

# Vacation Home Management Service Agreement

## 1. Parties

This Service Agreement ("Agreement") is made between:

**Homeowner:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

## 2. Property

Address of Vacation Home under Management:

\_\_\_\_\_

## 3. Term of Agreement

This Agreement is effective as of \_\_\_\_\_, 20\_\_, and shall remain in effect until terminated by either party with written notice of thirty (30) days.

## 4. Scope of Services

- Marketing and advertising the property for short-term rental
- Screening and booking guests
- Coordinating cleaning and maintenance
- Collecting payments and security deposits
- Guest communications and support
- Monthly reporting to homeowner

## 5. Manager Compensation

The Homeowner shall pay the Manager a management fee of \_\_\_\_\_% of gross rental income per booking. All management fees shall be deducted prior to remittance of rental proceeds to the Homeowner.

## 6. Homeowner Responsibilities

- Ensuring all property systems and appliances are in good working order
- Maintaining sufficient insurance coverage
- Providing keys, access codes, and property information

## 7. Termination

Either party may terminate this Agreement with thirty (30) days written notice. Upon termination, Manager shall provide the final accounting and remit all outstanding payments to Homeowner.

## 8. Miscellaneous

1. This Agreement constitutes the entire understanding between the parties.
2. Any amendments must be made in writing and signed by both parties.
3. This Agreement shall be governed by the laws of the State/Province of \_\_\_\_\_.

\_\_\_\_\_

HOMEOWNER SIGNATURE

Date: \_\_\_\_\_

\_\_\_\_\_  
MANAGER SIGNATURE

Date: \_\_\_\_\_