

OWNER/ PROPERTY SET UP FORM

Welcome to our vacation rental program.

Today's Date _____

Property address: _____

Owner (1): _____

Owner (2): _____

E-Mail Address: _____

Property phone#: _____

Directions to property: _____

The following is a check list of items to be handled and paperwork to be submitted, along with this form, before we can accept reservations into your property.

- | | |
|---|--|
| <input type="checkbox"/> Check for \$200.00 working capital account | <input type="checkbox"/> Signed management agreement |
| <input type="checkbox"/> Signed vacation rental permit application & fees | <input type="checkbox"/> Amenities Report |
| <input type="checkbox"/> Copy of grant deed | <input type="checkbox"/> Parking passes or garage door openers |
| <input type="checkbox"/> W9tax ID form | <input type="checkbox"/> Copy of HOA rules and regulations |
| <input type="checkbox"/> Owner's closet keys & keys to storage areas | <input type="checkbox"/> Digital photos for Internet (if available) |
| <input type="checkbox"/> Keys to pool, boat dock, & public areas | <input type="checkbox"/> Proof of insurance per item #17 of contract |
| <input type="checkbox"/> Utility authorization forms (Charter, Southwest Gas, and Sierra Pacific Power) | |
| <input type="checkbox"/> Inventory list (Please date and sign & be sure to maintain a copy for your files.) | |
| <input type="checkbox"/> 5 sets of keys that have been checked or 2 sets and we will have additional sets made | |
| <input type="checkbox"/> Specific instructions for unique items including spas, heaters, satellite television, high speed internet, etc. (Please also post a laminated copy of these instructions in a highly visible area inside the property for guests and service people) | |
| <input type="checkbox"/> List of all future bookings (owner & owner guest stays) in your property. Please see Owner Web instructions if you prefer to enter those reservations directly into the system. | |
| <input type="checkbox"/> Contact your phone company (AT&T 800-310-2355, Verizon 800-483-4000) to block all toll and long distance calls and to add Tahoe-Vacation Rentals.com as an authorized user on your account. | |

Property Address: _____

The following information will assist us in handling maintenance issues and emergencies at your property:

Home Warranty:

Company Name: _____

Company Contact Information _____

Policy#: _____

Expires: _____

First person of contact for emergencies and maintenance above \$100: _____

Preferred method of communication (email or phone): _____

Second person of contact for emergencies and maintenance above \$100: _____

Preferred method of communication (email or phone): _____

Location of water shut-off valve & special instructions: _____

Location of electrical box & special instructions: _____

If you do not already have agreements with the following vendors, please advise and we will be happy to

Make arrangements on your behalf:

Snow removal contact: _____ Phone: _____

Yard Maintenance contact person: _____ Phone: _____

Hot Tub service company: _____ Phone: _____

Please provide information regarding manufacturer and service warranties for any appliances or electronics at the property:

Property address: _____

What is the square footage of your property? _____

Bedrooms: _____ #Bathrooms: _____ Max Occupancy: _____

Bed sizes & Location:

Bedroom 1: _____ Bedroom 2: _____

Bedroom 3: _____ Bedroom 4: _____

Bedroom 5: _____ Bedroom 6: _____

Den, loft, game room? (Please describe):

Please describe the parking at your property. Is there a garage and for how many cars? How many parking spaces are there in the driveway (or Parking lot)? Are parking passes required for your area?

What type of internet connection you have? Cable/DSL/WIFI (Circle 1)

Is there is a password guests will need to use your internet service?

Where is your owner's closet located? (We recommend that you provide us with 1 emergency set of keys for this closet to be placed in your owner file at our office.)

Will you allow pets at your property if the guest pays an additional security deposit?

Are there any special features to your property that you would like us to focus on in our marketing (i.e., lake views, mountain décor, boat dock, beach access)?

Do you have exterior bear proof trash containers? Please describe:

What day is trash pick-up schedule for your area?

Please describe your fireplace (wood burning, gas log, wood stove, etc):

Please describe the electronic/AV equipment and their location in your property:

Does your property have a deck or patio? Please describe:

Please describe the type of barbecue at your property (gas/charcoal) and any outdoor furniture:

Does your property have an exterior hot tub? Sauna? (Please make sure hot tub has a cover and a lock. The combination to the lock should be set to your address backwards. Please also provide posted instructions for these amenities at the property and provide us with copies.)

