

Thank you for choosing to list your rental with



Please feel free to call us with any questions
you may have as you complete our packet:
(207) 244-0607.

MDIVACATIONHOMES.COM
Phone: (207) 244-0607 • Fax: (207) 244-0608
P.O. Box 55 • 11 Seal Cove Road • Southwest Harbor, Maine 04679

**MDI VACATION HOMES
2011 RENTAL PROPERTY INFORMATION SHEET**

Owner Name _____

Owner Address _____

Owner Contact info: Home phone: _____ Cell phone: _____
Work phone: _____

Owner email: _____

Owner Social Security Number or Federal ID Number for 1099: _____

Property Name: _____

Property Address: _____

Property Telephone: _____

Contact People: Caretaker name & phone: _____

Cleaner name & phone: _____

Garbage collector & phone: _____

Garbage pick up instructions: _____

Electrician & phone: _____ Plumber & phone: _____

Propane & Oil supplier: _____

Are dogs allowed? Yes () No () Is there a pet fee? Yes (\$) No ()

Are cats allowed? Yes () No () Special pet instructions: _____

Are there smoke alarms installed? Yes () No () Location: _____

Are there carbon monoxide detectors? Yes () No () Location: _____

Are there fire extinguishers? Yes () No () Location: _____

If your water source is private, has the water been tested? Yes () No ()

Water test notations: _____

Has the home been tested for radon air? Yes () No () results: _____

Has the home been tested for radon water? Yes () No () results: _____

PROPERTY AMENITIES (Check all that apply)

Internet access: (circle one) YES NO

Internet type: DSL ___ Cable ___ Satellite ___ Dial-Up ___ Wi-Fi ___

Internet Instructions: _____

Internet Provider: _____ Internet Password _____

Television: ___ Cable ___ Satellite ___ VCR ___ DVD ___ CD player ___ Radio ___

Fireplace ___ Wood provided? ___ Woodstove ___ Gas grill ___ Charcoal grill ___

Clothes washer/dryer ___ Dishwasher ___ Refrigerator ___ Gas range ___ Microwave ___

Fully equipped kitchen ___ Patio/deck furniture ___ Canoe ___ Kayak ___ Mooring ___

Dock ___ Life jackets ___ iPod ___ Linens ___

HOME ACCOMMODATES _____ BEDROOMS _____ BATHS _____

Beds: King ___ Queen ___ Full ___ Twin sets ___ Singles ___

Futons ___ Sofa bed ___

Ground floor: _____

First floor: _____

Second floor: _____

Third floor: _____

KEYS: MDI VACATION HOMES _____ LOCK BOX _____ CODE _____

LOCKBOX LOCATION _____

Owners are responsible for having toilet tissue, paper towels, garbage bags, hand soap and detergents for the start of the rental.

Additional owner's comments: _____

MDI VACATION HOMES
P O BOX 55 • 11 SEAL COVE ROAD
SOUTHWEST HARBOR, ME 04679
PHONE: 207-244-0607 FAX: 207-244-0608
MDIVACATIONHOMES.COM

2011 MDI VACATION HOMES RENTAL LISTING AGREEMENT

We hereby authorize MDI Vacation Homes, Inc. to qualify tenants and reserve their vacation at our property as follows:

Vacation Home: _____

Vacation Home Address: _____

Availability and prices are stated below:

	May	June	July	August	September
1 Week:	_____	_____	_____	_____	_____
2 Weeks	_____	_____	_____	_____	_____
Month	_____	_____	_____	_____	_____

By acceptance of this agreement you agree to all property owner's duties as stated in the attached list.

Owner

MDI Vacation Homes

**MDI VACATION HOMES
SUMMER RENTAL CLEANING INSTRUCTIONS**

OPENING CLEAN

Wash all windows inside and out, clean screens.

Wash and polish floors.

Clean and polish wooden and glass furniture.

Vacuum all upholstered furniture.

Clean inside all cupboards and put in new shelf paper as needed.

Wash and iron cotton curtains. Dust window blinds.

Wash all bedding and air out quilts, pillows, blankets and comforters.

Clean kitchen thoroughly; oven, sinks, cupboards, refrigerator. Clean and fill ice trays.

Clean bathrooms, showers, toilets and floors.

Check closets for hangers. Check lights for light bulbs (outside lights too).

Clean all outside furniture.

Check BBQ grill for cleanliness.

Stock all bathrooms with toilet tissue and soap.

Sweep all porches and steps.

Please make sure your cleaner has a copy of this list.

BETWEEN TENANT CLEAN

Strip all beds and launder bed linens, then remake the beds.

Clean all baths and launder towels.

Clean kitchen and empty refrigerator, clean oven and empty dishwasher.

Dust and mop floors, furniture and baseboards.

Take any garbage left behind.

Check light bulbs.

Vacuum all floors and rugs.

If you should encounter any problems, please report them to:

MDI Vacation Homes
11 Seal Cove Road
Southwest Harbor, ME 04679
244-0607

Please give a copy of this sheet to your cleaner.

MDI VACATION HOMES RENTAL INFO

1. **MDI Vacation Homes** will prepare a lease agreement for the Lessee and Lessor based upon terms agreed to by all parties.
2. A deposit of 1/3 of the total rent is due with execution of the lease. We request that all leases be signed and returned with the deposit payable to **MDI Vacation Homes** within 7 days of receipt of said lease. Please review our cancellation policy before signing your lease and sending a deposit. All deposits received will go into our Rental Escrow Account which collects interest for the Maine Affordable Housing Fund as per the Maine Association of Realtors. The lease will then be sent to the Lessor for signature and a copy sent to all parties, **MDI Vacation Homes** will keep the original lease.
3. Four weeks prior to arrival the balance of the rent, 7% Maine State Lodging Tax, security deposit and any additional fees are due, checks made payable to **MDI Vacation Homes**.
4. Payments to the property owners, less commission, are distributed the Tuesday after the Lessees arrival. In the event a payment is lost there will be a \$30.00 stop payment fee in order to issue a new check to the owner.
5. **MDI Vacation Homes** will make every effort to check cottages on departure days. Security deposits will be refunded to the Lessee within 10 days of departure, pending satisfactory inspection.
6. Rentals typically run from Saturday to Saturday unless otherwise instructed by the Lessor. Arrival time is generally after 3 PM and departure time is usually by 10:00 AM; unless prior arrangements have been made.
7. Cleaning charges are the financial responsibility of the Lessors. It generally takes up to 4 hours to clean a house. If additional costs to clean are generated due to the tenant's occupancy, additional funds may be withheld from the security deposit to cover such costs.
8. **MDI Vacation Homes** will send the State of Maine the tax and also prepare the 1099 form for the owner in January.

PROPERTY OWNERS DUTIES:

1. All owners agree to keep their homes in good clean condition and provide current information as well as any changes to the home to ***MDI Vacation Homes***.
2. All utilities are provided by and paid for by the home owner unless prior arrangements are made.
3. Owners agree to provide updated occupancy calendars as their property books.
4. If your home is for sale, make sure to advise us so we can add the appropriate showing clause to the lease.
5. Owners agree to have clear and visible house numbers on the house and to keep the property fully insured.

TENANT DUTIES

1. After the lease is signed and the initial deposit is received, the Lessee agrees to send the balance due four weeks prior to their arrival.
2. All lessees agree to care for the home during their occupancy and abide by all rules of the property.
3. Lessee agrees to put a load of towels in the washer prior to leaving, clean out the frig and take all garbage.
4. Please return keys to ***MDI Vacation Homes*** on departure or as previously agreed to.

2011 RENTAL CALENDER

- 5/7 _____
- 5/14 _____
- 5/21 _____
- 5/28 _____
- 6/4 _____
- 6/11 _____
- 6/18 _____
- 6/25 _____
- 7/2 _____
- 7/9 _____
- 7/16 _____
- 7/23 _____
- 7/30 _____
- 8/6 _____
- 8/13 _____
- 8/20 _____
- 8/27 _____
- 9/3 _____
- 9/10 _____
- 9/17 _____
- 9/24 _____
- 10/1 _____
- 10/8 _____
- 10/15 _____
- 10/22 _____