



# Long Point Getaway

## OWNER / PROPERTY MANAGEMENT AGREEMENT (Vacation Rental)

### Owner/Lessor Information:

Name(s) \_\_\_\_\_

Mailing address (Where would you like your statement/checks sent?) \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening phone \_\_\_\_\_

E-mail address \_\_\_\_\_

#### Banking Information for Direct Deposit

Secondary emergency contact (name, cell phone and e-mail): \_\_\_\_\_

Lessor's homeowners insurance policy insuring PREMISES as a rental property.

Policy name \_\_\_\_\_ Policy # \_\_\_\_\_ Policy phone

# \_\_\_\_\_ (We **highly recommend** adding Long Point Getaway to your insurance policy as the property manager in charge.)

### Vacation Rental Information:

Style of Home: (house, cottage, etc) \_\_\_\_\_ Levels in Home: 1 2 3

Approx. Sq. Footage \_\_\_\_\_ How many bedrooms? # \_\_\_\_\_ How many beds? # \_\_\_\_\_

Quantity and style of beds: Bedroom #1 \_\_\_\_\_ Bedroom #2 \_\_\_\_\_

Bdrm #3 \_\_\_\_\_ Bdrm #4 \_\_\_\_\_ Bdrm #5 \_\_\_\_\_ Bdrm #6 \_\_\_\_\_

Additional beds (include pull-out sofas, roll-away beds, etc.) \_\_\_\_\_

Maximum # of occupants (#of people the home sleeps): # \_\_\_\_\_

How many full bathrooms? # \_\_\_\_\_ How many half bathrooms? # \_\_\_\_\_

Sound system/stereo? YES or NO Air conditioning? YES or NO Fireplace? YES or NO

Sat TV? YES or NO Wireless internet? YES or NO (Internet password: \_\_\_\_\_)

Fenced yard? YES or NO Deck/patio with furniture? YES or NO BBQ? YES or NO

Parking? GARAGE CAR PORT OFF-STREET PARKING SPACES OTHER

What can you tell us about your home and location that will make your listing more marketable? (List any special amenities or nearby attractions. Example: hot tub, gourmet kitchen, soaking tub, surround sound system, beach access, use of kayaks, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Water Type, Well (Tested?), Tank, or Bouck Water \_\_\_\_\_  
 Filter bed or Holding Tank \_\_\_\_\_  
 Entry codes / Alarm information \_\_\_\_\_  
 Internet / satellite company \_\_\_\_\_  
 Other \_\_\_\_\_

**LEGAL CONTRACT AGREEMENT**

BY THIS AGREEMENT made and entered into on \_\_\_\_\_, 20\_\_\_\_, between 2187069 Ont. Inc, operating as Long Point Getaway herein referred to as COMPANY, and \_\_\_\_\_ (print full name), herein referred to as OWNER/LESSOR(S). WITNESSETH in consideration of the mutual promises and covenants herein contained, the LESSOR and COMPANY agree as follows:

**ARTICLE I. EXCLUSIVITY AND LISTING PRICES**

1. **OWNER/LESSOR hereby agrees to employ Long Point Getaway as his/her exclusive agent for the rental and management of the property, until \_\_\_\_\_, 20\_\_\_\_, after which time this Agreement may be terminated by either party upon 45 days written notice to the other party.**

2. LESSOR represents to the COMPANY as follows: (a) The LESSOR is the sole owner and holder of marketable record title to the following described property, hereinafter referred to as the PREMISES and known and described as:

Street address: \_\_\_\_\_  
 City, Province, Postal Code: \_\_\_\_\_  
**Name for property listing:** \_\_\_\_\_

3. LISTING PRICE AND PERAMETERS:

Desired rental prices (high season): \$ \_\_\_\_\_/night, \$ \_\_\_\_\_/week, \$ \_\_\_\_\_/month  
 Minimum booking length: (high season) \_\_\_\_\_/night(s)  
 Acceptable minimum prices (low season): \$ \_\_\_\_\_/night

LESSOR to allow approved pets: \_\_\_\_\_ YES \_\_\_\_\_ NO DOGS and/or CATS  
 LESSOR to allow smoking on PREMISES: \_\_\_\_\_ YES \_\_\_\_\_ NO

**ARTICLE II. COMPANY'S SERVICES**

1. LESSOR hereby appoints COMPANY to do the following: (a) institute and prosecute actions in the courts to recover rents and other sums due and when expedient, to settle, compromise and release such actions or suits; (b) institute and prosecute actions in the courts to recover other sums and damages as may be due to owner; (c) hire, discharge and supervise all labor and employees required for the operation and maintenance of the PREMISES; (d) make or cause to be made such repairs and/or alterations, and/or to have services performed to the PREMISES as may be advisable or necessary, and to purchase such supplies as may be advisable or necessary; (e) under such circumstances as the COMPANY shall deem to be an emergency, the COMPANY shall make every effort to contact LESSOR first, but if necessary, COMPANY is authorized at the expense of the LESSOR, to make or cause to be made such repairs and/or alterations to the PREMISES as may be advisable or necessary.

**If any repairs or replacements to the PREMISES are required, LONG POINT GETAWAY will contact LESSOR in advance ONLY if the amount is greater than \$100.00. Otherwise the cost for such repairs/replacements will appear deducted on the monthly statement, including receipts. LESSOR initials (\_\_\_\_\_)**

2. COMPANY shall have the following responsibilities at the COMPANY'S expense: (a) to extend every effort to keep the PREMISES rented at the present rental rate, or at the highest rental rate, which the PREMISES will produce in the rental market; (b) to advertise the availability of the PREMISES for rent; (c) to prepare, sign, renew and/or cancel leases; (d) to collect rents due or to become due and to give receipts; (e) to render a monthly statement to LESSOR providing the following information: leasing fees and/or commissions deducted, and all amounts collected/disbursed. **Monthly statements will include all rentals concluding before or by the last day of that month. For example, a rental from Aug. 20th until September 1st will be included on the September statement. Statements and checks will be mailed or emailed before the 10th of the following month. LESSOR initials (\_\_\_\_\_)**

**ARTICLE III. LIABILITY**

The LESSOR shall indemnify and hold COMPANY harmless from all damages suits in connection with the management of the PREMISES and from liability from injury suffered by any employee or other person whomsoever, and to carry, at LESSOR'S expense, necessary public liability insurance in such an amount as to be adequate to protect the interests of the parties hereto, which policies shall be so written as to protect the COMPANY in the same manner and to the same extent they protect the LESSOR, and will name the COMPANY as co-insured. The COMPANY also shall not be liable for any error of judgment or for any mistake of fact or law, or for anything which it may do or refrain from doing hereinafter, except in cases of willful misconduct or gross negligence.

**LESSOR understands that Long Point Getaway is not responsible for any lost, stolen, or damaged items. LESSOR initials (\_\_\_\_\_)**

**LESSOR understands that rental properties will undergo a basic wear/tear to carpet, walls, etc. LESSOR initials (\_\_\_\_\_)**

**ARTICLE IV. COMPANY'S FEES**

1. The LESSOR agrees to pay the COMPANY a set-up fee of \$199, which will be deducted from the first rental.
2. The LESSOR agrees to pay the COMPANY a commission of 16% of the rents collected in each calendar month (which shall be deducted from rents collected) on any lease Agreement.
3. The LESSOR will clean the vacation rental between renters OR the COMPANY will clean the property between rentals and the LESSOR agrees to pay the COMPANY a cleaning fee to be agreed upon via email.

## ARTICLE V. OWNER'S RESPONSIBILITIES

1. The LESSOR agrees to pay the COMPANY a **commission of 16%** of the rents collected in each calendar month (which shall be deducted from rents collected) on any lease Agreement that is for a term of less than 60 (sixty) days.
2. The PREMISES is \_\_\_/ is not \_\_\_ subject to a mortgage. If under mortgage, LESSOR certifies that all payments and other terms of the mortgage are current and LESSOR is not in default under any of the provisions of the mortgage. If LESSOR should fail to make any payment under the mortgage when due, or otherwise be in default under the terms of the mortgage in the future, LESSOR will notify COMPANY within 10 (ten) days of said failure to make payment or default.
3. LESSOR agrees to give COMPANY 3 (three) keys to the primary door(s) of PREMISES.
4. LESSOR hereby agrees to allow Long Point Getaway to do the following in order to effectively market the property: (a) place a Long Point Getaway sign on property lot; (b) list property on Long Point Getaway website and kijiji and other sites; (c) use photos taken of PREMISES for LONG POINT GETAWAY marketing.
5. LESSOR hereby agrees to do the following: (a) reimburse the COMPANY promptly for any monies the COMPANY might elect to advance for the account of the LESSOR. Nothing contained herein, however, shall be construed to obligate the COMPANY to make any such advances; (b) pay \$150 to COMPANY together with court costs if a separate suit for recovery of other sums and damages due becomes necessary.
6. LESSOR hereby agrees to inform LONG POINT GETAWAY immediately in writing if a purchase and sale agreement is entered into, and LESSOR agrees to require a minimum of 60 days from the time of acceptance of an offer to the close of the contract. LESSOR agrees to honor all bookings that are previously secured through the closing date of the contract.
7. LESSOR agrees to pay the cleaning fees. **The LESSOR will have property deep cleaned before high rental season begins (June 22nd).** We highly recommend professionally cleaning carpets. LONG POINT GETAWAY can provide these services if desired at LESSORS cost. **LESSOR initials (\_\_\_\_\_)**
8. **LESSOR will agree to contact LONG POINT GETAWAY in advance in order to reserve (block out) any available dates for private use of the PREMISES. LESSOR will agree that once a property has been reserved by a guest, the PREMISES is not available to LESSOR. LESSOR also agrees that if this contract article is broken, the LESSOR will pay a fine to LONG POINT GETAWAY in the amount of one night's stay at the property and any additional expenses needed to compensate guest for a similar rental and/or travels expenses. LESSOR initials (\_\_\_\_\_)**
9. **LESSOR will agree to clean property to a "Rent Ready Condition" after personal use, or will agree to call LONG POINT GETAWAY immediately to have it cleaned for a service charge. It LESSOR Fails to have the cottage in "Rent Ready Condition" after personal use or contact for LONG POINT GETAWAY with 72 hours notice for cleaning LESSOR agrees to pay a fine of \$75 to Long Point Getaway. LESSOR initials (\_\_\_\_\_)**
10. LESSOR hereby agrees to maintain the exterior of the property (grass cutting/trimming, weeding, maintaining plants, etc). LONG POINT GETAWAY can provide these services if desired at LESSORS cost. **LESSOR initials (\_\_\_\_\_)**

# SOFT GOODS LIST

**REQUIRED for each Vacation Rental.** Happy guests will rent your home again.

- Paper towels (one per rental)
- Dish soap
- Dishwasher soap (if applicable)
- Sponge/dish cloth (one per rental)
- Tissue/Kleenex (one per bathroom)
- Toilet paper
- Liquid hand soap (one per bathroom)
- Laundry detergent
- Disinfectant spray
- Salt and pepper
- Coffee filters
- Trash bags

*[ ] Optional goods: air freshener, fabric softener, all-purpose cleaner, Resolve carpet cleaner, tin foil, plastic bags, etc.*

**If you wish to provide soft the soft goods list please sign below acknowledging this. You will be responsible for supplying the items at your cost. Long Point Getaway Cleaners will ensure that they are replenished for the guest from the LESSORS supply.**

**OWNER SIGNATURE** \_\_\_\_\_

# BASIC GOODS LIST

(**REQUIRED** in property by OWNER for a LONG POINT GETAWAY Vacation Rental)

## Emergency

First-aid emergency kit       flash light, fire extinguisher

## Entertainment

Internet (if location allows)       Satellite (highly recommended)

## Bedrooms

Two sets of matching sheets per king bed       One Pillow x max guests       Mattress cover/pad  
 One quilt/comforter/coverlet per bed       Ten hangers per closet       A/C or fans       vacuum (if carpet)  
 Two extra pillows and extra blanket per bedroom.       Pillow protective covers (one per sleeping pillow)  
 *Optional: Alarm clock, reading lamp, iron/ironing board*

## Bathrooms

Hairdryer (optional)  
 One small garbage can per bathroom

## Kitchen

Two hot pads       Wine/beer opener       Can opener  
 Scissors       Spatula       Two cooking spoons  
 Two large sauce pans with lids       One large frying pad with lid  
 Two mixing bowls (1 large, 1 medium)       Broom and dustpan  
 Dinner plates # (same as max occupants)       Salad plates # (same as max occupants)  
 Bowls # (same as max occupants)       Cutlery sets # (same as max occupants)  
 Water glasses # (same as max occupants)       Wine glasses # (same as max occupants)  
 Cookie sheet       Colander  
 Two serving spoons       Chef knives  
 Coffee mugs       Coffee maker (traditional)  
 Toaster       Coffee maker (keurig or tassimo) circle  
 Dishwasher or dish rack       Cutting board  
 Measuring cups       Ice cube trays (if no icemaker)  
 Measuring spoons

*Optional items: whisk, roasting pan, casserole dish, steak knives, salad bowl, ice cream scoop, blender, Tupperware, crock pot, vegetable peeler, highchair, booster, dog dish, etc.*

## Outdoor Space

Barbeque       Tongs       Cleaning brush       Propane Tank       BBQ Lighter      **Page 6/8 LESSOR initials (\_\_\_\_\_)**

# PREPARING YOUR HOME FOR VACATION RENTALS

Although your home is likely already furnished and decorated, you'll have to find a balance between personal convenience and guest comfort if you begin renting it to travelers.

First, walk through your home and remove any irreplaceable or valuable items. You can create a lockable closet in your home for storing personal items and extra supplies. The rest of your home should be free of personal affects and clutter.

In addition to removing and locking away personal items, it's also important to add the items that travelers expect to find in a LONG POINT GETAWAY vacation rental home. **(See the required list of BASIC GOODS and SOFT GOODS above.)**

## The Outside

Do not overlook the outside. Grass should be cut regularly. Flower beds tended to. Outdoors furniture should be sturdy and clean. **BBQ should be properly working and well cleaned.** Provide propane 2 tanks, one should be full at all times, (renters will be advised to fill a tank when emptied). Annual spider spraying is a new requirement.

## The Kitchen

In order to boast a "fully-stocked" or "fully-equipped" kitchen at your vacation home, you need to at least provide the essentials listed on our BASIC GOODS LIST.

## The Bedrooms

All vacation homes should have mattresses that are comfortable, pillows with pillow protectors, comforter/coverlet/quilt on each bed, extra blankets, and mattress pad protectors. Also consider supplying an alarm clock and reading lamp on a bedside table in each bedroom. No garbage cans or waste baskets in bedrooms please.

## The Living Area

Your living area should have comfortable seating for at least the number of people that you sleep. You should also provide a TV large enough for guests to watch from across the room (27" or larger) with at least basic Satellite, and a DVD player. A couple decks of cards and a board game or two for rainy days is a nice idea.

## The Bathrooms

Renters expect the bathrooms to be spotless. Please provide a hairdryer, clean shower curtain, and a small garbage basket.

## Overall Home

Your home should be deeply cleaned before your guests' arrival. Please call LONG POINT GETAWAY if you would like us to pre-clean your home. We will need at least a 72-hour notice. Also, create a list of tips/instructions specific to your home including an Internet password and display on fridge.

**Please initial here showing that you agree with these preparations and will ensure they are completed before your first rental. LESSOR Initials (\_\_\_\_\_)**

**ARTICLE VI.** All rights, remedies and liabilities herein given to or imposed upon any of the parties hereto shall extend to and bind their heirs, executors, administrators, successors and assigns. IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year first above written.

Please **SIGN AND DATE** to acknowledge an understanding of and an agreement to this contract.

Date: \_\_\_\_\_

LESSOR (Owner) \_\_\_\_\_

LESSOR (Owner) \_\_\_\_\_

LONG POINT GETAWAY OFFICER \_\_\_\_\_

Additional terms, conditions or special requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please complete contract with required signatures and initials, initial the bottom of each page (8 total), and return via mail or email. We will send you a copy of the signed contract for your records.

Mailing address: 136 Erie Blvd., Long Point ON, NoE 1Mo

Email: stef@longpointgetaway.ca

Phone: 519.586.7432

Thank you,

Long Point Getaway