



We are very excited to work with you! Below is our management fee breakdown. All clients require on-boarding to begin listing your home with Book It Vacation Rentals. In addition, we offer three optional services for Book It to assist in the process of readying your home for the short term rental market.

FEE BREAKDOWNS:

On-Boarding (Required)- \$2,500:

The On-Boarding fee of \$2,500 covers the following:

- Setting up the listings on AirBnB, VRBO and other booking sites
- Marketing the listing before the unit is completed
- Setting up all of the guest communication backend work (15-20 hours)
- Set up of accounting services for the property
- Providing inventory lists that will guide you through all necessary items to host your first guest
- Shopping time for consumable products
- Access to our vendors (handymen, AC, plumbing, etc)
- Scheduling and facilitating professional photography, deep cleaning of the unit, wifi set up, etc to make sure the listing is ready to go for the first guest.
- Manual/instruction creation and organization of guest amenities within the unit (ie: check out instructions, house manuals, QR codes, labels for amenity location, etc) (15-20 hours)
- Identifying unit specific needs that must be addressed to be AirBnB-ready (for example, identifying and communicating the need for guest access to laundry units)

1. Home Set Up - The cost depends on the specific requirements:

The main value is that you are hiring us as the professionals to set up your AirBnB the right way.

- Inventorying items in the home that are needed for STR set up
- Purchasing and installing the Ring doorbell and Schlage or Yale lock
- Sourcing and purchasing all non-consumable items listed on the inventory checklists such as: towels, linens, pillows, kitchenware, utensils, dinnerware, small appliances (hair dryers, kurigs, etc.) *Not including furniture or décor
- Shopping time for these items
- Coordinating repairs or handyman services as needed for the home to be market ready
- Additional on-site help with organization if needed

We will send you an invoice for the purchased items for reimbursement. Costs are expected to stay under \$4,000 for non-consumable items, but is determined by the size of the property. Should your home require additional items or if vendors have to be called upon unexpectedly, costs may increase. In those scenarios, we will keep you informed.

2. Interior Design - The cost depends on the specific requirements:

We like to give our owners complete freedom to do the interior design on their own if they wish. However, if you wish to hire us, we will get you a material plus labor bid after seeing the property. We will consult with you and provide a plan for the layout of the home. If you wish to purchase furnishing on your own, we will work with you and discuss a game plan for the furniture layout that we recommend.

- Consultation for the overall aesthetic of the home including color schemes and theme suggestions

- Purchase of décor items: throw pillows, rugs, lamps, art work, decorative throws, shelves, accent décor, faux plants, etc
- Selection and purchase of furniture items: beds, side tables, chairs, sofa, dining table, desk, side boards, dressers, etc
- Consultation for paint colors, accent walls, or statement features, if applicable
- Coordination of handyman services for assembly and installation of purchased items

We will send you an invoice for the purchased items for reimbursement. Cost estimates for total furnishings are based on total rooms in the home.

3. Remodel - The cost depends on the specific requirements:

Should your home need updating, we are able to manage a remodel of your property. This service is offered in addition to the interior design option above to create a completely cohesive design throughout the home from top to bottom. In some cases, a remodel may include all areas of the home and in others it may only include certain areas or rooms. Cost estimates for remodel material and labor are based on total scope of work.

- Consultation for the overall aesthetic of the home including color schemes and design with a materials plus labor bid
- Selection and purchasing of raw materials to be used in the project which may include: flooring, cabinetry, countertops, hardware, appliances, paint, and lighting
- Full project management and access to our list of vetted local vendors
- Time spent shopping for materials and meeting with vendors and yourself
- Coordination and management of contractor services: general contractor, electricians, plumbers, handymen, etc.
- We will send you invoices from vendors working on your property and raw material expenses.

I select the following services to be provided by Book It Vacation Rentals and agree to pay the associated rate for the services selected:

- Option 1- Home Set-Up
- Option 2 – Interior Design
- Option 3 – Remodel

Owner 1

Print Name: _____

Signature: _____

Date: _____

Owner 2 (If applicable)

Print Name: _____

Signature: _____

Date: _____