



## Shore Dreams Vacation Rentals

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

### OWNER INFORMATION:

Owners: \_\_\_\_\_

Owner's Home Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security or Tax ID (W-9 Is Required) \_\_\_\_\_

Owner Home Phone: \_\_\_\_\_

Owner Cell Phone: \_\_\_\_\_

Owner Work Phone: \_\_\_\_\_

Owner E-mail Address: \_\_\_\_\_

### PROPERTY INFORMATION:

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

Complex/Subdivision: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Unit Phone number: \_\_\_\_\_

The Owner agrees to employ Manager for the purpose of renting and managing Owners property as described in this Agreement, including any referenced attachments. In consideration of the terms and conditions set forth in this agreement, the Owner shall make available for rental and the Manager shall manage and offer for rental the aforementioned property.

In the absence of Owner's original signature to this Agreement, Owner's email confirmation of agreement to and acceptance of the Agreement shall be as binding as Owner's original signature and shall serve as Owner's understanding, agreement and consent to the requirements and stipulations of this Agreement.

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

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

Manager \_\_\_\_\_ Date \_\_\_\_\_

Email: [shoredreams@bellsouth.net](mailto:shoredreams@bellsouth.net), Website: [www.shoredreams.net](http://www.shoredreams.net), Phone: 404-550-8005, Fax: 404-348-0174



## Shore Dreams Vacation Rentals

Welcome to an exciting new way of managing vacation rentals on the Emerald Coast. **SHORE DREAMS VACATION RENTALS** is a vacation rental management company started by the owner of coastal homes in the Panhandle in order to support other owners at various levels.

- Lower management fees (15% initial rate) for full reservation and management services
- Free Local and Long Distance Phone Service (internet connection required)
- Free Access to Rental Reservation Software, calendar and owner booking capability
- Accidental Damage Insurance (For damage by guests and pets up to \$1500)
- Travel Insurance and Car Rental options for guests
- Rate negotiating for off season bookings
- 21 and older options
- Special Management and Promotion of Pet Friendly Units
- Marketing and advertising options on HomeAway, VRBO and other sites as recommended
- Guestbook (for cleaning crew to review for comments & suggestions)
- Shore Dreams Vacation Rentals installed Key Pad
- One Free Carpet Cleaning every year
- Free End of Season Clean after one year
- Bid My Rental Capabilities for Last Minute Inventory
- Email Marketing and Social Networking services for maximum rental exposure

Our goal is to maximize the profits of your rental property while keeping your home in top shape. As owners ourselves, we believe a day without a guest in our unit is a day that someone has missed a beautiful sunset, a walk on the beach, a dip in the pool and our unique homes by the sea!

Join our RENT OFTEN TEAM!!!! Call or email us today!

Renata Circeo-Loudon  
Owner, Shore Dreams Vacation Rentals

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### OWNER REQUIREMENTS:

**WEB KEY PAD REQUIREMENT:** The Owner will allow the installation of the Oracode 660K (or a keybox, if the keypad is not allowed) to the rental unit at a cost of up to \$500 to Owner.

**ADVERTISING:** The Owner agrees to allow Shore Dreams Vacation Rentals ("Manager") to list properties on VRBO and HOMEAWAY among other web-sites at the Owners expense if not already a subscriber. Shore Dreams Vacation Rentals will develop and manage the listings to include property and location information, rates, photos and listing updates. Shore Dreams Vacation Rentals will also provide free listings on [www.shoredreams.net](http://www.shoredreams.net) as well as utilizing other website promotion vehicles to reach the vacation rental guests searching for owner-managed vacation rentals. Manager retains ownership of any posted advertisements and will charge a transfer fee upon termination of contract if requested.

**PROPERTY COMPLIANCE:** The property shall meet all requirements set forth by fire safety codes, Florida statutes, The Department of Business Regulation, the Division of Hotels and Restaurants, the Florida Real Estate Commission and any other applicable regulatory bodies. The Owner will pay for all licensing fees and any other costs incurred in bringing the property into compliance. The Manager will not be liable for the failure of the Owner or any guest to comply with safety standards.

**INSURANCE:** The Owner agrees to carry personal liability insurance for the property in the amount of \$300,000. Owner must notify insurance company that said Manager is managing the said property. Upon request, a copy of this insurance policy shall be made available to the Manager.

**OWNER ACCESS:** The Owner agrees not to enter the property or to permit any persons, whether family member, repairman, salesperson, or guest, to enter the property other than during prearranged time of occupancy by the Owner. The Owner specifically agrees not to enter the property while guests occupy it, unless coordinated by manager and agreed to by the guests.

**OWNER UTILITES:** The Owner is responsible for providing and paying for all utilities, including, but not limited to, water, gas, telephone, electricity, trash pick up, and television cable. The Owner agrees to provide cable television, internet and touch tone telephones for the convenience of the guests. The Owner will select local and long distance carriers in order to provide consistency in all units. The Owner will be required to have a long distance toll restriction installed.

**UNIT INVENTORY:** In order for Manager to make an accurate inspection after rental guests depart, the Owner will complete and provide to the Manager a Property Inventory List.

**RENTAL READY COMPLIANCE:** The Owner agrees to provide all of the items for rental purposes, minimum required furnishings and equipment, and agrees to maintain these items in a safe and usable condition. Owner agrees that Manager assumes no responsibility or liability for loss of or damage to Owner's property other than to attempt to identify and secure compensation from the party at fault. Manager will make best efforts to get compensation through the Damage Deposit Waiver, however any damage that creates a non-rentable unit will be charged to the owner until insurance reimbursement.

**PROPERTY SALES AND LISTINGS:** In the event the Owner decides to sell the property during the period of this agreement, the Owner shall notify Manager of his or her intent to sell. The Owner and his Agents will coordinate all showings through Manager, and agrees not to enter the property without making prior arrangements with Manager.

**OWNER RESERVATIONS:** The Owner and his or her family and guests may use and occupy the property at any time, but only if the property is not already reserved or rented, and only by prior reservation with Manager. The Owner or Owners Guest(s) agree to abide by the standard check-in and check-out times. Owner, or their guest, will pay the current housekeeping and linen service fee.

**FAIR HOUSING/NON-DISCRIMINATION POLICY:** All properties will be leased and managed without regard to the prospective renter's race, color, sex, physical ability, religion or national origin.

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**VACATION RENTAL RATES:** Manager will establish rental rates for the Owner's property, with these rates being supported by a market survey of competitive properties. The current rental rate determinations will be provided upon executed management agreement.

**MANAGER DISCOUNT OPTION:** Owner agrees that Manager will have the flexibility to discount the established rental rates to meet prevailing market conditions. Other variations from the schedule may be made if agreed upon in writing by Owner and Manager. Manager reserves the right to relocate any dissatisfied tenant whom, for good reason, demands to be moved to another property being managed by Manager. Owner shall be entitled to rents earned during the period the tenant occupied owner's property.

**FLORIDA AND COUNTY SALES TAX:** Manager will collect Florida sales tax in addition to the rental amounts due from guests, and will remit the sales tax to the State of Florida, and file all appropriate sales tax reports on behalf of the Owner. See Attachment: Florida Sales Tax Collection Agreement and Attachment: Taxpayer Identification Number Form (W9).

### SHORE DREAMS VACATION RENTALS WILL PROVIDE:

**RENTAL MANAGEMENT FEE:** For services rendered in obtaining renters, managing and promoting the Owner's property, providing accounting, coordinating housekeeping, linen, and inspection services, Owner agrees that Manager will withhold from the gross rental income collected a management fee of 15% daily and weekly rentals (subject to change after a year), and 10% for monthly rentals. Gross rental income subject to this management fee includes forfeited security/damage deposits, as well as any additional income collected from guests in connection with the property. It does not include, however any Travel Insurance or Accidental Damage Insurance Premiums.

**FREE PHONE AND LONG DISTANCE SERVICE:** Owner must maintain an internet service or wireless connection for this free option. Manager will purchase and set up system upon payment of the reserve. A cost of \$50 will be applied in the event of termination or sale of the unit.

**CLEANING AND LINEN REQUIREMENTS:** Manager agrees to provide appropriate cleaning services. All rentals must have two (2) sets of linens appropriate for the units sleeping capacity of the unit. Shore Dreams Vacation Rentals will provide a linen setup and replacement service for the cost of the linen purchase plus 15%. The cost of this service will be charged to Owner if the linens available in the unit need to be replaced or are not up to hotel standards.

**MANAGEMENT AUTHORIZATION FOR MAINTENANCE AND REPAIRS:** The Owner authorizes Manager to arrange for routine maintenance and repairs of the Owner's property as needed, to ensure the rentability of the Owner's property. The Owner also authorizes manager to replace items without the Owner's approval, up to \$300.00 per item.

**DEPARTURE INSPECTION:** Manager will inspect the property for damage, loss, or theft immediately after the departure of the rental guests. The cost of any damage, loss, or theft will be deducted from the guest's damage deposit or be reported as a Accidental Damage Deposit Insurance Claim. Damages, loss, or theft in excess of the renter's damage deposit or not covered by the Accidental Damage Deposit, together with all court costs and legal fees will then be sought from the renter. Unrecovered costs and legal fees pursuant to such action, if not covered by Owner's insurance, will be bared by the Owner if Owner wishes that Manager enter into the lawsuit.

**ANNUAL INSPECTION:** Owners are encouraged to maintain the highest possible maintenance Condition and appearance of their property, and to utilize furnishings of good and consistent quality. Manager will make annual inspections of the property, taking into consideration furnishings, equipment, decor, and appeal. Manager, if requested, will furnish Owner with this report.

**END OF SEASON CLEAN:** Manager will provide a "end of season clean" free of charge that will include carpet or tile floor cleaning, baseboards and light maintenance prior to the fall season.

**DEEP CLEANING:** Manager, at Owner's expense, will make a deep, general interior house cleaning of the property annually, or as needed. This cleaning will be in addition to normal departure cleans. In addition, bedspreads, carpet, upholstery, and drapery cleaning will be done when necessary, and at least once a year, at the Owner's expense.

**SEVERE WEATHER:** The Manager will make every reasonable effort to winterize the property during anticipated freezing weather, and to secure exterior furniture in the event of a tropical storm or hurricane. However, the Manger will have no other obligation to prepare the property for weather conditions.

**SUBCONTACTERS:** Manager may perform any of its services through employees, agents, contractors, or subcontractors, as it deems proper.

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**MONTHLY STATEMENTS:** Manager will maintain a reliable accounting system for tracking the collection and disbursement of rents, expenses, and fees on the Owner's behalf. Manager will send via U.S. Postal Service or email, a monthly statement and net proceeds check approximately ten (10) days after the first of the following month. This statement will itemize all gross rents and any expenditures, including rental management fees.

**OWNER'S RESERVE ACCOUNT:** Manager is prohibited from making any disbursements that will result in a negative balance in the Owner's account. Consequently, Manager will retain a minimum balance of \$300.00 in the Owner's account as a reserve for any repairs and replacements which may be necessary.

**TERMINATION:** Either party may terminate this agreement without cause upon sixty (60) days written notice by one party to the other. Notice of termination shall be by certified mail (or via acknowledgment of an email agreed upon by all parties) to the addresses (or email addresses) shown on the last page of this agreement. Owner agrees to be responsible for all expenses that may arise from the termination of this agreement by the Owner.

All reservations and advertisements are owned by Manager and are transferred at the sole discretion of Manager at the time of termination.

The following termination expenses are mandatory:

Reservation cancellation fee: \$50/reservation

Reservation Transfer fee: 10% of Rental Fees as outlined in this Agreement

Website Advertising Transfer Fee: \$125/advertisement

Keyless Entry Removal Fee: \$150/unit

Free phone/long distance: \$50/unit

In any legal action or proceeding brought to enforce or interpret the terms of this Agreement or to collect any amount due hereunder, the prevailing party shall be entitled to reimbursement for all costs and expenses reasonably incurred in enforcing, defending or interpreting its rights hereunder, including, but not limited to, all collection and court costs, and all attorney's fees, whether incurred out of court, in the trial court, on appeal, or in bankruptcy or administrative proceedings.

**SALE OF PROPERTY:** If, however, during the term of this agreement, Owner desires to list the property for sale, Owner shall advise Manager of such desire. Thereafter, Manager, at its option, may terminate this agreement without complying with the thirty (30) days notice requirement. If unit is occupied for rental at time of sale, owner agrees to honor reservation until such time is suitable for release of property to new owner.

**ASSIGNABILITY:** Manager may assign this contract.

Attachments:

Property Interview

Guest Rental Policies

Recommend Initial and Annual Checkup

Minimum Required Furnishings & Equipment

Cleaning Checklists

Taxpayer ID Form

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# Shore Dreams Vacation Rentals

## PROPERTY INTERVIEW

Unit #: \_\_\_\_\_ Property Name: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ City: \_\_\_\_\_ Property Phone #: \_\_\_\_\_

SLEEPING ACCOMMODATIONS (Please indicate number and size of beds in each room):

NUMBER OF BEDROOMS: \_\_\_\_\_ NUMBER OF BATHS: \_\_\_\_\_ UNIT SQUARE FOOTAGE: \_\_\_\_\_

- Master bedroom TV DVD VCR DVR      Type of Bed \_\_\_\_\_
- Bedroom #2 TV DVD VCR DVR      Type of Bed \_\_\_\_\_
- Bedroom #3 TV DVD VCR DVR      Type of Bed \_\_\_\_\_
- Bedroom #4 TV DVD VCR DVR      Type of Bed \_\_\_\_\_
- Bedroom #5 TV DVD VCR DVR      Type of Bed \_\_\_\_\_
- Sleeper sofa(s):  Bunkroom/beds:  Other (Please describe): \_\_\_\_\_

MAXIMUM OCCUPANCY: \_\_\_\_\_ persons

- Living Area TV DVD VCR DVR(digital video recorder or TIVO)
- Music/Stereo
- Wireless Internet/Broadband
- Jacuzzi Tub

### AMENITIES AND FEATURES:

- Water frontage  Gulf-Front  Beach Access  Other:
- Unit View  Gulf  Partial  None
- Amenities  Pool  Hot Tub  Other (Please list)
- Beach Proximity  Gulf Front  Gulf View  Gulf Side  Beach Access
- Beach Chairs  Provided  Not Provided but Available  Not Available
- Laundry  Washer-Dryer  Complex Laundry Room  None

PETS:  Considered  Not Considered

Floor Plan  Available  Not Available

General Description of Property and Area (Please provide 2-3 paragraphs or an additional sheet):

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### GUEST RENTAL POLICIES (Sample Rental Agreement)

We are pleased to confirm your reservation request and provide you with this agreement. Arrival/Departure dates are stated above. Rate, terms and conditions of your reservation are stated below. Please note that this reservation request is being held for a period not to exceed 3 days (from date), pending receipt of your rent deposit in the amount of \$300, your reservation request will be converted to a confirmed reservation. **Please note: Balances are due in full 30 days prior to your arrival, unless otherwise noted.** Our Agency, Shore Dreams Vacation Rentals, duly appointed as representative, rents out the property mentioned here above for the specified period and cost to the client, whose address appears in the Guest Information box above.

**ACCIDENTAL DAMAGE INSURANCE:** We know that accidents happen and that you're here for a stress-free getaway. The Damage Deposit Waiver will cover up to \$1500 worth of accidental damage in most cases. It protects you from the unfortunate and frees you of having to place a hefty deposit down for your vacation. Full details can be found at the following URL. <http://www.circeo.org/damagetripinsurance.html>

**PAYMENTS:** A \$300 reservation fee is due within 3 days of your reservation. The balance is due 30 days prior to your check in date.

**PAYMENT TERMS:** Credit Card, Electronic Funds or Check made out to: Circeo Properties, LLC. (see mailing address above) There is a \$50 charge for all returned checks plus the cost of collection. Electronic Check payments are free. All credit card payment and debit card payment convenience fees will be an additional charge to you.

PLEASE MAKE SURE YOU CHOOSE Your Property AS THE PROPERTY OPTION!

Rental Payments Link: <http://www.circeo.org/rentalpayments.html>

**CANCELLATION:** There is a \$150.00 cancellation fee for any cancellation notification received more than 30 days prior to occupancy. There are no refunds if the reservation is cancelled less than 30 days prior to the arrival date.

**DEPOSIT:** A reservation fee of \$300 must be paid in order to confirm your reservation. The guest is responsible for all damage and excessive cleaning of the unit caused by the guest.

**RATES:** Rates, terms and applicable taxes are subject to change without notice. Shore Dreams Vacation Rentals reserves the right to move Guest up to 30 days in advance to a comparable property or refund the Guest the amount paid.

**CHECK IN:** Check-in is anytime after 4 PM. Instructions will be emailed upon full payment.

**CHECK OUT:** Check out time is 10 AM. Late checkouts may be arranged based upon availability.

**DAMAGE:** Any damage noticed upon arrival should be reported to the owner immediately. If damage is not reported, your credit card may be charged for the cost of the repair. All general maintenance should also be reported so the unit can be kept in good repair.

- § No damage is done to the unit or its content including the linens.
- § No items are missing upon the inventory check. (This includes, but is not limited to, transferring items to other units.)
- § All debris, garbage and discards are placed in proper containers.
- § All soiled dishes are placed in the dishwasher.
- § There was no exceeding the maximum occupancy of the unit.
- § There was no smoking or evidence of smoking in a designated non-smoking unit.
- § Unit is left in neat condition.

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**NO SMOKING:** Smoking is not allowed in any of our units. Smoking is not allowed outside by any open window/door or on balconies.

**SEVERE WEATHER:** We do not refund rents or deposits lost due to cancelled or shortened stays because of weather. Departures due to inclement weather do not warrant refund of rent or deposit. We suggest Vacation Insurance during the hurricane seasons.

**ABSOLUTELY NO PETS (Except in Pet Friendly Units)** are permitted in rental units under any circumstances, **NO EXCEPTIONS.** If any evidence of a pet(s) is found in your unit or on the premises, you will be asked to vacate immediately with no refund of rent or damage deposit. You must pick up after your pets if staying in a Pet Friendly Unit.

**COMMUNITY RULES:** Guest agrees to abide by rules of the community. These may be posted in the unit or at the community pool or office. These rules may change from time to time.

**FALSIFIED RESERVATIONS:** Any reservation obtained under false pretense will be subject to forfeiture of advance deposit and/or rental money and the party will not be permitted to check-in.

**GUEST** assures CIRCEO PROPERTIES, LLC dba Shore Dreams Vacation Rentals that the tenants will observe all conditions and terms of this agreement as to maintaining the rental in good order and appearance and will conduct themselves in a manner inoffensive to neighbors.

**GUEST** assures CIRCEO PROPERTIES, LLC dba Shore Dreams Vacation Rentals that any tenant who violates any of the terms of this Agreement shall be immediately denied occupancy and shall remedy any damages or other expenses, which are caused by the tenant and/or the tenant's guest(s).

**GUEST** agrees that any tenant who is found using drugs or allows others to use drugs on the premises will be immediately denied continued occupancy at these premises.

**GUEST** and/or their guests shall not disturb, annoy, endanger, or inconvenience neighbors, nor use the premises for any immoral or unlawful purposes, nor violate any law or ordinance, nor commit waste or nuisance on or about the premises.

**GUEST** agrees that during the term of this agreement and such further time as he/she occupies the premises, he/she will keep the rental clean and free of trash, garbage, and other waste; and all pipes, wires, glass, plumbing and other equipment and fixtures in the same condition as at the beginning of, or may put in during the term of the agreement, reasonable wear and tear and damage by unavoidable fire and casualty only exception.

**GUEST** agrees to indemnify and save CIRCEO PROPERTIES, LLC dba Shore Dreams Vacation Rentals harmless from all liability, loss or damage arising from any nuisance or harm made or suffered on the premises by the GUEST, tenants, or guests or from any carelessness, neglect, or improper conduct of any persons entering, occupying or visiting the premises.

**CREDIT CARD AUTHORIZATION:** I understand and consent to the use of the credit card provided without original signature on the charge slip, that an email of this agreement will serve as an original, and that this Credit Card Authorization cannot be revoked and will not terminate until 90 days after the rental is vacated. Additional charges may include: unauthorized long distance telephone and satellite TV charges; damages beyond normal wear and tear and unreturned keys. All charges not covered under the Damage Deposit Waiver may be included.

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### RECOMMENDED INITIAL AND ANNUAL CHECK UP\*

- Refrigerator: Clean coil, check icemaker and note any damages.
- Oven: Check light and gasket for damage.
- A/C: Clean coil and treat condensate pan.
- Kitchen: Check ceiling panels, cabinet hinges & for leaks.
- Water Heater: Check for leaks and proper temperature.
- Washer Dryer: Clean lint from dryer, check hoses & lid bumpers.
- Bathrooms: Check toilet components, sink pop up & treat drains.
- Lighting: Check lamps and overhead bulbs for proper size.
- Windows: Lubricate bedroom sliding window tracks.
- Sliding Glass Doors: Lubricate rollers, check locks and handles.
- Window Treatments: Check for proper operation.
- Remote Controls: Check for proper operation.
- Electrical: Check outlets, switches, and GFCI outlets/breakers.
- Keyless Entry: Check and replace batteries as necessary.
- Ceiling Fans: Tighten blades and globe fixtures.
- Smoke Detectors: Depress test button and check for proper operation.

\*Charged to owner based on market rate



## Shore Dreams Vacation Rentals

### MINIMUM REQUIREMENTS & INVENTORY (SOME VARIATIONS MAY APPLY)

#### LIVING ROOM:

- Sofa (Sleeper Optional)
- Love seat or 2 upholstered chairs
- Coffee Table
- End Tables with Lamps
- Remote control, Cable Ready 25"+ TV DVD (VCR/DVR Optional)
- Telephone
- 2 each Pillows, Pillow Protectors 1 Queen size Mattress Pad
- Stereo

#### DINING ROOM:

- Dining Room Table
- Dining Chairs to seat # of people unit will sleep
- Optional Folding Table with Chairs for larger groups

#### MASTER BEDROOM:

- King or Queen size beds with headboard
- 2 Nightstands with lamps
- Dresser with Mirror
- 1 Alarm Clock Radio and Telephone
- Wastepaper Basket
- 1 King/Queen Blanket and Mattress Pad
- 2 Std Pillows and Pillow Protectors
- Bedspread or Comforter
- Plastic Clothes Hanger
- 19" Remote Control TV & DVD

#### OTHER BEDROOMS:

- 19" Color TV with remote (DVD Optional but recommended)
- Queen, Twins or Bunk Beds Nightstand with lamp
- Chest/Dresser with mirror
- 1 Alarm Clock Radio and Telephone
- Bedspreads or Comforters Blankets(s) and Mattress Pad(s)
- Pillows and Pillow Protectors
- Wastebasket
- Chair (optional)

#### UTILITY CLOSET:

- Steam Iron & Ironing Board with Cover set
- Upright Vacuum Cleaner
- Laundry Basket
- Fire Extinguisher
- Angle Edge Broom
- Dustpan
- Sponge Mop
- Plastic Bucket
- Toilet Bowl Plunger



## Shore Dreams Vacation Rentals

### **BATHROOMS:**

- Shower Curtain Rod & Rings
- Shower Curtain & Liner
- Soap Dish
- Toilet Bowl Brush
- Wastebasket
- Bath Mat

### **ENTRANCES, BALCONIES & PATIOS:**

- Welcome Mats
- Outdoor Table and Chairs

### **KITCHEN:**

#### **Dinnerware (based on capacity)**

- Dinner, Bread & Butter Plates
- Cereal Bowls
- Mugs
- Serving Bowl
- Platter
- Creamer & Sugar Bowl

#### **Cookware**

- Set of Stainless Steel Cookware
- 10 W' Fry Pan
- Set of Glass Cook Pans
- Cookie Sheet
- 2 Cake Pans
- 12 Cup Muffin Pan

#### **Preparation Utensils**

- Set of Cooking Utensils
- 3 PC Glass Mixing/Serving Bowls
- Knife Set
- Grater
- Acrylic Cutting Board
- Bottle Opener
- Vegetable Peeler
- Colander
- Measuring Spoon Set
- Measuring Cup

#### **Flatware**

- Set of Flatware based on capacity
- Serving Spoons

#### **Glassware**

- Iced Tea Glasses
- Beverage Glasses
- Rock Glasses
- Wine Glasses
- Set of Plastic Glasses

#### **Small Appliances**

- Toaster
- Blender
- Can Opener
- Automatic Coffee Maker

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### Miscellaneous Kitchen Items

- Salt and Pepper Set
- Salad Bowl Set
- Large Serving Bowl
- Juice Pitcher with Lid
- Silverware Tray
- Deluxe Winged Corkscrew
- 3 Trivets/Hot Coasters
- 2 Pot Holders & Mitt
- 3 PC Micro/Storage Containers
- Coasters for Glasses
- Placemats
- Kitchen Trash Can 15 Gallon

### Departure Cleaning Check List

#### Kitchen

- Clean appliances, cabinets, table, and chairs.
- Clean, scrub, and sanitize sinks, countertops, and backsplashes.
- Clean range top and wipe out inside of oven.
- Clean appliance exteriors, including the inside of toaster and coffee maker.
- Clean inside and outside of refrigerator and microwave oven.
- Wash floor.
- Empty dishwasher, and quickly organize cupboards.
- Restock auto dish detergent, liquid dish soap, coffee filters, and trash bags.
- Put out 2 clean dishtowels, and a new dish rag/sponge.
- Replenish liquid hand soap.
- Wipe down ceiling fans once a month.

#### Living Room

- Clean, dust, and vacuum.
- Dust window sills and ledges.
- Dust furniture, blinds, picture frames, knickknacks, ceiling fans, and lamps.
- Vacuum carpets or wash floor.
- Vacuum furniture, including under seat cushions.
- Check sofa bed for dirty linens.
- Wash windows on sliding glass doors.
- Empty and clean wastebaskets.
- Be sure to leave clean linens for the sofa bed.
- Wipe down ceiling fans once a month



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### Bedrooms

Change sheets and pillowcases. Check that pillow protectors are on all pillows. Replace or purchase when necessary. Replace pillows if stained.  
Vacuum floor and under beds.  
Check for personal belongings left in drawers and closets.  
Dust furniture and clean mirrors.  
Check windows for fingerprints.  
Make sure light bulbs are not burnt out.  
Check for wear & tear or stains on sheets and blankets.  
Wash blankets and comforters after every 10 rentals.  
Wipe down ceiling fans once a month.

### Bathrooms

Clean, scrub and sanitize showers, bathtubs, vanity, sinks, and backsplashes.  
Clean mirrors.  
Clean and sanitize toilets.  
Polish chrome.  
Wash floors and tile walls.  
Empty wastebasket.  
Replenish liquid hand soap.  
Supply clean linens, # hand towels, # washcloths, # bath towels, and 1 shower mat.  
Check shower curtain for any stains or mold. Wash or replace if necessary.

### Other areas

Be sure washer and dryer are empty; clean out lint trap.  
Wipe down remote controls in all rooms with TV's. Turn on TV to make sure batteries work. Replace if necessary.  
Check light bulbs, change if necessary.  
Once per month or as necessary, change furnace filter.  
Wipe off patio set, clean barbeque grill.  
Wipe down ceiling fans once a month.  
Clean wastebaskets as necessary.  
Notify owner immediately if you notice any damages, missing items, or if the home was left excessively dirty.

Report Damage to [shoredreams@bellsouth.net](mailto:shoredreams@bellsouth.net) or call 404-550-8005

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### SEASONAL CLEANING CHECKLIST

#### General Cleaning Tasks

- Spot clean the walls, doorknobs, and light switches.
- Consider fresh paint if needed.
- Dust the decor (photos, framed art, etc.). Tip: Wash knickknacks instead of dusting them; they will stay clean longer.
- Dust ceiling fans.
- Dust the baseboards.
- Steam clean all carpeting.
- Look for signs of pests.
- Replace the batteries in the smoke and carbon monoxide detectors.
- Check the pressure gauge on the fire extinguisher.
- Replace furnace and air filters.
- Vacuum vents and behind large furniture.
- Vacuum the lint trap on the dryer and wash the inside of the washing machine.
- Clean the windows.
- Wash all curtains, blinds and other window coverings.

#### Kitchen

- Deep clean the oven and stove tops.
- Clean out the refrigerator, freezer, pantry, and cabinets.
- Clean the refrigerator condenser coils.
- Check your inventory of spices and condiments (if you provide them) and restock where necessary.
- Wipe down the appliances.
- Clean the drains.
- Wash the inside of the garbage can. If it's really gross (and was inexpensive), throw it out and pick up a new one.

#### Bathrooms

- Check the condition of the towels and wash clothes. Do any need to be replaced?
- Wash fabric shower curtains.
- Replace the shower curtain liner.
- Wash bathroom rugs.
- Clean the drains.
- Vacuum underneath the sink and in the drawers.
- Wash the liquid soap container or soap dish.
- Replace the toilet brush.
- Clean the grout and tile.
- Clean shower doors.
- Replace toilet flappers.
- Check your toilet bowl brushes, and replace if they look dirty.



## Shore Dreams Vacation Rentals

### Bedrooms

Check the condition of the bedding (linens, pillows, comforters, mattress pads, etc.). Does anything need to be replaced?

Wash the pillows, comforters, mattress pads, etc.

Rotate and flip the mattresses.

Vacuum under the beds and furniture.

Wipe down walls and clean baseboards.

### Living Area

Steam clean upholstered furniture.

Wash and fluff throw pillows.

Clean or replace area rugs.

### Outside

Check exterior doors and windows.

Check the roof for missing shingles.

Check the deck for rotted wood or exposed nails.

Check the fence for needed repairs.

Check the condition of the patio furniture.

Trim/prune your trees.

Remove leaves from around the house.

Power wash the exterior if you have a power washer.

Clean or replace door mats.

Clean barbeque grill.

Plant flowers.

### Supply Closet

Restock paper products (toilet paper, paper towels, coffee filters, etc.).

Restock cleaning supplies that you leave for your guests including: all purpose leaner/disinfectant, dishwasher detergent, window cleaner, furniture polish, floor cleaner, and spot remover for carpets.

Restock trash bags.

Replace vacuum cleaner bags and provide back-ups.

Check brooms and mops to see if they need replacing.

Be sure you have ample supply of back-up supplies that must be replaced more often, such as extra coffee carafe, back-up TV remote controls, extra pillowcases, extra glassware, etc.



## Shore Dreams Vacation Rentals

### Spring

Clean, dust, vacuum, and mop each room, including the baseboards  
Wash linens, towels, rugs, carpets, curtains, and blinds  
Steam-clean the sofas  
Wash windows from the inside and outside  
Wash mirrors, and tile walls  
Scrub mildew on all tile and grout in bathrooms and kitchen  
Unclog and/or clean drains and pipes in bathrooms and kitchen  
Clean appliances and trashcans inside and out  
Clean out fridge and pantry, tossing expired food  
Reorganize cabinets, cupboards, and closets  
*Clean refrigerator coils by unplugging* fridge, pulling it away from the wall, and vacuuming the coils on the backside. While you're at it, check and lubricate the gaskets on refrigerator door with Vaseline.  
Clean dryer vent  
Check light bulbs and change if necessary and clean light globes  
Do a major scrub down outside—patio furniture, BBQ grill  
Clean and/or replace filters in furnace and air conditioning unit  
**Schedule chimney and fireplace cleaning and inspection**  
**Schedule pest control**

### Summer

Wash linens, towels, rugs, and carpets  
Clean dryer vent  
Clean screens on faucets and shower heads  
Unclog and/or clean drains and pipes in bathrooms and kitchen  
Hang white window coverings to reflect sunlight  
Check weather stripping on windows and doors  
Make sure the air-conditioning unit has optimal shade to decrease utility bills. Consider planting trees or shrubs nearby to provide additional cover.  
Clean and/or replace filters in furnace and air conditioning unit  
*Clean refrigerator coils* and lubricate door gaskets with Vaseline  
Close chimney damper if renters won't use it

### Fall

Wash linens, towels, rugs, carpets, curtains, and blinds  
Vacuum furniture  
*Clean refrigerator coils* and lubricate door gaskets with Vaseline  
Paint walls that need touch ups or makeovers  
Clean and seal tile and grout  
Unclog and/or clean drains and pipes in bathrooms and kitchen  
Clean screens on faucets and shower heads  
Clean dryer vent  
Clean and/or replace filters in furnace and air conditioning unit  
Remove all debris from gutters and downspouts  
Pressure-wash wood or aluminum siding

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## Shore Dreams Vacation Rentals

### Winter

- Wash linens, towels, rugs, and carpets
- Clean out ashes from the fireplace
- Clean dryer vent
- Clean screens on faucets and shower heads
- Unclog and/or clean drains and pipes in bathrooms and kitchen
- Clean and/or replace filters in furnace and air conditioning unit
- Clean refrigerator coils* and lubricate door gaskets with Vaseline
- Pest-proof against wildlife by cleaning out cupboards and trashcans