

BRICKANDBARLEY

AIRBNB MANAGEMENT

CLEANING AND LISTING MANAGEMENT

| MANAGEMENT FEES

FULL MANAGEMENT OF RUNNING: % OF MONTHLY INCOME NOT INCLUDING CLEANING FEES

% OF INCOME NOT INCLUDING CLEANING FEES OR ADDITIONAL FEES OUTSIDE OF THE AGREED UPON SCHEDULING. PAID BI-WEEKLY.

DETERMINED BY SPACE, INQUIRE FOR MORE INFO

LISTING SET UP, MUST BE SET UP UNDER OUR REFFERAL: \$1,000 (COST OF PROFESSIONAL PHOTOS NOT INCLUDED)

THE CREATION AND START UP OF THE ENTIRETY OF THE LISTING INCLUDING PHOTO ARRANGEMENT AND CATEGORIZATION, AMENITY DESCRIPTIONS AND SELECTIONS,

AMENITY PURCHASES AND SET UP: \$1,500 (COST OF PHYSICAL ITEMS NOT INCLUDED)

SELECTION, PROCUREMENT, DELIVERY, AND SET-UP/STOCKING OF ALL ITEMS NEEDED FOR SUCCESS OF THE SPACE. THIS INCLUDES CLEANING PRODUCTS AND TOOLS. ALL ITEMS ARE SELECTED AND DETERMINED BY MANAGEMENT BASED ON EXPERTISE. ONCE SELECTED AND THE ESTIMATES ARE APPROVED, ITEMS WILL BE ATTAINED, BROUGHT TO THE SPACE, AND PROPERLY STORED FOR USE BY BOTH GUESTS AND MANAGEMENT/CLEANING STAFF.

CLEANING FEE FOR SPECIFIC UNIT: CLEANING SUPPLIES INCLUDED IN FEE, SUBJECT TO CHANGE BASED ON NEED

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CLEANING IS HANDLED BY OUR SELECTED AND TRAINED CLEANING TEAM. THIS WILL BE REMITTED IN FULL TO THE MANAGEMENT TEAM TO BE PAID TO THE CLEANING TEAM AND ALL NECESSARY CLEANING SUPPLY REFILLS WILL BE ADDRESSED WITH THIS FEE. FURTHER DEFINITIONS OF INCLUDED ITEMS OUTLINED IN CONTRACT. IE: CLOROX, DETERGENT, BLEACH SCRUB, LYSOL

ALL FEES ARE TRANSFERABLE TO OTHER STR LISTINGS (IE: VRBO, BOOKINGS.COM, ETC)

START UP FEES WILL ONLY INCLUDE THE LISTING SET UP FEE AT THE DISCOUNTED RATE OF \$500 FOR ALL ADDITIONAL LISTINGS

RENTALS FOR PRODUCTIONS AND PHOTOGRAPHY ARE CHARGED AT A SEPARATE RATE

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MANAGEMENT OUTLINE

SCHEDULING

ALL SCHEDULING REGARDING THE USAGE AND UPKEEP UP THE SPACE. THIS INCLUDES CLEANING TEAMS, REGULAR MAINTENANCE, AND AMENITY PICK UP AND DROP OFF.

PRICING, PROMOTIONS, AND NIGHTLY MINIMUMS

ALL PRICING IS DETERMINED BY THE MANAGEMENT TEAM AS SEEN FIT BY LOCATION, SEASON, HOLIDAY, SPECIAL EVENT OR OTHERWISE. NIGHTLY MINIMUMS ARE ALSO DETERMINED IN CORRELATION TO NEED OF SPACE AND SCHEDULING FOR MAINTENANCE OR PROPER CLEANING.

EXAMPLE: 3 NIGHT MINIMUM IN SUMMER/ON SEASON AND 2 NIGHT MINIMUM IN WINTER/OFF SEASON.

AMENITIES, STOCK, AND CLEANING SUPPLIES

DECIDED AMENITIES, CLEANING SUPPLIES, RESTOCK OF LINENS, TOWELS, TOILET PAPER, PAPER TOWELS, SOAPS, AND DETERGENTS ALL DEEMED NECESSARY FOR BOTH CLEANING TEAM, GUESTS, AND GENERAL MAINTENANCE ARE KEPT READILY AVAILABLE, ON TIME, AND AT THE LOCATION AND TRACKED FOR USE.

PROPERTY INSPECTIONS

REGULAR INSPECTIONS TO ENSURE THAT ALL ITEMS IN THE SPACE ARE BOTH FUNCTIONAL AND KEPT IN GOOD CONDITION. REPLACEMENTS AND MAINTENANCE DETERMINED, SCHEDULED, AND HANDLED BY MANAGEMENT.

GENERATE AND MAINTAIN HOUSE RULES

SPECIALIZED HOUSE RULES WILL BE CREATED AND ENFORCED TO PROTECT YOU AND YOUR INVESTMENT BASED ON EXPERIENCE AND EXPERTISE.

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MANAGEMENT OUTLINE

ALL MESSAGES AND GUEST INTERACTIONS ARE HANDLED

MANAGEMENT WILL HANDLE ALL INTERACTIONS WITH THE GUESTS INCLUDING: CHECK IN, ISSUES DURING STAY, QUESTIONS, CONCERNS, BOOKING MESSAGES AND INFORMATION RELAYED TO GUEST DURING, BEFORE, OR AFTER THEIR STAY.

ALL RESOLUTIONS AND ISSUES OCCURRING DURING A STAY

IN THE EVENT THAT DAMAGES OCCUR DURING THE GUESTS STAY, MANAGEMENT IS RESPONSIBLE FOR ATTAINING PROPER EVIDENCE OF DAMAGE, REPORTING IT WITHIN THE CONSTRAINTS OF THE CLAIM CENTER (BEFORE THE CHECK IN OF THE NEXT GUEST), FILING, AND RECONCILING ANY AND ALL DAMAGES AND REPLACEMENTS WITHIN A TIMELY MANNER.

ABILITY TO DENY GUESTS

MANAGEMENT WILL USE THEIR DISCRETION TO ACCEPT OR DENY GUESTS AS THEY SEE FIT FOR EACH AND EVERY BOOKING AND WILL HANDLE ALL ISSUES REGARDING THE EVICTION OF GUESTS THAT BREAK HOUSE RULES AND DISRESPECT THE PROPERTY.

ALL GENERATED MESSAGING AND LISTING INFORMATION IS KEPT UP TO DATE

ALL INFORMATION REGARDING THE ITEMS WITHIN THE SPACE AND THE USAGE OF THE SPACE IS KEPT UP TO DATE TO ENSURE THAT GUESTS ARE AWARE OF WHAT ITEMS ARE IN THE SPACE AND HOW TO USE THEM. ALL INFORMATION PROVIDED TO GUESTS BEFORE, DURING, AND AFTER THEIR STAY IS BOTH RELEVANT TO THE GUEST AND THE PROPERTY/STAY INCLUDING CHECK IN AND CHECK OUT INFORMATION SUCH AS LOCK CODES, PROPER ENTRY, PARKING, PARKING PASSES, AMENITY DESCRIPTIONS AND ACCURACY.

CLEANING

ALL ASPECTS OF CLEANING ARE HANDLED BY THE MANAGEMENT TEAM INCLUDING SUPPLIES, FEES, SCHEDULING CLEANERS, LAUNDRY, CLEANING SUPPLIES, AND GENERAL UPKEEP. SELECTION OF A PROPER CLEANING TEAM AND ENSURING THE APPROPRIATE CLEANING STANDARDS ARE MET. ALL CLEANING STAFF TRAINING AND PAYMENTS ARE HANDLED.

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NOT INCLUDED IN MANAGEMENT RATE, ADDITIONAL FEES

EMERGENCY SERVICES AND REPAIRS

EMERGENCY SERVICES SUCH AS FLOODS, FIRES, GUEST DISTURBANCES, AND OTHERWISE OUTLINES BY CONTRACT WILL BE DEFINED B CONTRACT IN TERMS OF SEVERITY AND NECESSITY.

SEMI- ANNUAL, ANNUAL, AND DEEP CLEANING NOT OUTLINED BY CLEANING AGREEMENT

SCHEDULED AND UNSCHEDULED DEEP CLEANING THAT IS NOT DETERMINED WITHIN THE APPROPRIATE GENERAL CLEANING GUIDELINES IS CHARGED AT A SEPARATE RATE OUTSIDE OF THE REGULAR CLEANING TERMS.

EXAMPLES INCLUDING BUT NOT LIMITED TO: WASHING FURNITURE, MATTRESS CLEANING, AND BIOHAZARD

EARLY CHECK IN AND LATE CHECK OUT

IF A GUEST REQUIRES / REQUESTS AN EARLY CHECK IN OR LATE CHECK OUT, THESE ARE CHARGED TO THE GUEST AT A SEPARATE RATE AND WILL BE ALLOCATED TO THE CLEANING TEAM OR MANAGEMENT TEAM FOR THE PREPARATION TIME CHANGES.

TROPICAL STORM AND HURRICANE PREP / CLEAN UP

IN THE EVENT THAT A STRONG STORM OR HURRICANE IMPACTS THIS LOCATION, ANY PREPARATION OR CLEAN UP FOLLOWING WILL BE CHARGED AT EITHER AN HOURLY RATE OR DEFINED TERM OUTLINED IN THE CONTRACT.

ADDITIONAL GUESTS AND PETS

IF A GUEST REQUIRES / REQUESTS ADDITIONAL ACCOMMODATIONS. THESE ARE CHARGED TO THE GUEST AT A SEPARATE RATE AND WILL BE ALLOCATED TO THE CLEANING TEAM OR MANAGEMENT TEAM FOR THE PREPARATION AND TIME CHANGES.

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