

Rental Management Agreement

ı.	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			

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.

except for dates reserved by Owner via written notice to Manager.

 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
 - 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

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- 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:

- 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.

- 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

Owner's initials _____

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
General Manager
Date

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 I	FROM ADAGIO TO:
YOUR BANK'S ABA ROUTING NUMBER:	
YOUR ACCOUNT NUMBER:	<u> </u>
NAME OF YOUR BANK:	
My Signature	Date



Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

	I Name (as snown on your income tax return). Name is required on this line, do not leave this line blank.									
	2 Business name/disregarded entity name, if different from above									
on page 3.	following seven boxes. Individual/sole proprietor or C Corporation S Corporation Partnership Trust/estate					4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):				
ns e						Exempt payee code (if any)				
ty tio	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►									
Print or type. See Specific Instructions on page	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.				Exemption from FATCA reporting code (if any)					
eci	☐ Other (see instructions) ▶		(Арр	(Applies to accounts maintained outside the U.S.)						
Sp	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's na	me and a	address (optional)						
See										
•,	6 City, state, and ZIP code									
	7 List account number(s) here (optional)									
В.	The second to differ the New York (TIM)									
Par		Social	Leogurita	y number						
	your TIN in the appropriate box. The TIN provided must match the name given on line 1 to aup withholding. For individuals, this is generally your social security number (SSN). However, to	U.U.	T	y Humber	1 [$\overline{}$				
reside	ent alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other			-	-					
	es, it is your employer identification number (EIN). If you do not have a number, see <i>How to get</i>				J					
TIN, later.			war idan	u idantification number						
	If the account is in more than one name, see the instructions for line 1. Also see What Name per To Give the Requester for guidelines on whose number to enter.	ana Emple	J L	er identification number						
7 407776	or re and the requester for guidelines on whose hamber to onton		-							
Dou	t II Certification				Ш					
Par										
	r penalties of perjury, I certify that:									
2. I ar Ser	e number shown on this form is my correct taxpayer identification number (or I am waiting for not subject to backup withholding because: (a) I am exempt from backup withholding, or (bruce (IRS) that I am subject to backup withholding as a result of a failure to report all interest longer subject to backup withholding; and) I have not bee	en notifi	ed by the	Inter					
3. I ar	n a U.S. citizen or other U.S. person (defined below); and									
4. The	e FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting	na is correct.								

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid,

other than	1 1 2/	utions to an individual retirement arrangement (IRA), and generally, payments, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person ▶	Date ►	

General Instructions

Section references are to the Internal Revenue Code unless otherwise

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN). individual taxpaver identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,