



### *List of Services and Fees for Owners*

- Fees:
  - Commissions:
    - 20% on short term rentals
    - 10% on anything over 180 days
  - Monthly Management fee:
    - \$50.00/Monthly charge for ensuring your property is inspected and maintained through out the rental reservations
- Services: **This includes:**
  - Replacing lightbulbs, A/C filters
  - Checking water faucets for leaks and running toilets, water-hose covers in winter
  - Check/filling propane tank on BBQ
  - Administration and accounting duties i.e., Replying to reviews and guest inquiries. Monthly statements will be sent out monthly detailing charges and reservations. Checks or ACH payments will be sent out monthly
  - Guest communications 24/7
  - We manage short-term vacation rentals for our owners through platforms like VRBO, Airbnb, and directly through our website. <https://tcpropertyservices.net/>
  - Setting up maintenance appointments
  - Scheduling housekeeping
  - Inspections before and after each reservation
  - Collecting security deposits and dispersing back to guest

- We charge a 10% mark-up on maintenance repairs and services that may arise for your property. We will coordinate with service vendors and can provide them with a key to the property or meet them onsite to gain access
  - We will call you with contractor/service providers estimate prior to moving forward if it is over \$300.00 to receive owner approval.
  - We will check with your home warranty service first to get issued resolved. Although, if urgent matter we might need to use local service professional
- Housekeeping scheduling
  - If you stay at your property, we can schedule an owner clean with our contracted cleaners at an “owner price”, however these rates are subject to change if contractor changes rates
- Cleaning Fees and scheduling
  - We collect a cleaning fee with every reservation. This is an expense the guest pays for prior to checking in to your property. We will schedule housekeeping to come in and clean after the guests leave
- Owner blocks
  - Using our software, there will be an owner portal to log in and block off dates for your stay. Also, this gives you access to see reservations/info. Let us know if you will need cleaning services after your stay to be ready for any guest reservations
- Supply Closet
  - We will manage/stock your supply closet. The ‘supply fee’ is incurred by each reservation guests for their stay. This includes toilet paper, paper towels, bathing toiletry, dish soap, sponge, dishwasher tabs, trash bags
  - Extra sheets and towels- We would like there to be at least one extra set of linens for every bed stored in supply closet. Extra towels should be stored in supply closet as well. (2) towels per guest. This will be at the owner’s expense

- We collect and hold security deposits in a separate account per Texas Law on all rentals. We also collect and pay hotel tax to the county quarterly
- We get owners approval prior to every reservation. You are in control of your rentals and bookings
- We have 24/7 guest and owner communication via phone and email