



Seasonal Managed Property

Rental Services

Upon Listing Rental Property, our Clients Receive the Following:

INSPECTION OF PROPERTY: Prior to rental marketing we personally inspect your property and recommend improvements we deem advisable to enhance your property's rental value. For each property there is a one time \$35.00 web site/ marketing setup fee.

REGISTRATION OF PROPERTY: All Seasonal Properties must have completed a Sales Tax Form - \$5.00 one time fee with the State of Florida. In addition, all seasonal properties will be registered with Ch. 509 Fl. Statute.\$30 annual fee. Coldwell Banker will collect the applicable tax on your seasonally rented property and remit to the proper authority (state and county tax). Should the county or city in which your property is located require additional fees – Coldwell Banker will register your property. (Note: some Florida counties require a yearly inspection fee – this is controlled at the county level.)

RESERVATION CONFIRMATION: Seasonal tenants may be subject to apply for approval with the condominium association and pay an additional fee. Please be sure to advise your property manager of any forms/fees associated with your homeowner or condominium association. Once approved by the condominium association (if applicable), a reservation confirmation will be faxed, mailed or emailed after receiving the initial payment from tenant.

ADVERTISING: As a nationally recognized company, Coldwell Banker Residential Real Estate, Inc., is aggressive in advertising. Our WEB site was voted a "Hot Spot" by the computer industry and is a great source for customers! In addition we advertise by placing specific ads as property manager determines necessary in local and major newspapers, and in the Florida Homes magazine. In addition we receive national exposure through our membership to VRMA and FVRMA. Websites: www.floridamoves.com / www.cbfloridavacations.com

MARKETING: We will feature our rental properties on our website as well as the MLS (available in most areas in Florida). With the increase of vacationers visiting Florida, we offer the best in accommodations and as a result our satisfied guests/tenants are our best marketing tool!. Our associates are another marketing tool. Coldwell Banker Residential Real Estate, Inc. sales associates are constantly referring guests/tenants to the property managers throughout the state We work together with our sales team in locating the perfect home or vacation spot for their customer.

TENANTS AND DEPOSIT MONEY: Annual Tenants: First, Last and Security Deposit is collected. Seasonal Rentals: Tenants are charged rent, clean fee and a processing fee plus tax. We collect 1/3 of the total amount due to hold the reservation. The next 1/3 is due 90 days prior to arrival and the balance is due 30 days prior to arrival. All properties are subject to a security deposit. This deposit is held for any damages, long distance charges or extra cleaning costs. The amount of the security deposit depends on the property. Note: We now offer travel insurance to our seasonal guests!

PROPERTY OWNER ACCOUNT STATEMENTS: Each property is required to maintain a \$200 working balance. This is held in our escrow account and is used to pay any incidentals, repairs or small purchases needed for the property. Our enhanced rental program will produce detailed statements noting income and expenditures on the rental property. Our accounting department is in our corporate office in Sarasota, where processing is performed. It is recommended you retain your statements, however, we can always reproduce statements from our software rental program. Each property owner will receive a 1099 for miscellaneous income after January 1st of each year for the previous year.

MAINTENANCE, HOUSEKEEPING AND REPAIRS: . Your property manager will assist you in contracting qualified housekeepers, handyman services, and a selection of vendors for other work such as plumbing, floor covering, painting, roofing, appliance repairs and/or purchases for your property.

OTHER SERVICES: An inventory is required with each furnished property. In the event your property does not have an inventory report on file – the inventory report will be prepared by one of our vendors. The fee for preparing an inventory report will vary with size of the property.