



# Missouri Association Management, LLC

AAMC® Accredited Association Management Company

2121 Bagnell Dam Blvd. Lake Ozark, MO 65049 Phone: 573-552-8334 Fax: 573-552-8336 Website: [www.mam-llc.com](http://www.mam-llc.com)

Dear Interval Estate Owner,

Missouri Association Management, LLC is pleased to provide you with the details of your Interval Estates Rental Program. The program has been kept as simple as possible to make it work efficiently for you.

## **HOW THE RENTAL PROGRAM WORKS**

Upon the decision of an Interval Estate Owner to attempt to rent his/her interval(s), Missouri Association Management, LLC will add the designated time period to the Vintage Landing rental listings. This interval will not be listed for rent until the owner has completed and signed the enclosed Rental Listing Agreement and it has been received by Missouri Association Management, LLC. You may accelerate the process by faxing this agreement to us. On a monthly basis, net rental checks are disbursed to owners after all expenses, assessments and applicable fees have been paid.

For providing the rental services, Missouri Association Management, LLC will charge a commission of forty percent (40%) of the net rental income received after deducting cleaning fees. The owner shall receive the balance which shall first be applied to any unpaid Vintage Landing maintenance assessments. One cleaning fees is included in your annual maintenance assessment which will not be deducted from gross rental income.

## **RENTAL RATES**

The rental rates set forth are in keeping with those charged by area rental companies for comparable whole ownership condominiums in their rental programs. Seasonal changes in rates are subject to change by Missouri Association Management, LLC to respond to the economic conditions and shifts in the travel industry affecting this market area.

## **HOW TO PLACE YOUR UNIT INTERVAL ON THIS PROGRAM**

If you desire to add your unit interval to our rental program, simply complete the Rental Listing Agreement and return the original to us. Please retain a copy for your files. After our representative has verified the information to be correct, your unit will be listed for rent.

Should you desire to occupy your unit interval; or have friends or guests who would like to occupy your unit interval, you must first contact the Vintage Landing Check-In Cottage to verify that the unit interval has not been rented. Please remember that the cancellation provision is **ONLY EXERCISABLE IF YOUR UNIT INTERVAL HAS NOT BEEN RENTED.** (See item #8 below.) **WRITTEN NOTICE MUST BE FAXED OR MAILED TO THIS OFFICE IF CANCELLING ANY PORTION OF THIS AGREEMENT.**



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## RENTAL LISTING AGREEMENT

This Rental Agreement is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2019 \_\_\_\_\_, between \_\_\_\_\_, hereafter referred to as Owner, and Missouri Association Management, LLC hereafter referred to as Agent.

I/We, the Owner(s) of Interval (week) # \_\_\_\_\_ in unit \_\_\_\_\_, located at Vintage Landing Condominium Property Owners Association, Inc., in Lake Ozark for the dates of Friday, \_\_\_\_\_, \_\_\_\_\_, arriving at 4:00 p.m. and continuing through Friday, \_\_\_\_\_, \_\_\_\_\_ departing at 10:00 a.m., will not be using the interval specified above during the year \_\_\_\_\_ and I am desirous of renting said space and do hereby appoint Missouri Association Management, LLC as Agent for rental of said unit/week. This agreement will automatically renew for a period of 1 year unless cancelled by either party.

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### NOW THEREFORE, it is agreed by and between Owner and Agent:

- (1) The agent shall act on Owner's behalf to rent the interval specified, at rates determined by Agent.
- (2) The Owner agrees to pay Agent a commission of forty percent (40%) of the rental amount collected, less applicable charges (see above). The Agent agrees to attempt to rent said unit interval and collect all rental fees due to the Owner.
- (3) **It is understood and agreed that this does not guarantee rental of said unit interval.**
- (4) It is understood and agreed that the Agent cannot guarantee the arrival of the renter, but will collect an advance deposit, which is non-refundable if cancellation occurs within 14 days of arrival. Owner and Agent will split deposit at the same 60/40 rate.
- (5) The Agent shall not be liable for any loss or damage occurring to said unit during the rental period. The Agent will make every attempt to hold renter responsible by collecting damage deposit, but Owner is aware that he/she is ultimately responsible for any damage.
- (6) As part of the normal rental program, the Agent may transfer a renter to another unit due to dissatisfaction; or offer a discount in the event major repairs are required in the unit, which cannot be completed with 12 hours of notification.
- (7) By placing said unit interval in Agent's Rental Listing Program, the Owner understands doing so in no way relieves Owner of the responsibility of paying the maintenance fee due on said unit interval.
- (8) Should an Owner's unit be rented, any fees owed to the Vintage Landing Condominium Property Owners Association, Inc. shall be deducted from the rental proceeds and paid directly to Owner's account.
- (9) Missouri Association Management, LLC. has the right to rent partial weeks and has the right to discount the rental rate for reservations made within 72 hours of occupancy.

**PLEASE NOTE:**

- Please retain a copy of this agreement for your files.
- Please be sure that all information is correct on this form or the form will be returned to you and the unit will not be listed until the correct information is received.

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OWNER'S NAME

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OWNER'S SIGNATURE

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STREET ADDRESS

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CITY/STATE/ZIP CODE

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OWNER'S TELEPHONE NUMBER

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OWNER'S SOCIAL SECURITY NUMBER

To comply with all IRS tax codes, we cannot process this agreement without your Social Security Number

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DATE RECEIVED: \_\_\_\_\_

DATE RENTED: \_\_\_\_\_

DATE CANCELLED: \_\_\_\_\_

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AGENT REPRESENTATIVE SIGNATURE

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DATE