

# L.S. Robinson Real Estate

Real Estate Sales & Vacation Rentals

Established 1932

Thank you for contacting L.S. Robinson Co. Real Estate Sales & Vacation Rentals,  
*The Agency of Choice Since 1932.*

Specializing in vacation & year round rentals, as well as all your real estate needs.

Our office is located at 337 Main Street in Southwest Harbor,  
and we cover the greater Mount Desert Island & Ellsworth area.

Enclosed please find: A Listing Agreement with the different rates and services we provide,  
a Property Data Information sheet for contact and emergency information,  
a W-9 for the IRS (we do provide 1099's at the end of the year for all our owners),  
a Lead Paint Disclosure form required on all properties built before 1978,  
and an Energy Efficiency Disclosure.

Please also review our Year Round Rental Property Guidelines  
On our website

If you have any questions on these forms please call.

Thank you for the opportunity to work with you on the rental of your property.

Sincerely



Joseph H. Wright  
Broker/Rental Agent  
joe@lsrobinson.com

Please visit our web-site at [www.LSRobinson.com](http://www.LSRobinson.com)



337 Main Street, PO Box 1480 Southwest Harbor ME 04679  
website: [www.LSRobinson.com](http://www.LSRobinson.com) · e-mail: [info@LSRobinson.com](mailto:info@LSRobinson.com)  
Phone (207) 244-5563 Fax (207) 244-9291





# L.S. Robinson Real Estate



## Real Estate Sales & Vacation Rentals ~ Established 1932

### YEAR-ROUND AND OFF-SEASON RENTAL LISTING AGREEMENT

I/We hereby authorize L.S. Robinson Real Estate to procure a tenant(s) for my/our property situated at \_\_\_\_\_ during the period \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_, payable monthly at \$\_\_\_\_\_ per month. It is understood that if L.S. Robinson Co. rents the property during this time, the agency shall receive a commission for the rental of the property.

**PLEASE REVIEW AND SELECT ONE OF THE FOLLOWING SERVICES:**

**1. FULL RENTAL** - Commission will be 15% per month.

I/We (do) (do-not) authorize L.S. Robinson Real Estate to qualify & secure a tenant(s), provide a lease, collect all rent monies, and be available for repair notification. A security deposit equivalent to one month's rent will be held in the L.S. Robinson Real Estate Security Trust Account. The following services are included:

- a. Maintain contact with Lessor and Lessee.
- b. Arrange for approved minor repairs (up to \$100.00).
- c. Communicate need for all repairs over \$100.00 to owner and with owner's authorization, schedule completion as directed.
- d. Pay all bills for minor repairs from owner's reserve account or rent proceeds.
- e. Forward all bills for major repairs to owner for payment.
- f. Pay all rents to owner after deducting 15% commission and paying agreed upon bills.

Note: The agency requires that a 'cushion' equivalent to one month's rent be left in the owner's reserve account within this agency's Rental Trust Account for paying bills and unexpected emergencies. Owner also agrees to provide personal funds for payment of bills if the owner's reserve account has been depleted.

**2. RENTAL** - Commission will be 10% per month.

I/We (do) (do not) authorize L.S. Robinson Real Estate to qualify & secure a tenant(s), provide a lease, collect all rent monies, and forward rent monies to me monthly after deducting 10% agency commission. I understand that the agency will not be responsible for making arrangements for maintenance repairs and payment of bills, but will advise me immediately of emergencies and mechanical problems. A security deposit equivalent to one month's rent will be held in the L.S. Robinson Real Estate Security Trust Account.

**3. SECURE TENANT** - Commission will be 50% of the first month's rent.

I/We (do) (do not) authorize L.S. Robinson Real Estate to qualify & secure a tenant(s), and provide a lease. L.S. Robinson Co. Real Estate will collect a security deposit and first month's rent, retain one/half of the rent as a commission, and turn the balance of the rent and security deposit over to me/us.

**4. PROCURE TENANT** - Commission will be 20% of the first month's rent.

I/We (do) (do not) authorize L.S. Robinson Real Estate to procure a tenant(s), and forward tenant(s) on to me for qualifying and lease. If the rental is executed I/We will forward 20% of the first month's rent to L.S. Robinson Real Estate.

IT IS UNDERSTOOD THAT L.S. ROBINSON REAL ESTATE WILL QUALIFY ALL TENANTS BY CHECKING APPLICANT'S REFERENCES FOR EMPLOYMENT, PAST TENANCY, AND CHARACTER, BUT THE AGENCY ASSUMES NO LIABILITY FOR DEFAULT OR DAMAGES BY TENANT(S).

IT IS ALSO UNDERSTOOD THAT L.S. ROBINSON REAL ESTATE WILL BE ACTING SOLELY AS A RENTAL AGENT AND NOT AS A MANAGER/CARETAKER. ALL OWNERS ARE ENCOURAGED TO ARRANGE FOR A SUITABLE CARETAKER TO LOOK AFTER THEIR PROPERTY.

A COPY OF THE CONTRACT IS TO BE RECEIVED BY ALL PARTIES AND BY SIGNATURE, RECEIPT OF COPY IS HEREBY ACKNOWLEDGED.

By \_\_\_\_\_  
Agent Date

By \_\_\_\_\_  
Owner Date

By \_\_\_\_\_  
Owner Date



# L.S. Robinson Co. Real Estate & Rentals



P.O. Box 1480, 337 Main Street, Southwest Harbor, Maine 04679

Info@LSRobinson.com Ph: 207-244-5563 Fx: 207-244-9291 www.LSRobinson.com

## PROPERTY DATA INFORMATION

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(#/Street-PO/City/State/Zip)

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_  
(#/Street/City/State/Zip)

Property Phone #: \_\_\_\_\_ (Current) (Last) Long Distance Block: (Yes) (No)

Maximum Occupancy: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ # of Bath Rooms: \_\_\_\_\_

Rented: (Unfurnished) (Furnished) (Partly) Pets Allowed: (Dog) (Cat) (None)

TV Available: (Cable) (Satellite) (Antenna) Internet Available: (Cable) (DSL) (Dialup)

Parking: (On Street) (Off Street) (Garage) # Parking Spaces: \_\_\_\_\_

### Utilities

Included: (Electric) (Oil) (LP Gas) (Water) (Sewer) (Trash) (Plowing) (Phone) (Internet)

### EMERGENCY NUMBERS & SERVICES:      Name      Phone#

CARETAKER: \_\_\_\_\_

CLEANER: \_\_\_\_\_

CARPENTER: \_\_\_\_\_

PLUMBER: \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

GAS SUPPLIER: \_\_\_\_\_

OIL SUPPLIER: \_\_\_\_\_

TRASH REMOVAL: \_\_\_\_\_

LAWN CARE: \_\_\_\_\_

SNOWPLOWING: \_\_\_\_\_

ELECTRIC METER NUMBER: \_\_\_\_\_ PREMIS NUMBER: \_\_\_\_\_