



Q & A - Listing My Seasonal Rental Property – Managed - Rental periods for less than six months + 1 day -

Q: How should I prepare my property?

A: Every property should be thoroughly cleaned, including the inside and exterior of windows, carpeting should be cleaned and checked for wear and replaced as needed. Interior and exterior (homes) should be repainted as needed (usually every 2-3 years). The more appealing a property is, enhances the marketability of your property. All properties will be inspected for quality furnishings – an inventory requirement is presented for you to check and be sure all items are in place. Please remember to complete and update your inventory list as new items are purchased.

Q: What are the arrangements for utilities and how are they arranged?

A: In most cases the property owner arranges for the utilities to be hooked up in their name with the bills being sent directly to their billing address. All utilities must be hooked up and activated when considered for seasonal/vacation rentals. The phone number should be “blocked” to avoid any long distance charges – the local phone company can do this for you. Please provide the property phone number to ensure this information is given to your guest. On short term, ie weekly rental stays, the properties with heated pools usually have a maximum usage on electric. This should be monitored by your housekeeper, additional charges may apply to monitor the electric meter. Once a maximum usage amount is set, this information will be provided to the guest in their reservation confirmation. Typically there is a set amount for homes with pools. Check with your property manager. On longer term rental periods, ie 3-6 months stay – the guest pays the electric and/or gas charges during their stay. Any added expenses the guest incurs for long distance phone calls or cable t.v. will be charged to their damage deposit. Our sample reservation confirmation is enclosed. Please discuss utility expenses with your listing associate prior to first reservation.

Q: What is considered normal “wear and tear”?

A: Things to expect at the end of each reservation are some possible spotting or traffic patterns on the carpeting a few marks on the walls in the entry way – hallway – due to luggage being brought in and out of the property – especially if your property is rented by the week. Items that will need occasional replacement are: light bulbs, a/c filters, stove burner pans, etc.

Q: What happens if damage is discovered in my property after a guest leaves?

A: When renting out your property, normal wear and tear should be expected. The housekeeper will report any items that require extra cleaning – and noted on the cleaning bill. With the ‘move-in’ inspection report that the guest completes upon arrival, and the housekeepers clean report at the end of the guest stay – we are able to monitor the property wear and tear. Should any damage be discovered (over and above normal wear and tear), the amount will be charged against the guests damage deposit. **Coldwell Banker Residential Real Estate, Inc. is acting as agent only and is not responsible for any damage or broken items.**

Q: Do you do a background checks on the guests?

A: Many of the condominium communities in Florida require an application to rent in their community. The guest completes the condominium application and pays a fee (if applicable). This application usually requests and researches all necessary background information before approving the guest tenancy. If the guest is denied, that guest cannot rent in the community, which means he/she will not be permitted to occupy your property. We collect all funds prior to move-in date – and generally speaking we do not perform a background check on vacationing guests.

Q: How are all the rental funds processed for my property? What about sales and county taxes charged on a reservation?

A: All rental fees, vendor bills, repair bills, etc. will be processed by our bookkeeping department. Your proceeds along with a supporting statement will be sent to you after the reservation begins with subsequent statements being sent every month there is activity in your property. A 1099 will be sent to you at the end of the year showing the gross income on your property for the calendar year. Taxes: Sales and county taxes are collected on each reservation period which is less than six months and one day. The tax is paid by the guest (see sample reservation confirmation) and processed by our rental accounting department at the Home Office in Sarasota.

Q: How will you market my property?

A: Our branded company name is recognized throughout the world. As members of the Chamber of Commerce and the Multiple Listing Service (in most areas) we receive tremendous exposure in the local markets. Our company website has extensive coverage on the internet – and will continue to bring in over 50% of our reservations! The best source of business is the repeat business and referral business. Our returning guests are always referring others to our company! Many times the guest is reserving the same property for their next vacation in paradise! Our company website: www.FloridaMoves.com. Your property can also be viewed on www.CBFloridaVacations.com .

Please feel free to contact our office with any other questions you may have. We look forward to working with you soon!