

HOST STEPS ONCE RENTAL IS SECURED



- 1** Email cover letter and rental agreement for signature, listing all the details of the transaction, including the date, security deposit, and when final payment is due.
- 2** Request they mail back the deposit with signed rental agreement within 7 calendar days to hold the agreed upon date.
- 3** Once you receive the signed lease and deposit from renter, sign and date the rental agreement lease to scan and email or snail back to them so you both have a valid fully executed contract.

7 DAYS BEFORE FINAL PAYMENT IS DUE

- 4** Email a friendly letter reminding them that final payment is due with date and amount.

3 DAYS BEFORE RENTER ARRIVAL DATE

- 5** Email renter a friendly letter wishing them a great vacation with home access information and instructions.