



PROPERTY MANAGEMENT ASSISTANCE PROGRAM

When you need a local Property Manager to service your home for your personal tenants all season or just some of the time.

The following services apply:

- Distribution of rules, regulations, common area rules, parking permits, garbage and recycling schedule, and any other information we deem necessary for the guest to enjoy their occupancy – provided by owner.
- Provide priority maintenance response at billable rate to the owner as a work order.
- A 24/7 emergency hotline phone number will be provided to your guest in case of emergency. We will advise the guest that additional charges may be incurred in the event of lock out or other avoidable situations. Maintenance charges may also apply to the owner and shall be billed accordingly.
- Staff to provide **weekly** check in/out services to tenant.
- Set up lock box should tenant need to arrive after hours.
- **(OFFICE IS CLOSED ON SUNDAYS)**
- A local resource to help you with anything that comes up.

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May 1st – October 1st \$1,200

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Memorial Day – Labor Day \$1,000

NAME: _____ CELL: _____

EMAIL: _____

PROPERTY: _____

Wifi Name: _____ Building Codes: _____

Wifi Password: _____ Codes: _____

***** ADDITIONAL FEES APPLY FOR MORE THAN 1 CHECK IN PER WEEK*****