

**IN THESE TOUGH ECONOMIC TIMES YOU
CAN'T AFFORD TO HAVE YOUR VACATION
HOME SITTING IDLE. YOU CAN SAFELY RENT
IT OUT TO EARN CASH. SEE WHAT WE CAN
DO FOR YOU!**

WHAT KASTEEL DOES	WHAT THE OWNER DOES
Vacancies	
Advertising: <ul style="list-style-type: none"> • Post on craigslist.com weekly – FREE • Post on KSL.com weekly – FREE • Post on Kasteel's website – FREE • Post on other Vacation Rental websites - FREE Work with owner if additional marketing is needed.	Pay advertising costs as necessary and as approved by owner.
Answer and/or return calls from perspective tenants beyond regular office hours until 9:00pm, Mon - Sat.	
Monthly Management	
Provide a monthly and yearly statement to Owner by email.	Pay the management fee of 30% of collected rents.
Direct deposit rent proceeds each month	
Provide guests with the option to pay by credit card	
Inventory of property after unit has been vacated	Provide a detailed list of items to inventory
Clean the unit and change towels and sheets after it has been vacated.	Provide extra towels and sheets to Kasteel for rotation
Clean used towels and sheets and return for next guest.	
Handel and pay the lodging tax as required by the State	
Maintenance	
Schedule repairs when needed.	
Inspect recurring maintenance such as lawn care and snow removal	
New Owners & New Properties	
Verify property ownership.	Fill out "Owner Profile" and pay the \$50 New Owner fee.
Verify property complies with "Minimum Standards of a New Property" (See Property Owner Forms on website)	Fill out "Property Profile" and pay the \$50 New Property fee for each new property.
Office Procedures	
Maintain office hours Mon-Fri 9:00am – 5:00pm, closed holidays. Provide emergency numbers to Tenant and Owner where messages are checked 24hrs/day.	Limit calls to office hours unless it is urgent.