



# **Property Management**

**for**

## **Vacation Rentals, Long-Term Leasing & Homeowner Association Management**

**FOREIGN OWNERS**

**January 2023**

**Please contact the Real Estate Office Department for Sales Inquiries at: 843-215-4727  
ask for Marie Keegan or Misti Adams**

**Email Marie @: [msabovepar@aol.com](mailto:msabovepar@aol.com). Email Misti @: [adamsmistic@gmail.com](mailto:adamsmistic@gmail.com)  
Email Above Par at [aboveparvacationssc@gmail.com](mailto:aboveparvacationssc@gmail.com).**

## **Background**

**Above Par Vacations & Sales** is the preeminent, all-inclusive property management company in the Grand Strand area. Since 1988, **Above Par Vacations** has been serving the needs of homeowners who desire to rent their homes to vacationers and short- or long-term renters. Our professional staff has a combined 50 years of experience in property management, real estate, accounting, finance, accounts receivable, and customer care. See Exhibit [1] for individual staff bios.

**Above Par** has a complementary Real Estate division as well, serving the needs of home buyers and sellers, specializing in first-time buyers, out-of-town clients, re-locations, 1031 tax exchanges, and investment properties, among others. **Above Par Real Estate** is a member of the local MLS, serving the entire Grand Strand/Myrtle Beach area, including Horry and Georgetown counties. Our professional sales team has nearly 40 years of combined real estate experience.

## **Current Portfolio of Units Under Management**

Currently, **Above Par Vacations & Sales** manages a mix of studio-, one-, two-, three- and four-bedroom condominiums; and single-family homes. See breakdown below. Approximately **20 percent** of these units are rented as **vacation units** and **80 percent** are rented as **long-term rental** units. Three- and four-bedroom rental units are currently extremely limited in supply, but are in great demand.

We are currently expanding our business to surrounding areas; Blackmoor Country Club, Prince Creek, The International Club, Myrtle Beach Golf & Yacht Club, Southbridge, South Bay and welcome any other communities in the Murrells Inlet, Socastee, Garden City, and Surfside Beach area.

One-bedroom – 43%  
Two-bedroom – 39%  
Three-bedroom – 6%  
Four-bedroom – 1%  
Studio – 7%  
Single-Family homes – 4%

## **Flexible Rental Programs**

**Above Par** offers several flexible rental programs, including:

- a. Daily rentals
- b. Weekly (including mid-week to mid-week) rentals
- c. Monthly rentals
- d. Yearly rentals

Homeowners who participate in **Above Par's** rental program are free to select how they'd like to rent their unit and may also choose a mix of any of the above options.

### **Property Management Fees**

**Above Par** assesses a very competitive property management fee to homeowners as follows:

- 25% - for vacation rentals
- 15% - for long-term rentals (six months +)
- 15% - for owner referrals

In addition, all owners are charged a \$100 annual administrative fee, in two \$50 installments- January & July.

### **Estimated Annual Income**

**Above Par** does not guarantee that these income levels will be achieved, as there are a number of external factors that could favorably or unfavorably impact the rates and occupancy levels.

### **Exclusive Owner Rental Agreement**

**Above Par** makes it extremely easy and flexible for homeowners to participate in the rental program of his/her choice. The homeowner signs a simple rental agreement that is a yearly rental commitment. This contract automatically renews each year unless we receive a 30 day notice of cancellation. See Exhibits [2 - U.S. Owners] & [3 – Foreign Owners]. An owner inventory form is also completed with the assistance of the **Above Par** staff that is kept on file at the rental office and updated regularly. See Exhibit [4].

If an owner decides not to renew the rental agreement, but wished to retain the current tenant, a \$500.00 fee will be collected, from the owner, for costs incurred in securing said tenant.

### **Foreign Owners**

**Above Par** has extensive experience in dealing with rental properties for foreign owners. Foreign customers must file a W8ECI or a W8BEN electing how they will treat their U.S. income. If an owner does not have a U.S. social security number or ITIN number, he/she must apply for one using the W7 form. He/she is required to file a U.S. tax return on all U.S. income and will receive a 1042S each year stating his/her income total.

Foreign owners are encouraged to contact Marie Keegan, Broker-in-Charge, at **Above Par** to discuss the paperwork requirements.

### **Tenant Screening & Other Information**

As a benefit to the renter AND homeowner, **Above Par** provides the following services:

- Detailed, thorough selection of desirable tenants through reference verification and credit and background screening
- Preliminary “move-in” inspection; inspections throughout leasing period, including annual renewal; and “move-out” inspection
- Preparation and execution of legally binding lease agreement and related documents with tenant for long-term leases
- Familiarize tenant with rules and regulations in the lease, as well as neighborhood and HOA restrictions
- Prompt accounting and monthly payout of all funds collected on behalf of homeowner
- Supervision and handling of any repairs and maintenance to property, including obtaining estimates
- Properly licensed, bonded and insured outside vendors and maintenance personnel for homeowners’ protection
- Housekeeping and linen service provided
- Emergency after-hours access for: fire, flood, a/c or heat issues
- Security deposits for short- and long-term renters and non-refundable deposits and a cancellation fee for vacation rentals

### **Relationships & Experience with HOA’s and Other Entities**

**Above Par** deals with over 20 homeowners’ associations, including those within the Island Green community alone. The **Above Par** management and staff have developed strong working relationships with area legal and judicial entities as well, which can be favorable to homeowners should a situation arise. Currently, we are working with the State House of Representatives to enhance Landlord-Tenant law.

### **Advertising**

**Above Par** uses a variety of marketing tools to generate rental business, including but not limited to:

Internet – **Above Par** currently maintains one websites, [www.aboveparvacations.net](http://www.aboveparvacations.net) and [www.aboveparrealty.com](http://www.aboveparrealty.com). Visitors to Above Par Vacations & Sales, Inc. also use other Internet sites such as Facebook, Google, and Yelp.

Referrals and Word-of-Mouth – Satisfied customers are a significant source of repeat business and referrals.

Targeted print advertising – **Above Par** monitors airline specials and other travel promotions and ties in its marketing efforts to those special promotions.

### **Summary: The Above Par Advantage**

Homeowners who desire to rent their units with **Above Par Vacations & Sales** will have access to the following features and benefits:

- On-site and “24/7” access to property management staff
- Competitive property management fees
- Flexible rental programs, **at each owner’s option**, that include:
  - Daily
  - Weekly (including mid-week to mid-week)
  - Monthly
  - Yearly
  - Any combination of a, b, and c
- Experienced and accredited property management staff
- Onsite maintenance as well as excellent relationships with HVAC and other specialty vendors, should such a problem arise with a unit
- Payment of utility bills, if requested, for an additional handling fee. Utility charges are then deducted from homeowner’s monthly rental receipts
- Wire transfer of funds into an out-of-country homeowner’s bank account, for an additional handling fee
- Other occasional courtesy services, such as shopping for replacement household items and preparing unit for owner’s visit, at no additional charge

**Staff Biographies**

**Marie B. Keegan, Owner and Broker-in-Charge** – Marie, a successful Real Estate Professional since 1992, is Above Par Real Estate's Owner and Broker-in-charge. Marie is a member in good standing of the Coastal Carolina Association of Realtors since 1995 and a member of the National Association of Realtors. Marie has personally participated in hundreds of real estate purchase and sales transactions in the Island Green and the Myrtle Beach/Grand Strand market. She currently manages over 200 properties for vacation rentals, long-term rentals, and HOA property management.

As a lifetime student in pursuit of self-improvement Marie majored in Human Services and Psychology and has over 20 years work experience in Human Services working for both Hunterdon County Board of Social Services, and the Hunterdon ARC. Marie has also received numerous awards and designations throughout her career.

Marie and her husband Tom of 25 years live in Murrells Inlet. Their daughter Molly works as a staff attorney for the 11<sup>th</sup> Circuit Federal Court in Atlanta Georgia. Marie is very involved in her church where she serves in many capacities, and is a daily Mass attendant.

Marie's approach to Property Management is simple, exceed each customers expectations and treat every homeowner with dignity and respect. Having been in the business for 25 years her knowledge and experience are invaluable resources to her customers.

**Misti Adams, Property Manager** – Misti has worked in the property management field for 7 years and received her property management license from the State of South Carolina. Misti previously worked as an office manager for an Interior Decorator refurbishing time share properties and was liaison between tenants and property owners. At Above Par Vacations Misti is responsible for Lease Management and is cross-training for all positions at Above Par Vacations & Sales, Inc.

Misti is married to Evan and lives in Murrells Inlet. She has one daughter, Jayme who is 26 and teaches High School Art and Social Studies in Chicago.

**Michael Martin** began his academic journey at the College of Charleston majoring in Communications. After several years as a licensed insurance agent

Michael joined the US Army serving 4 years with one combat tour. After his military service he attended Clemson University and graduated with a Master's in Business Administration. As a Myrtle Beach native he is passionate about his community. With over 15 years in Sales, he is currently pursuing his Real Estate license to better serve the Grand Strand in the booming Real Estate market.

## Improving Rental Income & Great Expectations

We would like to take this opportunity to welcome you to the program and make some recommendations that should help you maximize your rental income. Since our common goal is to rent your unit as often as possible, it's most important that you understand that a unit can produce more income if it's properly furnished and decorated.

There are many factors that play a part in the selection of a unit such as view, pool availability, accessibility, security, etc., but none as important as furnishing. Your goal should be to provide a unit that will encourage reoccurring rental.

The following points are some of the most critical to increasing your income:

- It is required that all owners on the vacation rental program install a telephone, washer/dryer, microwave, DVD player, iron and ironing board, vacuum cleaner, and blankets for sofa bed. **One of the most important factors in selecting a unit is to have WiFi available.**
- The finishing touches, such as furnishings, wall decorations and comforts of home are very important in making your unit appealing. The first impression of your unit is important. The more comfortable a unit, the more repeat clients you can expect. Please remember that a vacationer wants to feel that your unit is their retreat. It is encouraged to make your rental as visually appealing as possible without the renter feeling they are intruding on your personal space.
- The rental company is not responsible for any theft or missing items. Although incidence of missing items is rare it is a good idea to purchase contents insurance. This is available through all major carriers. You must buy this insurance in South Carolina.
- Our cleaning company does a superior job. However, if on arrival you find something that is not satisfactory, please let us know immediately. As the owner you may clean your unit upon departure but it must meet our cleaning standards (cleaning standards are attached within packet). You must also provide trash liners, wrapped soap, and toilet paper. The owner is also required to schedule a spring/fall cleaning each year.
- If you are interested in long-term rentals, please let us know. On long-term rentals we require the owner to keep the electric in his/her name and the tenant will pay the monthly bill. If you are interested in long-term (6 months or more) rentals, do not install a telephone.



- On all long-term rentals, we collect a unit security deposit of one month rent plus \$100. We also collect \$100 security for the electric, and \$50 for extra cleaning. From this amount we will deduct all outstanding bills. If the tenant has fulfilled his/her lease requirements the balance is returned to them. If the tenant has not fulfilled their requirements, the remaining amount will be deducted from the security deposit. We do run a credit check on each tenant through Equifax so we can determine a renter's credit liability. Real Estate laws in much of the country favor the tenant and South Carolina is no different. Although we insure the means to prevent lease terminations it is very difficult and expensive to pursue a tenant if he/she breaks their lease, particularly if they leave the state.
- Lastly, sometimes due to economic climate, and the purchase price of the property, it may not always be possible to recognize a financial gain. In all probability, this event will not take place. However, our goal is to market our area using the latest technology to insure the highest return on your investment.

**Above Par Vacations & Sales, Inc.**  
**Rental Division**  
**PO Box 30880**  
**Myrtle Beach, SC 29588**

**Exclusive Owner Rental Agreement**  
**FOREIGN CUSTOMER**

Foreign customers must file a W8ECI or a W8BEN electing how you will treat your U.S. Income. (\*see pg. 2 for explanation of forms) If you do not have a U.S. SS# or ITIN# you must apply for one using the W7 form. You are required to file a U.S tax return on all U.S. Income and will receive a 1042S each year stating your income total.

*This agreement for the management of unit \_\_\_\_\_ made and entered into*  
*this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Above Par Vacations &*  
*Sales, Inc. (Agent) and Owner, identified below:*

**Name:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_

**Zip Code** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Corporation/Partnership Name** \_\_\_\_\_ **Federal ID #:** \_\_\_\_\_

**Restrictions** \_\_\_\_\_

**1. Term**

This agreement shall be in effect from the date that the unit is available for rental, until **December 31, 20\_\_\_\_**. This agreement will automatically be renewable for successive twelve month periods unless canceled by either party upon thirty (30) days written notice, providing all previously confirmed reservations are honored by owner or his assigns.

**2. Nature of Agreement**

Owner and agent agree that any questions, controversies or claims arising under this agreement shall be subject to the laws and statues of the State of South Carolina. Owner also agrees that his/her unit may be used for promotional purposes.

**3. Agent's Responsibility**

- A. To furnish the services of its organization for the renting, leasing, operation and management of rental unit.
- B. To maintain a rental office at Island Green Country Club or within close proximity.
- C. To assist in setting the rental rate for the premises and to act as the Exclusive Agency for collections and disbursements of all rents paid under the agreement.
- D. To maintain and operate an accounting function, issuing monthly statements of receipts, less expense and Agent's commission, and remit balance to Owner by the 10th of each month. To issue an Annual Report which will conform to governmental requirements and which will assist Owner in filing income tax returns.
- E. When requested by owner, Above Par will perform an inspection of unit.
- F. To advertise availability of rental units in a media deemed by the Agent to be most effective.
- G. To make every reasonable effort to notify Owner of any maintenance or repair expenses over \$100.00 before authorizing such work.

**4. Owner's Responsibilities**

- A. To notify agent, as far in advance as possible, of any dates that the unit is to be occupied by himself/ herself, family members, etc. and to honor confirmed reservations taken prior to such notifications.
- B. To maintain the property, including furnishings in first class rental condition and maintain the necessary complement of glasses, silverware, dinnerware, pots & pans and other equipment as advertised in the brochure. The owner also agrees the Agent may replace missing or unusable items and charge the owner's account for such services in accordance with item 3G above.
- C. To authorize the Agent to have operational equipment repaired, i.e. air conditioner, television, refrigerator, dishwasher, washer, dryer, oven and range at Agent's discretion and charge Owner's account for such services as in accordance with Item 3G above.
- D. To pay a \$100.00 yearly maintenance administrative fee in two payments of \$50.00 posted in January and July or each year. To pay a 10% charge over and beyond the original maintenance expense. This fee not to exceed \$25.00 per maintenance expenditure.
- E. To have a Spring-Cleaning once per year on all vacation rentals, and on an as determined basis for long term rentals.

**5. Commission**

- A. All non-paying guests are required to pay Agent's commission. This does not apply to the Owner or their immediate family members.
- B. Above Par Vacations & Sales, Inc., as Agent, shall receive 25% commission on all vacation rentals, 15% on all Owner referrals and 15% on six- (6) month or annual lease. The Owner receives the balance of the gross revenue less any expenses incurred by Agent on Owner's behalf.

**Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Marie B. Keegan** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Broker-in-Charge**

***Additional Owner Notes or Instructions:***

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Above Par Vacations & Sales Inc. will take an active role in the event of an actual emergency. We will do our best to salvage any unit items and determine the extent of damages before calling for restoration services. We will then call your Insurance Company and begin the claim procedure. In an emergency situation we must act quickly. You will be made aware of the emergency once we have it under control.

Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy Name: \_\_\_\_\_ Deductible: \_\_\_\_\_

**Additional Forms:**

W8ECI- Effectively Connect Income- If you elect this reporting of income you will deduct all of your expenses from you income and report your net on your U.S. Tax Return.

W8BEN- Beneficial Owner of income- You will elect to withhold 30% of your rental income and report it on required form 1042 and 1042T

W-7- Application for IRS Individual Taxpayer Identification Number.



OWNER INVENTORY							
Owner: _____		Phone No: _____					
Unit: _____		Date: _____					
Room:		Y/N		Y/N		Y/N	
<b>Kitchen:</b>	Refrigerator		Dinnerware		Pot Holders		Meas. Spoons
	Microwave		Flatware		Veg. Peeler		Grater
	Toaster		Glassware		Juice Container		Paper Towel Hldr
	Coffee Maker		Pots/Pans		Cooking Utensils		Colander
	Can Opener		Bake Sheets		Knife Set		Cutting Board
	Bottle Opener		Mixing Bowls		Casserole		Waste Basket
	Cutlery Tray						
<b>Dining &amp; Living Rm</b>	Arm Chair		Table Lamps		Coffee Table		Dining Chairs
	Rocker		Floor Lamp		Television		Bar Chairs
	Queen Sleeper		Wall Pictures		DVD/VCR		Floral Arrgmnts
	End Tables		Area Rug		Dining Table		Place Mats
	Welcome Book						
<b>Master Bedroom:</b>	King Bed		Bed Spread		Table Lamps		Bed Pillows
	Queen Bed		Chest Dresser		Television		Throw Pillows
	Twin Beds		Low Dresser		DVD/VCR		Wall Pictures
	Mattress Pad		Night Tables		Blankets		Floral Arrgmnts
<b>Guest Bedroom:</b>	King Bed		Bed Spread		Table Lamps		Bed Pillows
	Queen Bed		Chest Dresser		Television		Throw Pillows
	Twin Beds		Low Dresser		DVD/VCR		Wall Pictures
	Mattress Pad		Night Tables		Blankets		Floral Arrgmnts
<b>Bathroom</b>	Shower Curtain		Rugs		Floral Arrgmnts		Tooth Brush Hldr
	Shower Caddy		Shelving		Waste Basket		Hair Dryer
	Soap Dish		Wall Pictures		Toilet Brush		Curling Iron
<b>Misc.:</b>	Deck Furniture		Carpet Sweeper		Iron/Iron Board		
	Table		Broom		Washer/Dryer		
	Chairs		Mop/Sponge		Welcome Mat		
	Vacuum		Bucket		Phone		
<b>Additions</b> _____							

OWNER INVENTORY							
Owner: _____		Phone No: _____					
Unit: _____		Date: _____					
Room:		Y/N		Y/N		Y/N	
<b>Kitchen:</b>	Refrigerator		Dinnerware		Pot Holders		Meas. Spoons
	Microwave		Flatware		Veg. Peeler		Grater
	Toaster		Glassware		Juice Container		Paper Towel Hldr
	Coffee Maker		Pots/Pans		Cooking Utensils		Colander
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	Shower Caddy		Shelving		Waste Basket		Hair Dryer
	Soap Dish		Wall Pictures		Toilet Brush		Curling Iron
<b>Misc.:</b>	Deck Furniture		Carpet Sweeper		Iron/Iron Board		
	Table		Broom		Washer/Dryer		
	Chairs		Mop/Sponge		Welcome Mat		
	Vacuum		Bucket		Phone		
<b>Additions</b>							

## Required Cleaning After Every Departure

### KITCHEN

- **Cabinets, pantries & shelves:** Clean all cabinet doors and handles. Clean the front and back of any louvered doors. Clean the top edge of all drawers and remove trash and condiments from inside.
  - ❖ All chemicals, detergents, sprays, pesticides, etc. must be arranged neatly under the kitchen sink.
  - ❖ All food items that are perishable in the cabinets and refrigerator are to be thrown out. (coffee, sugar, salt, pepper, spices are to stay in the cabinets only if they are in a sealed container)
- **Counter tops:** Clean all counter surfaces, back to front, including any butcher blocks and back splashes.
- **Refrigerator:** Empty the ice -maker, clean all shelves and the door. Empty the fridge, clean the shelves, drawers, walls and both gaskets. Wipe down the outside and top of refrigerator. Remove and clean under vegetable bins.
  - ❖ SET FRIDGE TO MIDDLE SETTINGS, (freezer and fridge).
  - ❖ Icemaker: Throw away old ice, clean out the bin. Turn the icemaker on.
- **Microwave:** Clean inside, outside and filter. Be sure to move it and clean underneath.
- **Stove:** Clean drip pans, clean under drip pans and burner rims. Clean entire surface and control panels. Replace foil on burner pans, (remove old foil before placing new, and be sure to frame the pans leaving socket holes and vent covers open).
- **Oven:** Spray and wipe out food spills. Clean out inside and wipe the racks. Clean out the drawer at the base of the oven. Clean the exterior. **DO NOT PUT FOIL IN A SELF-CLEAN OVEN.**
- **Range hood:** Clean thoroughly.
- **Dishwasher:** Check to see if the dishes are clean, then empty (if dirty, start the dishwasher). Clean the exterior & interior rim.
- **Sink:** Clean the backsplash, the base of faucet, rim of sink, sink bowl, drain and disposal. Clean and shine spigot and handles. Sink stopper must be open or under the sink.
- **Walls:** Inspect all walls and clean any spots/spills.
- **Floor:** Sweep and mop the floor on your hands and knees, paying careful attention to removal of debris and dirt from the baseboards, floor perimeter, around appliances and in all corners.
- **Small appliances:** Must be cleaned inside and out and in all crevices.

### LAUNDRY CLOSETS

- **Washer:** Check inside and clean. Clean inside, top of lid and wipe down the front & visible sides.
- **Dryer:** Check inside, clean the lint filter, wipe lint from inside the door, wipe all surfaces. Be sure to fill any lint buckets with water.
- **Shelves:** Dust & organize. Leave any detergent and make sure that the tops are on them tightly.
- **Louvered Doors:** Clean front and back.
- **Floor:** Sweep and mop attainable flooring.
- **Iron & Ironing Board.** Should be neatly stored.

### BATHROOMS

- **Shower Walls:** Scrub walls from top to bottom.
- **Tub:** Scrub tub, sides and bottom, then rinse clean. Shine the fixtures. Leave drains open.
- **Shower curtain or door:** Spray, scrub and remove mildew and soap scum and rinse. Clean all shower door tracks. Make sure all hooks are attached to the curtain and the curtain is in good condition. If it is not in good condition make sure to note how many the unit needs and which bathroom needs them.
- **Toilet:** Clean inside bowl, under rim, hinges, behind bowl, base, lid and seat. Leave the seat down!
- **Sink:** Clean and shine faucet, scrub top, sides, and backsplash.
- **Vanity:** Clean counter, doors, under sink and drawers. Wipe down the front of the cabinet doors.
- **Mirrors:** Must be clean and free of streaks.
- **Medicine Cabinet:** Clean the shelves. Mirror- clean and leave free of streaks.
- **Floor:** Sweep then mop the floor on your hands and knees (especially around toilet and in the corners) and clean the baseboards.
- Leave (1) new roll of toilet paper on the back of the commode.
- Leave (1) bar of soap on the sink.
- Sink stoppers must be left up.



## **BEDROOMS**

- **Bed:** Neatly make all beds with the correct number of pillows on each bed. T-1, D&Q-2, K-2k or 3 standard.
- **Bedding:** Bedspreads, blankets, mattress pads and pillows should be free of stains. If any of these are stained or dirty- remove them, tag the item with the tags provided and bring them in to the Housekeeping Service Center to be washed.
- **Trash:** Remove all visible trash from under beds, behind headboard, nightstands, and dressers.
- **Windowsills/Blinds:** Clean and wipe free of dust, back to front.
- **Dust:** All surface tops, back to front, including ceiling fan blades, etc.
- **Closets:** Fold blankets and place items neatly on the shelf. Clean mirrored doors leave free of streaks.
- **Hangers:** Should be hangers in each closet pushed all the way to the right.
- **Floor:** Vacuum or sweep and mop.
- **Mirrors and Glass Tabletops:** Clean and leave free of streaks.

## **LIVINGROOM**

- **Sofa/Chairs:** Clean crevices and under all cushions.
- **Tables:** Dust all surfaces and leave free of smudges.
- **Entertainment Center/TV:** Dust from the top to bottom, front to back. Dust TV, stereo, etc. Check behind TV and sofa for displaced remotes (and trash) then place them on the device that they operate.
- **Mirrors:** Clean and leave free of streaks.
- **Sliding Glass Doors:** Clean and leave free of streaks.
- **Floor:** Vacuum carpets or sweep and mop hard surfaces. Vacuum behind chairs and in the corners.

## **DINING ROOM AREA**

- **Table:** Clean the top, leaving it free of streaks and smudges.
  - ❖ If any place mats are dirty, tag them and bring them in to be washed.
- **Chairs:** Clean all parts. (Seats should be free of food and debris).
- **Mirrors:** Clean and leave free of streaks.
- **Floor:** Vacuum carpet or sweep and mop hard surfaces.

## **FOYER/HALL/STAIRS**

- **Floors/Stairs:** Vacuum carpet or sweep and mop hard surfaces. Be sure to clean the sides and railing on the stairs.
- **Dust:** Dust any surfaces and clean all mirrors, leave free of streaks.
- **Entry Door:** Clean the door, inside and outside. Sweep the entry porch, and remove any trash or debris.

## **PATIO/DECK/OUTSIDE SHOWER/CARPORT**

- **Floor:** Sweep or vacuum.
- **Furniture:** Clean all of the furniture.
- **Trash:** Remove all trash from the area including seashells. If there are pails & buckets for the children, stack them neatly. Always empty all ashtrays.
  - ❖ Check outdoor showers for any trash and remove it.



## GENERAL

- Ceiling Fan Blades: Dust tops & edges BEFORE vacuuming or sweeping the floor.
- Telephones: All parts need to be wiped clean.
- Wipe all windowsills.
- Blinds: Must dust all blinds.
- Check all lights, inside and out, and report any that are burned out (check for replacements in unit).
- Thermostat: September 15 – March 23 – Set the heat at 55 degrees auto heat.  
March 24 – September 14 – Set the A/C at 75 degrees auto cool.  
\*Unless otherwise instructed
- All old magazines to be discarded-only printed material should be those provided by Dunes Realty (current rental guide) and/or collector magazines (National Geographic, Architectural Digest, Southern Living, ETC.)
- Wastebaskets: Clean inside and out, and put a clean liner in the kitchen and all bathrooms.
- There should be no spider webs or mildew anywhere in the unit.
- All entry glass and doors and sliding glass doors need to be clean and streak free.
- Close all blinds and drapes if the unit will be vacant for over 14 days or if the homeowner has instructed otherwise. If the unit is a back to back leave the blinds open.
- Turn off all the lights and appliances.
- Small appliances in the kitchen should be unplugged with the cords neatly wrapped.
- Be sure to lock ALL the doors, windows and dead bolts (even when cleaning).
- Turn in any items left by renters to the housekeeping building with a tag indicating the unit. (Excluding any food, paper goods or cleaning supplies).

LEAVE ALL CLEANING SUPPLIES PROVIDED BY HOMEOWNERS IN THE UNIT  
(i.e. air fresheners, trash bags, dish detergents, any cleaning products)

## REPORT:

- Missing or damaged items in the unit.
- Repairs, replacements or maintenance needed.
- Carpet and upholstery care needed and specific location and condition.