



Rental Management Agreement

I. General Information

- a. Owner: This agreement is made _____ and effective for bookings as of _____, by and between Adagio Association Realty & Management LLC ("Manager"), and
 Owner _____
 Owner Address _____
 Owner Email _____
 Owner Phone _____
- b. Property: Owner shall make available for rent, and Manager shall offer for rent their Adagio Unit # _____.
- c. Exclusivity: Owner hereby grants to Manager the sole and exclusive right to rent and manage Owner's property described herein subject to the conditions of this agreement for all dates after the effective date above. In addition, owner agrees not to accept rental compensation from any party other than Manager after effective date.
- d. Advanced Reservations: Owner authorizes Manager to accept advanced reservations except for dates reserved by Owner via written notice to Manager.

II. Management Commission

- a. Rental Management: Owner agrees Manager will withhold from gross rent a management commission of 20% of rent on all rental bookings.
- b. Owner Referrals: Owner agrees Manager will withhold from the gross rent a management commission of 13% of rent from all rental bookings originated by owner.

III. Management Services

- a. Rental Rates & Fees
 - i. Rental Rates: Manager will establish base rental rates annually, supported by prevailing market conditions for competitive properties. Manager may change these rates as needed for yield management purposes to meet market conditions.
 - ii. Guest Fees: In addition to rent, Owner agrees that guests may be charged a reservation and/or amenity fee to be retained by Manager.
 - iii. Housekeeping Fees: Manager agrees to provide cleaning and linen services for each departure. A fee for this service will be charged to the guest. Linen pool is the property of Manager.
- b. Annual Deep Clean: Manager will provide a deep clean annually, or as needed, at Owner's expense.
- c. Inspections: Manager agrees to inspect the property for damage, loss or theft after each departure. Manager assumes no responsibility for loss of or damage to Owner's

Owner's initials _____

property, except to make a reasonable, good faith, attempt to collect from the party at fault. Owner acknowledges that incidental items are commonly lost or damaged through rental use and that this normal attrition and accumulated wear and tear are a normal cost of rental ownership.

- d. **Damage Protection:** Manager will provide a damage protection program for all renters to a damage value of \$3000 covering accidental and incidental damages during their stay. Guests will accept damage responsibility as part of the booking process and further acknowledge responsibility for damages not covered by manager for any additional or uncovered damage or loss. Manager will make every reasonable effort to collect such damages from guests.
- e. **Maintenance, Repairs, and Replacements:** Owner authorizes Manager to perform repairs and maintenance as needed to maintain unit's readiness for rental. Owner authorizes Manager to repair or replace items which are missing, damaged, or no longer serviceable up to \$300 per occurrence without owner's approval. If services are contracted through an outside vendor, Owner's statement may reflect cost plus 20%. If services are performed by Manager, Owner's statement will reflect a rate of \$60 per hour (min charge \$40) for labor plus material cost. Manager is not responsible for rental revenue loss due to repairs.
- f. **Accounting:**
 - i. **Statements:** Manager will maintain a reliable accounting system for tracking the collection and disbursement of rents. Manager will provide monthly statements of activity to Owner.
 - ii. **Taxes:** Manager will collect appropriate sales and rental taxes from guests on rents collected by Manager and will remit the taxes collected and file appropriate reports on behalf of Owner.

IV. Owner's Access

- a. **Unit Access:** Owner agrees not to enter or permit any persons to enter or permit entry by others during guest reservations. Owner agrees to follow check in and check out times during their own stays.
- b. **Cleaning:** For each stay by Owner or Owner's guest, Owner agrees to pay for the departure clean performed by Manager.

V. Owner's Responsibilities

- a. Owner agrees to maintain their property in accordance with Manager's standards to maximize rental readiness and guest experience. Manager may also provide owner additional suggestions to help improve rental suitability or guest experience.
- b. **Regulatory Compliance:** It is the responsibility of the Owner to ensure the property meets all requirements set forth by fire safety codes, State Statutes, Department of Business Regulation, the Division of Hotels and Restaurants and any other applicable regulatory bodies prior to making it available to rent.
- c. **Liability Insurance:** Owner agrees to carry personal liability insurance for the property in the amount of \$300,000 or greater.

Owner's initials _____

- d. Utilities: Owner is responsible for providing and paying for all utilities. At minimum, owners must provide continuous water, gas, electricity, cable TV, and high speed internet service.
- e. Listing of Property for sale: Owner shall notify Manager of intent to sell and will coordinate all showings through Manager.
- f. Homeowners association: Any fees imposed by homeowners associations due to guest actions may be charged to Owner. Manager will, however, make a reasonable effort to collect such fees from guests, but has no ability to enforce association fees upon guests.

VI. Termination

- a. Notice: This agreement may be terminated by either party without cause upon sixty (60) days written notice by one party to the other.

VII. General Provisions

- a. Contract: The parties have agreed to the terms of this Agreement and this instrument shall become effective as a legal and binding contract when executed by both parties as of the date signed by Manager. Faxed or scanned copies of a signature page will be considered as original. This agreement may be amended or modified at any time and in all respects, in writing executed by Owner and Manager.
- b. Governing Law: It is the intention of both parties that the laws of the State of Florida shall govern the content of this agreement and its interpretation.

Owner _____
Date _____

Owner _____
Date _____

Adagio Association Realty & Management LLC

Scott Stephens _____

General Manager _____

Date _____

Owner's initials _____

**ACH TRANSFER
AUTHORIZATION FORM**

Adagio Association Realty & Management LLC

Please complete the following information if you would like to receive payments for your monthly rental statement by electronic deposit to your account.

When using the direct payment method, the preceding month's statement balance will be deposited to your account on or about the 15th each month.

UNIT: _____

NAME: _____

PLEASE DEPOSIT PAYMENTS FROM ADAGIO TO:

YOUR BANK'S ABA ROUTING NUMBER: _____

YOUR ACCOUNT NUMBER: _____

NAME OF YOUR BANK: _____

My Signature

Date

