



## *North Star Vacation Rentals*

### *Owner Check list*

For a better understanding of our business and the services that we provide, please read through the following checklist. We welcome any questions that you may have in regards to our contract, marketing procedures, access requirements or the other services that we offer.

1. Please review the North Star Vacation Rentals website ([www.north-starvacationrentals.com](http://www.north-starvacationrentals.com)) and the attached owner contract.
2. We will conduct a joint walk-through of your home or condo to identify any areas that may need attention prior to placing on the rental market. Items that often require attention include: carpet condition, tile, appliances, bathroom fixtures, bedding, furniture, Wi-Fi (required), kitchen supplies, operation of utilities, etc.
3. Finalize rates, commissions, fees, cleaning procedures, contract agreements, etc.
4. Once the contract is signed and received and the initial \$300 annual fee is remitted, we will stage the property and take professional quality photos to post on both [www.north-starvacationrentals.com](http://www.north-starvacationrentals.com) and [www.vrbo.com](http://www.vrbo.com). To enhance your rental potential we recommend the following:
  - Advertising on additional vacation rental websites. Additional listings average about \$300 per site.
  - Adding more photos. Additional photos are \$27 per photo per year.
  - Including a professional video of the property on our website. Video production costs approximately \$1995, which is a \$1000 reduction from last year's price. Once the video is created, it can be added at no charge to your VRBO site once you have posted 16 photos or more.
  - Marketing with social networking tools (YouTube, Google Video, Twitter, Facebook, etc).
5. We will build a website to market your property. The website will describe the unique qualities of your property, will list all amenities and special features and will include important information including the bedding configuration, photos of the property and an image of the floor plan (if floor plan is provided to us).

6. You will need to submit a list of "off limit" dates for the season so that we can create an availability calendar dedicated to your property. You will be able to check availability and bookings in real time. It is recommended but not required that holiday periods be left available for rent.

7. We will need the following access and authorization:

*For Village Properties:*

- Access authorization for North Star Vacation Rentals and its staff submitted to Maryann Smith at Tahoe Mountain Resorts Lodging ([msmith@tahoemountainlodging.com](mailto:msmith@tahoemountainlodging.com)).
- Six card keys
- Four ski locker keys
- Four homeowner closet keys

*For non-Village Properties:*

- Four front door keys and the lock box code (we can install a lock box if necessary)
- Four ski locker keys
- Four homeowner closet keys
- Two Recreation Center cards (issued spring 2010)
- Parking passes, if applicable

**Note:** We are full service maintenance and remodel company that can accommodate all of your needs including any remodel/construction requirements, furniture removal or moving services, television/cable/Wi-Fi installation, miscellaneous repairs, snow removal and more.

Thank you for your interest in our property management company. We hope to do business with you in the future and look forward to a successful relationship

*Sincerely,*

*Zeke Strawn*

**North Star Vacation Rentals**  
**Owner and manager**