

**Important...please read!**

**Pro-active care of your property pre & post season is very important and will help in the prevention of problems.**

**Please remember to:**

- **Have your property pretreated for ants and other pests prior to your first guests checking in! We advise providing spray and traps at the property in the event they become necessary during the rental season.**
- **Have a pre-season thorough cleaning of your property.**
- **Have your carpets cleaned.**
- **Please check the condition and cleanliness of your mattresses and box springs. NEW mattress pads should be on all beds at the beginning of the season. Please have your cleaning crew inspect mattress pad for cleanliness during each turnover along with kitchen and bath mats.**
- **Make sure all of your major systems are in proper working order...ex. A/C, Water Heater, Appliances, Etc.**
- **Post your Trash and Recycling schedule in an obvious location.**
- **Make sure you have an acceptable number of Trash & Recycling cans w/lids that are labeled appropriately. For example: a minimum of four garbage cans and three recycling cans, but for larger homes, more may be necessary.**
- **Make sure your grill is clean, functioning and located in a safe place. Please leave an extra full tank of gas. Please encourage your guests to maintain and clean the grill as a courtesy for future guests.**
- **Make sure to leave extra light bulbs and batteries.**
- **If you have numerous TV's and numerous remotes for the various TV's, please label the remotes according to the TV it operates.**
- **Please contact us before renting your property yourself to make sure the week(s) are still available. You DO NOT want to have a double booking. If you have a vacancy and decide to use it at the last minute, please let us know!**
- **To view your property on line. Go to [www.MaryAllen.com](http://www.MaryAllen.com). Enter your listing # or Address in the Quick Search Box at top labeled "Vacation Rentals - Enter ID#". You will then be able to view your rented weeks, available weeks, and rental rate for available weeks, bed sizes, amenities, etc. You will find this to be a very useful tool to track your rentals and may save you from having to make unnecessary calls. Note: The front end of our site currently updates twice per day but will be upgraded to update more frequently this winter. If you plan to rent a week yourself and need to know if it is available, please call our office to check.**
- **If you have photos you would like updated, please send to [Rentals@MaryAllen.com](mailto:Rentals@MaryAllen.com).**
- **E-mail or call us if you need a new sign on your property.**
- **We appreciate the opportunity to rent your home...however if you are interested in selling your home or would like to know its value, please contact your agent at MAR.**

**WiFi Instructions: Please give details!**

**Network Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_