YOUR  
LOGO

**COMPANY NAME**

SHORT-TERM RENTAL MANAGEMENT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] for managing your short-term rental property. We offer comprehensive property management services designed to maximize occupancy, revenue, and guest satisfaction while ensuring hassle-free ownership.  
  
This proposal outlines our approach to managing [Client Name]'s short-term rental property.

# Project Objectives

The primary goals are:  
  
- Maximize rental income and occupancy rates  
- Provide a seamless and positive guest experience  
- Handle all operational aspects of property management  
- Maintain property condition and ensure compliance with regulations

# Proposed Services

Our short-term rental management services include:  
  
- Listing creation and optimization on platforms (Airbnb, VRBO, etc.)  
- Dynamic pricing and revenue management  
- Guest communication and booking management  
- Housekeeping and maintenance coordination  
- 24/7 guest support and emergency handling  
- Monthly performance reporting and financial statements

# Scope of Work

Scope includes:  
  
- Initial property assessment and setup  
- Professional photography and listing development  
- Day-to-day guest relations and operations management  
- Vendor management for cleaning, repairs, and maintenance  
- Compliance with local rental regulations and tax remittance

# Timeline

Proposed onboarding and management timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Property Assessment & Setup | Initial inspection, listing creation, and onboarding | [Start Date] |
| Go Live | Activate listings and begin accepting bookings | [Date] |
| Ongoing Management | Day-to-day guest and property management | [Ongoing] |
| Monthly Reporting | Performance updates and financial reporting | [End of Each Month] |

# Pricing

Estimated cost breakdown for short-term rental management services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Onboarding Fee | Initial property setup and listing optimization | [Amount] |
| Management Fee | Monthly percentage of rental income | [Percentage]% |
| Maintenance Coordination | Vendor management and emergency handling | [Included/Additional Fee] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is an experienced property management firm specializing in short-term rental operations.  
  
- Experience: [X] years managing vacation rentals and urban properties  
- Expertise: Revenue optimization, guest services, property maintenance  
- Mission: To provide stress-free, profitable property management for owners while delivering outstanding guest experiences

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Full-service management of beachfront rental property  
- Outcome: Increased annual rental income by 35% with higher occupancy rates  
  
Testimonial:  
“[Your Company Name] has made owning a rental property effortless and profitable.” — [Client Contact]

# Terms and Conditions

Payment Terms: Management fee of [X]% of monthly rental income.  
Onboarding Fee: One-time setup fee of [Amount].  
Contract Term: Initial contract duration of [X] months with renewal options.  
Client Responsibilities: Ensure property is insured and compliant with local regulations.  
Cancellation: 30-day written notice required.

# Acceptance

To approve this short-term rental management proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Property Owner]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_