that you’ve changed your plans and they make a needless trip. We request that you give TeemingVR a call at 727-565-4686 at least 24 hours in advance to make any changes to your departure time or cleaning arrangement.

? What if there are changes with my property?
Please advise us immediately of any changes at your property or complex such as internet password, gate codes, parking passes, pool tags, etc. to better serve your guests. Likewise, notify us of any complex construction work, closure of pool or any other complex amenity, improvements to complex or unit, upgrades, renovations or added amenities so we can update your property information on our website and retake pictures if necessary, to better attract more prospective guests to your property.

? What if I am considering listing my property for sale?
Just because you are thinking about selling your property, does not mean you shouldn’t use our services. Our personal unit within our network is for sale. We schedule showings around guest’s stays and have a vast assortment of photographs to show prospective buyers. Renting a property while listing it, generates revenue, keeps the property better maintained, and can provide a rental history to attract potential buyers.
We request that you notify us at TeemingVR immediately if you decide to put your property up for sale to help this process go smoothly. When the realtor wants to have a showing of your property, they will need to contact you. If you need to show property at times when the property is occupied, you can get a cell number for the guest from us at TeemingVR and contact the guest to schedule it. We do not schedule your real estate showings. However we do recommend that you only interrupt you guests’ stay no more than once per week and then give them some type of gift card for the inconvenience. Per our rental contract, we require a 24 hour notice to guest.

? Why sign up now with TeemingVR?
The sooner you join our network, the sooner we can start marketing your property and the better results we can generate for you. Don’t wait because you have plans to be there or guest already booked. We will block out your existing reservations, as well as your time at your property. As owners ourselves, we realize some of your reservations and have had our own unfavorable experiences. With these in mind, TeemingVR has a no contract lock in (you can leave our network at any time for any reason) and offers a $1,000 Performance Guarantee (if we don’t exceed your gross rental revenue from the previous calendar year – contact us for the details).

? How do I recommend TeemingVR?
TeemingVR is grateful for all recommendations and referrals. As our network of owners grows so does your rental revenue! We hope you will tell your condo neighbors or other vacation home owners. The more units we have in your complex, the more your complex rental pool expands and the more, in turn, we can invest on the internet marketing for your complex – more exposure for your complex, more exposure for your unit ➔ MORE RENTAL REVENUE. If you know fellow vacation property owners who are dissatisfied with their current property management company or are looking for one, please send them our way. Not only will we offer them exceptional service, but also give you a $250 referral fee for any new properties you refer into the TeemingVR network. Plus, if you would like to share with others about your experience with TeemingVR (parent company of www.StPeteClearwaterVacationRentals.com, www.PanamaCityBeachFLVacationRentals.com, www.StAugustineFlaglerBeachesVacationRentals.com) we’d be grateful.
if you would send us a testimonial to share with prospective owners and/or post on our website. Here’s a testimonial from Peter & Helen O’Flynn, owners of a condo in Beach Cottage located in our St Pete/Clearwater market:

We switched to StPeteClearwaterVacationRentals.com having received a mailing from them. Their description of their services seemed too good to be true, but it turned out to be more than justified. As overseas owners we were keen to have an agent that would look after our unit in a way that would offer a complete service with as little hassle as possible. Jeff and Gina took over, refurbished our unit in record time, and brought in, even in low-season, an impressive number of new clients. Their rental conditions are very reassuring for owners and their website offers constantly updated and a fully transparent view of bookings and cash flow from renters. There are also plenty of photos and information on the amenities both in the unit and in the local area. Needless to say he also set us up quickly on sites such as VRBO etc. Nothing seems to be too much trouble for Jeff and his courtesy and efficiency are outstanding. We just wish we had known about him earlier. Now we feel really comfortable in looking forward to having many more contented renters and a much improved return on the unit.

Call Jeff at 407.399.1788 TODAY
And begin Maximizing your Vacation Rental Revenue!

The secret of change is to focus all of your energy, not on fighting the old, but on building the new. Socrates