

PROJECT MANAGEMENT

- Historic restoration & preservation
- General contracting and design
- Budget renovations
- Consulting & maximizing investments

PROPERTY MANAGEMENT

- Off-season house-sitting
- Investment management for year-round and long-term rental properties
- Condominium management
- Full-service management for short-term rentals (see below)

VACATION RENTAL MANAGEMENT & SERVICES

Tier II - "HOST-ASSIST"

- *Exclusive management contract*
- Hybrid management with Owner as "host"
- Owner manages online platforms: Responds to new inquiries and accepts guest bookings to their liking
or allows online auto-booking
- Owner responsible for annual property registration and remitting any state taxes
AirBnb/VRBO will collect and remit taxes for you
- Manager to provide photos and assist with listing input to Owner's liking
- Manager to prepare guest welcome emails and booking notifications and respond to guest issues
- Manager to communicate any property maintenance needs to Owner and facilitate weekly trash pickup
- Manager to assist with guest amenities, inspections and property access
- Owner to facilitate cleaner for each guest turnover

Tier III - "HANDS-OFF"

- *Exclusive management contract*
- Fully Manager-operated with primary goal to fill calendar and maximize revenue
- Manager to input listing and create personalized Visitor Guide for property
- Manager facilitates all communication with guest reservations as "host"
- Manager to facilitate tradesmen access, schedule cleaner and facilitate all guest turnover
- Manager is first point of contact and responds to all guest needs and emergencies 24/7/365
- Manager to register property, keep registrations in good standing, and remit state taxes when necessary
- Owner to block off any desired dates and communicate with Manager
- Owner to pay third party tradesmen directly upon receipt of invoice from Manager

ONE-TIME RENTAL

- *No contract or management services included*
- Owner-managed properties
- Broker procures prospective tenant and facilitates short-term agreement
- Owner facilitates move-in and tenant turnovers unless otherwise requested

SIGN ON FEE - \$475

Exclusive management contracts only

* COSTS INCURRED FOR NEW PROPERTIES THAT REQUIRE ADDITIONAL MANAGER-GUIDED/FACILITATED PREPARATION FOR LISTING

Other fees for STR Investors to expect

- Annual registration fees for state & local municipality
- Cleaning fees between guests - *generally paid by guest*
- 8% tax on RI vacation rentals - *billable to guest*
- Small budget recommended for guest amenities and gifts - \$25-30 per stay
- Cost of paper goods, cleaning supplies, toiletries
- Basic property maintenance (yard, snow, HVAC, window washing, etc.)
- When using VRBO & AirBnb, Owner is responsible for all booking fees
- Owner is responsible for holding a homeowners insurance policy that covers short-term rentals
- Unexpected expenses - real estate investments come with issues and surprises. In addition, items disappear, break, and see damage. Expect and budget for the unexpected.

Registration & Middletown Short-Term Rental Resources:

[Short-Term Rentals - Town Website](#)

[Online Registration](#)

[Designation of Agent for Nonresident Landlord](#)