



Vacation Rental Management Agreement

This Agreement shall commence on the _____ day of _____, Between _____, herein referred to as (Owner) and Right Direction Rentals (RDR) referred to as (Manager).

1) Term of Agreement: The initial term of this Agreement shall begin on the Commencement Date _____ and expire one year from commencement date. After each initial contract period, the term of this Agreement shall be automatically extended for successive one (1) year terms beginning on commencement date, unless terminated in accordance with the terms hereof. This Agreement may be terminated prior to its expiration by either party, with or without cause, by giving thirty (30) days written notice. If terminated prior to one year of property management owner will be responsible for (but not limited too) any expenses incurred by Right Direction Rentals as part of vacation rental set-ups and operations.

2) Compensation:

Basic (25% Commission) - RDR shall include the following: (a) Manage all reservations, payments & pertinent documents. (b) Advertise on OTA (Online Travel Agent) platforms. (c) Coordinate cleanings for stays. (d) Install and set up Remote Lock for entry on property if not already there (see info in Management Agreement). (e) Guest Starter Packs including shampoo, conditioner, bodywash, paper towels, toilet paper, dishwash soap, and trash bags. (g) Check payout of owner's earnings. (h) Coordinate service & repair calls which may be subject to a \$50 trip fee.

In consideration for services rendered by the manager pursuant to the terms of this Agreement, Owner hereby agrees to pay manager the sum of 25% of the nightly rental revenue (Rental Commission) as selected from the choices outlined above. The Rental Commission shall be

deducted and paid to manager monthly from the Owner's nightly rental revenue. Other Fees and/or Reimbursable Expenses are payable based on the plan selected by the owner.

3) Owner(s) Use of Property: It is agreed that manager spends considerable time, effort, and funds to obtain reservations for the Property on behalf of the Owner. Owner shall not request the cancellation of any such reservation. Owner may schedule owner blocks and non-paying guest of owner visits on available dates.

4) Fee for Online Travel Agents: Online Travel Agents such as Airbnb, VRBO and Booking.com etc. charge various fees for making reservations. Owners may notice variation of nightly rates across booking platforms. Fees may be charged directly to the guest or charged to RDR portion of the Online Travel Agents commission. Owner revenue and RDR commissions are based on the nightly revenue only, not on the Online Travel Agent portion. RDR does not have control over the fees collected by an Online Travel Agent.

5) Exclusive Agreement: During the term of this Agreement, Manager is acting as Owner's sole and exclusive manager for the rental, lease, operation, and management of the Property. Additionally, Owner shall not enter into any contract or agreement with any other person or entity to provide such services. No other person or entity including the Owner, may offer the Property for rent to the public or otherwise. Owner will instead direct all potential paying Guests to Manager. Any personal advertising of Property by Owner must be pre-approved by Manager.

6) Projected Rentals: Owner acknowledges that Manager has made no representations or guarantees regarding the expected number of rentals of the Property, or the amount of rental income Owner can expect to receive as a result of Manager's efforts under this Agreement.

Owner's Obligations

7) Maintenance: Owner agrees to maintain the Property in a condition satisfactory for Guest occupancy and safety in accordance with all applicable laws and Manager's standards of excellence.

Right Direction Rentals are not responsible for any environmental, wildlife or pest incidents that may occur including bed bugs. It is the Owner's responsibility to remediate the issue. Options may be available for treatment should the need arise.

8) Maintenance of Property: Owner shall be responsible for all costs and expenses associated with maintaining the Property (including all furnishings, appliances, heating/air conditioning equipment, plumbing and electrical systems) in good, clean working condition. Failure by Owner to make or approve any item of maintenance, replacement or repair recommended by Manager within seven (7) days shall constitute a default by Owner of this Agreement. Owner agrees that items of maintenance, replacement, or repair with respect to the Property which do not exceed two hundred dollars (\$200.00) may be made by Manager without prior approval of Owner. In

case of an emergency, Manager may make expenditures on behalf of Owner that Manager deems necessary to preserve the Property and prevent further damage. In the event of any such emergency, Manager shall notify Owner as soon as possible. Manager's services under this Agreement are for procurement and management of rentals of the property only. Manager is not responsible to Owner for home security, storm preparations, or other services not covered in this Agreement.

9) Furnishings: Property must contain quality furnishings, style and utility which are consistent with other accommodations being offered for rental in the general vicinity of the Property. Such furnishings shall include, but not be limited to, appropriate furniture in each room to accommodate the number of Guests which the Property sleeps, and the appropriate amenities (dishes, silverware, glassware, cooking utensils, pillows, comforters, etc.). A list of required furnishings and amenities will be provided. Owner to supply the appropriate linens and towels for their property to ensure we meet the expectations of our guests and the current standards of the industry, 3 full sets to ensure rotation of linen can be done in a timely manner between rentals.

10) Replacement of Furnishings: Due to normal wear and tear, Owner will need to replace the following items as deemed necessary by Manager: Bedspreads, comforters, pillows, mattress pads, shower curtains, and kitchen inventory. Carpets must be professionally steam cleaned regularly or as requested by Manager.

11) Insurance: Owner shall purchase and maintain during the term of this agreement, a liability insurance policy with minimum limits of \$300,000 per person and per occurrence for personal injury, bodily injury, or personal damage or all combined, an adequate insurance. Owner shall deliver to Manager a certificate of insurance indicating liability limits and coverage each year. Right Direction Rental to be listed as Additional Insured for liability purposes.

12) Indemnification: Owner agrees to Indemnify, Defend and Hold Harmless Manager and its affiliates, their members, managers, shareholders, officers, directors, employees, managers, partners, representatives, successors and assigns (individually, an "Manager Party", collectively, the "Manager Parties") and save and hold each of them harmless against and pay on behalf of or reimburse such Manager Party as and when incurred for any loss, liability, demand, claim, action, cause of action, cost, damage, deficiency, tax, penalty, fine or expense, whether or not arising out of third-party claims (including interest, penalties, reasonable attorney's fees and expenses and all amounts paid in investigation, defense or settlement of any of the foregoing)(collectively, "Losses"), which any such Manager Party may suffer, sustain or become subject to, as a result of, in connection with, relating or incidental to or by virtue of this Agreement or rental or management of the Property.

Manager Obligations

13) Guest Administration: Manager will, in its sole and absolute discretion, advertise and offer the Property for rent at the current market rates, operate and oversee reservation and registration activities with respect to the Property, including phone services, computers, software, administration and staffing to provide appropriate arrival, departure and associated service to Guests.

14) Collection of Revenue: Manager shall use its reasonable business efforts (which does not include the expenditure of funds or the initiation of legal proceedings) to collect and enforce the collection of all rentals and other charges due to Owner from Guests of the Property. However, Manager shall not be liable to Owner for rental or other proceeds which cannot be collected for any reason, including but not limited to, credit card “charge backs” or fraud.

15) Payment to Owner: Manager shall deduct and retain the Rental Commission and all authorized fees and expenses from rental income of said property. Manager will forward to the Owner the net remainder, by check or auto deposit, on or before the fifteen (15th) day of the month following the month of the rental.

16) Records: Manager shall maintain accurate records of all funds received and disbursed in connection with rental and management of Property. Manager shall also render to Owner a monthly statement on or before the fifteen (15th) day of each month showing all such receipts and disbursements.

17) Inspections: Manager may, but is not required to, perform inspections of the property. Owner will be notified of any necessary repairs and improvements.

18) Transfer of Guests: Manager reserves the right to transfer Guests from the Property to another rental property being managed by Manager when deemed necessary. If Manager does not have a comparable property available, Manager will seek another accommodation to remedy the issue. It is agreed that Manager may negotiate a rebate or refund to a Guest in the event a guest is transferred due to needed repairs or other property issues. Rebate or refund will be deducted from Owner’s account.

19) Remote Lock: Manager will install and set up a Remote Lock on all rental properties if not already present. At all times, this lock will be maintained by RDR while under Management Agreement. This lock requires an additional hole be drilled in door for installation. The cost of the lock is around \$300.00 plus installation.

20) Hotel Occupancy Tax: RDR will collect, process, and pay required hotel occupancy taxes and file all related reports to taxing entities. RDR is not responsible for any personal or business-related taxes.

The Right Direction Rental Agreement includes 5 pages including this signature page and is -

Executed this _____ day of _____, _____.

Manager: _____ Owner: _____

By: _____ By: _____

Vacation Rental Manager Owner Authorized Signature

Date: _____ Date: _____

Owner Address: _____

Phone: _____

Email: _____

Address of Property to be Managed:
