

L.S. Robinson Real Estate & Vacation Rentals

Est. 1932

August 18, 2011

To all our owners:

Thank you for letting us work with you on the rental of your property. The calls for 2012 reservations are starting to come in.

RENEWAL FORMS – On-line on our **Owner Page** <http://www.lsrobinson.com/owners.html> please fill out and return. Additional information is also there including our **Vacation Rental Guidelines, Pet Policy, Smoke & Carbon Detectors, Radon Testing, Lead Paint** and **Sales Tax**. Please take a look.

INTERNET/TV - Please post any codes and instructions for internet access, including who to contact for problems. Please check the internet connection prior to the first tenant's arrival to make sure it is working properly.

KEYS/LOCKBOXES – *For liability and safety reasons we will no longer have after hour key pickup at L.S. Robinson.*

Lockboxes allow the tenants to go directly to the property and are also handy for lockouts, cleaners, service people, or even you, if you forget your key when you come. We do have lockboxes at cost (\$30) for anyone who wants one. **Important Notes:**

Please make sure your cleaner knows the combination and checks each week to make sure there is in it key.

Remember to have extra keys inside for the tenants to use while they are there.

An additional hidden key is still a good idea.

Alternatively, you can have the cleaner leave the door open and the keys inside, or just have a hidden key at the property.

CLEANING - Have your cleaner do a **complete spring cleaning** at the start of the season. Have the property cleaned upon each check-out even if you do not have a tenant going in right away. You don't want to miss out on a last minute rental opportunity.

CHARGES TO SECURITY – Problems with extra cleaning/damage need to be reported to us within 9 days of departure. Ask your cleaner to take a digital photo of any damage.

AVAILABILITY/CHANGES - Please keep us updated on your availability throughout the year, so we can keep you updated on our website, along with any changes you make to the property. A quick message or e-mail is all we need.

We look forward to working with you in 2012.

Sincerely,

Joseph Wright *Sheri Wright*
Joseph Wright Sheri Wright
Broker/Rental Agent Vacation Rental Agent

Joe@LSRobinson.com Sheri@LSRobinson.com



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Phone (207) 244-5563 Fax (207) 244-9291



L.S.ROBINSON REAL ESTATE - SEASONAL RENTAL LISTING AGREEMENT 2012
337 Main Street, PO Box 1480, Southwest Harbor ME 04679 – 207-244-5563

I/We hereby authorize L.S.Robinson Real Estate to procure a tenant(s) for my property situated at:

_____ and known as _____

During the period of _____, 20__ to _____, 20__ at a price of:

April 28-May 26	May 26-June 30	June 30-July 28	July 28-Sept 1	Sep 1-Sept 29	Sep 29-Oct 27	Nov-April	_____ 1 week
_____	_____	_____	_____	_____	_____	_____	_____ 2 weeks
_____	_____	_____	_____	_____	_____	_____	_____ 4 weeks

You might want to have an in-between rate for the week of Aug 25-Sept 1 _____ Sept 1-Sept 8 _____

If dates provided do not correspond to your desired time frames, please correct or attach your date/price schedule.

Any Additional Charges (Cleaning-Utilities-Internet, etc) _____ **Amount \$** _____

Any Additional Fee for Pets: (Dog) or (Cat) allowed? **Amount per pet \$** _____ **/week**

_____ I am willing to contract 1 week rentals immediately for the time periods available

_____ I request a 2 week minimum during July & August. Open July & August to 1 week rentals after _____

Winter Season \$ _____ from _____ to _____ with a _____ month minimum.

PLEASE CHOOSE 1 OF THE FOLLOWING:

_____ **L.S.Robinson Real Estate will locate a tenant, provide a lease, collect and hold rental fee, security deposits, state tax in a special trust account as provided by law (interest from account paid to the Maine State Affordable Housing Foundation). L.S.Robinson Real Estate will receive a 15% commission on the rental fee. Owners are paid the Tuesday following the tenant's arrival. Owner will provide cleaning person.**

Should owner lease to the same tenant this or the following year, without the assistance of L.S.Robinson Real Estate a 5% commission shall be paid to L.S.Robinson Real Estate . If the owner locates a tenant and L.S.Robinson Real Estate is asked to provide the lease, collect and hold rental fee, security deposits, state tax, L.S.Robinson Real Estate will receive a 10% commission (minimum of \$50.00) on the rental fee.

OR


_____ **L.S.Robinson Real Estate will locate a tenant and the owner will provide a lease, collect and hold rental fee, security deposits, state tax, and forward a 10% commission to L.S.Robinson Real Estate upon the tenant arrival. Owner will provide cleaning person.**


In case a deposit is forfeited, the corresponding commission above will be due to L.S.Robinson Real Estate, and the balance of the rental fee paid to or retained by the owner.

By acceptance of this agreement, you hereby accept all Owner Responsibilities as stated in the Summer Rental Property Guidelines (attached), and L.S.Robinson Real Estate hereby accepts all Agency Responsibilities as stated in the Summer Rental Property Guidelines (attached).

Owner

Owner



Rental Agent – Joseph Wright


Rental Agent – Sheri Wright

**L.S. Robinson R.E. - RENTAL PROPERTY INFO – (Please fill in any changes)
For New Properties please fill out completely**

Your Name _____

Rental property name _____ Check-in time _____

Rental property address _____ Check-out time _____

Maximum occupancy _____ Security Deposit _____

Rental property phone number _____ Does this number change each year: (Y) (N)

Long distance phone block (recommended): (Y) (N) Unlimited Long Distance Calling (Y) (N)

Internet access (circle): (Cable) (DSL) (Dial-Up) (None) WiFi: (Y) (N)

Internet Connection Name: _____ Internet Password: _____

TV's: Antenna: (With converter) (No Converter) VCR _____ DVD _____ CD Player _____

Satellite _____ Satellite w/local channels _____ Basic cable _____ Family Cable _____ Premier Cable _____

Microwave _____ Dishwasher _____ Washer _____ Dryer _____ Gas Grill _____ Charcoal Grill _____

Number of Fans _____ Air Conditioning: (Y) (N) What rooms _____

Heat type _____ What rooms _____

Wood Fireplace/Woodstove for tenants use:(Y) (N) Gas Fireplace/Gas-Woodstove for tenants use:(Y) (N)

Smoking allowed (Y) (N) Pets: Dogs allowed (Y) (N) Cats Allowed (Y) (N)

Additional charge or restrictions for pets _____

Are there/have there been pets in the house? (Y) (N) Type: (Dog) (Cat) Other: _____ When: _____

Beds; : #1 _____ #2 _____ #3 _____

Size, Room, Floor #4 _____ #5 _____ #6 _____

Cleaner _____ Cleaner's Contact numbers _____

Cleaner's E-Mail _____

Trash Service Provider _____ Collection day & time _____

Collection location _____ Trash Bin (recommended) (Y) (N)

Any neighborhood activity that might be disturbing to tenants? (construction, bright lights, commercial activity, especially in early morning) _____

*Please remember that you need to provide the initial supplies of:
toilet paper, paper towels, hand soap, dish detergent, & laundry detergent.
Tenants are told that linens, towels, pots, pans, coffee maker, toaster (oven),
and telephone are in all cottages.*

VACATION RENTALS 2012

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

Sun	Mon	Tue	Wed	Thu	Fri 1	Sat 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			