



PALM TREE VACATION HOMES

Tel/Txt: 407-397-9640

MANAGEMENT AGREEMENT

This agreement is made between **PALM TREE VACATION HOMES** ("herein called the Company") and

_____ ("The Owner")

With regard to the property owned by the Owner and located at:

_____ ("The Property")

Whereby it is agreed that the above parties enter into an agreement under the terms and conditions as defined in the following:

The Company will undertake the following responsibilities:

1. To maintain the Property in a good rentable condition at all times and to effect all necessary maintenance and repairs promptly and efficiently but with due regard to the costs involved.
2. To ensure that all licenses, including but not limited to Hotel/Motel, Occupational, Sales Tax and Tourist Tax are applied for and renewed as demanded by Florida regulations regarding short-term rental properties.
3. To manage the paying of household bills including but not limited to electricity, gas, water, sales tax, television, and telephone & internet services, if needed. Further the Company will pay all utility bills in good faith that the Owner will reimburse the Company. The Company will only continue to pay such bills while a positive balance is maintained in the Owners account subject to clause 4.
4. Should the Owner fail to keep sufficient funds in the Owners account to meet the current bills and invoices, the Company reserves the right to withhold any and all services, until the said account is credited to the required positive balance. (not relying on rental income)
5. To supply a monthly statement to the Owner in a timely manner, no later than the 15th of the following month. The Company will assist the Owner with any matter relating to the statement where the inquiry is made within 60 days of the issuance of the statement
6. To provide a cleaning service of the Property on an as required basis. A clean will be undertaken on the day of departure of a rental guest.
7. The Company may purchase essential/non-emergency/wear-and-tear items or services on behalf of the Owner without the express permission of the Owner. The replacement of towels, linens and cutlery etc, will be limited to a value of \$200 in any calendar month.
8. To ensure that the pool and lawn (if applicable) are attended to on a regular basis as necessary.
9. The Company will help organize and administer all bookings made by the Owner and supply key collection and drop-off facilities where necessary for such bookings. The Company will provide such services for rental guests that have booked the Property through the Company.
10. To provide a 24-hour arrival and emergency service for rental guests of the Company and of the Owner. During office hours, rental guests will be able to call the office number and speak with Company personnel. Outside of office hours, an emergency number is provided to the guests to call. Please note that the Company will be the sole arbiter as to what constitutes an emergency requiring immediate attention.



PALM TREE VACATION HOMES

Tel: 407-397-9640

The Owner agrees to the following:

1. The Owner agrees that the Company is the sole management company for the Property.
2. To allow the Company to efficiently perform its management services as per cost schedule, and unscheduled items not to exceed \$200 without prior consent from the Owner.
3. Agrees to maintain a minimum balance in the Owners account of \$1000 (\$500 without utilities) with the Company at all times, for the purpose of paying bills and carrying out its management services.
4. Should the Owner fail to keep sufficient funds in the Owners account to meet the current utility bills and invoices, the Company reserves the right to withhold any and all services, until the said account is credited to the required positive balance.
5. The Company is not liable for any loss, direct or consequential, of any income due, or claim for damages from a rental guest, resulting from a cessation of provision of services and/or utilities due to insufficient funds being held in the Owners account.
6. Ensure that the Property is adequately insured against liability should any claim arise. The Company shall be held harmless for any such claim.
7. The Company has set the commission rate on Company bookings at 20% and is reviewed annually.
8. The Owner agrees that all Owner bookings will be provided to the Company with the Guest name, Dates and rental value. The Company shall not be held responsible for mistakes occurring on the Owner's bookings. It is the Owners responsibility to ensure that all relevant information on Owner's bookings is provided.
9. The Owner acknowledges and agrees that the Company will charge an Owner Booking Fee for each booking made by the Owner to provide a 24-hour arrival and emergency for rental guests of the Owner. The fee will be \$10 per booking and is reviewed annually.

Term & Termination

This agreement is for a period of one year from _____ and thereafter on a rolling 30 day notice period by either party. If the Owner or Company wishes to terminate the agreement at any time a notice period of 30 days must be given prior to the termination of the agreement. Should the owner wish immediate release from the agreement Palm Tree Vacation Homes will agree to the waiver of the 30 day notice period on payment by the owner to the Company equivalent to 1 month Management Fee. Release will only be granted by the Company if the Owners account has a positive balance. The Owner accepts and understands the Company reserves the right to attach a lien to the Property until such time as the outstanding sum is settled, and to actively pursue such debts.

This agreement shall be governed and construed in accordance with the laws of the State of Florida.

Signed, this _____ day of _____, 20____

Owner's Signature

Representative of Palm Tree Vacation Homes





PALM TREE VACATION HOMES

Tel: 407-397-9640

SERVICE CHARGES

It is hereby agreed that the following are the current monthly charges for managing and maintaining the Property which are reviewed annually. They exclude other charges which may occur from time to time so that the Company may carry out its responsibility to the Owner:

Description	Occurrence	Charge	
Management Service	Monthly	2/3 Bed \$100	4/5/6 Bed \$125
Pool Maintenance (if applicable)	Monthly	\$75 (splash pool/spa)	\$90 (pool without spa) \$100 (pool with spa)
Lawn Maintenance (if applicable)	Monthly	\$95 monthly	
Pest Control (if applicable)	Monthly	\$25	
Cleaning (per clean)	Per Occurrence	\$100 Condo (2 or 3 bedroom) \$130 (4 Bedroom)	\$110 Townhome (3 bed) \$150 (5 Bedroom) \$165 (6 Bedroom)
Welcome/Starter Kits	Per Occurrence	\$15	
Fire Extinguisher Inspection	Monthly	\$10	(annual inspection at additional cost, done by licensed fire inspectors)
Biannual Spring Clean (if applicable)		Clean x 3	
One time Start Up Fee	Once (if not licensed already)	\$100	
Owner Booking Fee	Per Occurrence	\$10	
In House Maintenance	Call Out Charge (normal business hrs)	\$20	
Contracted Out Maintenance (at Company's Discretion)	Per Job	Cost plus \$20	

Owner's Initials _____





PALM TREE VACATION HOMES

Tel: 407-397-9640

OWNER INFORMATION

Please complete this form to give us your contact information. Please notify us immediately of any changes

Property: _____

Primary Contact: _____

Other Contact: _____

Home Mailing Address: _____



Telephone No: (home) _____

(cell) _____

(work) _____

Email: (1) _____

(2) _____





PALM TREE VACATION HOMES

Tel: 407-397-9640

LIMITED POWER OF ATTORNEY

Dated this, the _____ day of _____ 20_____

(Please Print Clearly)

I, _____ Social Sec. # _____

I, _____ Social Sec. # _____

Of (Home Mailing Address) _____

(Home Phone Number) _____

I hereby authorize Amanda Barritt of Palm Tree Vacation Homes, to act as our attorney in all matters relating to the Florida property known as:

And, in particular, but without prejudice, to the generality of the position to set up utility accounts with the various utility companies supplying: Power, water, gas, phone and cable. The renting of the aforesaid property and all relating licensing and maintenance is covered by this document, as is the right to act on my behalf in communication with the insurance companies and regulatory licensing and taxation authorities in the state of Florida.



This document fully and totally supersedes and overrides any previous document signed by me, us and I. We demand the documentation relating to the above property be handled forthwith to the holder of this power of attorney and production of an original or copy of this document.

Any correspondence regarding our home should be sent to:

Palm Tree Vacation Homes
1001 Jeater Crescent St.
Kissimmee, FL 34747
Telephone: 407 397 9640

Signature _____ Witness _____

Signature _____ Witness _____





PALM TREE VACATION HOMES

Tel: 407-397-9640

RENTAL ARRANGEMENT (IF APPLICABLE)

The home will be let as much as possible with net rental income (after payments to agents) split as follows: 80% to the homeowner and 20% to Palm Tree Vacation Homes. Payment is credited to the homeowners account and paid to the owner on a monthly basis.

Use of the home by the owners or their guests

Homeowners and their guests or clients may use their properties at any time. The availability will have to be checked with us in advance and provided that an existing booking can be relocated by us to another property. Guests already in occupation cannot however be asked to move out and the property will therefore not be available until their departure date.

This agreement shall be governed and construed in accordance with the laws of the State of Florida.

Signed, this _____ day of _____, 20_____

Owner's Signature

Representative of Palm Tree Vacation Homes

