



Service Plans & Agreements



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When your are finished, please review and approve your chosen services and options on pages 14 and 15

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WELCOME

Welcome to Sun Realty Maintenance!

Thank you for considering our services as you explore the possibility of partnering with Sun Realty Maintenance for your property maintenance needs. We are excited about the prospect of working with you to ensure the optimal condition and performance of your rental property.

We understand that selecting a maintenance service provider is a crucial decision, and we appreciate the trust you have placed in us. Our commitment to excellence and dedication to delivering top-quality maintenance services make us confident that we can meet and exceed your expectations. From routine upkeep to emergency repairs, our team of skilled professionals is equipped

to provide comprehensive maintenance solutions tailored to your property's unique requirements. We prioritize prompt and efficient service to address your maintenance needs promptly, ensuring minimal disruption to your property and its occupants.

Please feel free to reach out to us at any time with inquiries or to discuss your maintenance requirements in more detail. We look forward to the opportunity to serve you and contribute to the success and longevity of your real estate investment.

*Best regards from your
Sun Realty Maintenance Team,
Ashley, Mark, Stuart & Donnie*

Our in-house maintenance, service, support and repair options include:

Types of Services Offered	Service Overview
Full-Service General Maintenance	Preventative maintenance, upkeep and problem solving
Pool & Spa: Service & Repairs	Weekly and bi-weekly service, minor repairs, pre-season openings and post-season closings (winterization)
HVAC Installation & Repairs	Fully licensed, trained, providing annual service, professional repairs and replacements, duct cleaning and air purification systems
Filter Plan	HVAC filters changed monthly from April through October
Audio/Visual Services	Full range A/V services and diagnostics / Estimates for system upgrades

Our team strives to provide the best service on the Outer Banks: prompt, reliable, efficient & professional. Please let us know if you have any questions about our plan agreements or the services we offer.

Meet Your Service Team

Ashley Graeme
Director of Maintenance Operations
(252) 491-5258 x1241
AshleyGraeme@SunRealtyNC.com

Stuart Morris
AirHandlers OBX General Manager
(252) 491-8637
StuartMorris@AirHandlersOBX.com

Mark Fowler
Service Operations Manager
(252) 491-5258 x1216
MarkFowler@SunRealtyNC.com

Donnie Davis
Pool & Spa Manager
(252) 491-5258
DonnieDavis@SunRealtyNC.com

Returning Your Forms

Email: ServiceAgreement@SunRealtyNC.com

Fax: 252-491-2850

Postal Service: Sun Services, PO Box 309
Harbinger, NC 27941

Our offices are open seven days a week for your convenience.
Call us for assistance 252-491-5258

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Homeowner Information & Vendor Preferences

Owner Name: _____

Sun Property ID: _____

Please complete your Vendor Preferences and Contact Numbers whether you are or are not selecting any Sun Realty plans.

No changes - Use information on file

Vendor Preferences and Contact Numbers

All Sun Realty vendors are required to carry property Workmen's comp & General Liability Insurance in order for Sun Realty to call vendor & schedule work on owners behalf. Please list your vendor preferences below. Please note, if vendor listed is not on Sun Realty's approved vendors list, owner (you) will be responsible for contacting vendor, scheduling work, follow up & payment to vendor.

Please provide us with any updates to your vendor preferences. If you don't have any changes, we will use your vendor preferences already on file. If you did not have a preferred vendor on file, Sun Realty will contact an approved vendor.

- General Maintenance Repairs: _____
- Heating and Cooling Repairs: _____
- Appliance Repairs: _____
- Plumbing Repairs: _____
- Electrical Repairs: _____
- Carpet Care: _____
- Pest Control (provided for pet-friendly homes): _____
- Electronic Repairs: _____

- Gas Company: _____
- Elevator Repairs: _____
- Cable/Satellite: (Please provide account #): _____
- Wireless Internet Provider:(Please provide account #): _____
- Phone Service: (Please provide account #): _____
- Septic Company: _____
- Water Treatment Provider/Company: _____
- Lawn Care: _____
- Pool/Hot Tub Vendor: _____
- Condo Association/Grounds Maintenance: _____
- Special Notes: _____

Owner will provide yearly contracts on the following:

- Carpet Cleaning: _____
- Pest Control (provided for pet-friendly homes): _____
- Other Yearly Contracts: _____



Sun Realty General Maintenance Plan

Our General Maintenance Plan covers a wide variety of common service calls at no labor cost to you. These complimentary service calls can save you money on your annual maintenance expenses. It also offers a discounted general maintenance hourly rate for maintenance needs that arise outside of those covered by the plan.

Service	Regular Rate	SRGM Plan Rate
Common Maintenance Calls (See List)	\$105 1st hr \$90 Add'l hrs	\$0
Maintenance Hourly Rate (Not in List)	\$105 1st hr \$90 Add'l hrs	\$90 1st hr \$75 Add'l hrs
After-Hours Rate	\$150/hr	\$125/hr
Holiday Rates	\$180/hr	\$155/hr
Carova Surcharge (per Visit)	\$50	\$35

Common general maintenance calls included at no labor charge (materials cost only)

Service	Service Provided
Appliance Diagnostic	Basic appliance diagnostic
Battery Replacement	Replace batteries as needed
Bulb Replacement	Replace light bulbs as necessary
Door Adjustments	Adjust slider, bi-fold & screen doors
Equipment Hookup	Reconnect basic cable, satellite receiver, TV, DVD or stereo hook-ups
Guest Instructions	Instruct guests on operations
Hinge or Knob Adjustment	Tighten door hinges, furniture knobs & cabinet door hinges as needed
Lock Inspection	Inspect & lubricate door locks as needed
Minor Shower Repair	Replace shower heads & tub stoppers
Minor Toilet Repair	Replace toilet handles, tank flappers & float mechanism as needed
Minor Water Leak	Assess minor water leaks for cause and recommended repair
Photo Documentation	Obtain photos of repairs, model/serial numbers, etc.
Pilot Light	Check & light pilot lights
Plunging	Plunge stopped up toilets & drains
Rehanging	Rehang pictures, small wall art, tp holders, towel bars, & other minor wall hangings
Reset Circuit Breakers	Reset circuit breakers
Reset GFI	Reset of GFI breakers &/or receptacles
Wall Plate Replacement	Replace standard switch &/or outlet wall plates

Additional services included:

- Annual home inspection included with follow up to the owner of completed inspection and recommendations for repair if applicable
- Annual fire safety equipment check included with follow up to the owner at completion
Inspection includes:
Testing of smoke alarm alarms, CO detectors, fire extinguishers and replacing as needed (material costs only)
Annual battery replacement as required by the VRA, landlord responsibility.

Please Note:

- General maintenance rates are not applicable to HVAC, licensed electrical or other specialty service repairs.
- Annual home inspection is a visual inspection for cosmetic and basic maintenance needs only, to assist with keeping your home in good repair. Please note, we are not licensed home inspectors therefore this is not a safety, structural or full-system inspection.
- Window A/C rental units charges:
\$110 to install and remove first 3,
\$20 for each additional unit
Rental fee of \$15 per day, per unit

- Plan A – Annual Service Agreement 1-4 BDRMS \$425.00 (\$453.69 w/ sales tax)
- Plan B – Annual Service Agreement 5-7 BDRMS \$460.00 (\$491.05 w/ sales tax)
- Plan C – Annual Service Agreement 8-10 BDRMS ... \$495.00 (\$528.41 w/ sales tax)
- Plan D – Annual Service Agreement 11+ BDRMS \$530.00 (\$565.78 w/ sales tax)

Owner Initials: _____

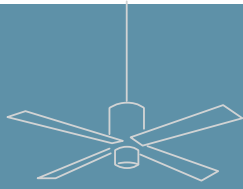
PLEASE NOTE

All service plans auto-renew annually on January 1.
Please notify us by December 1 if you do not want to auto-renew or wish to cancel your service agreement: 252.491.5258 or by email at SunServices@SunRealtync.com

Payment for your selected service plans is due in January of the year service is to be performed

All Service Plans are non-refundable.
Plans may be transferable if property changes ownership, with seller approval and notice to service department and a replacement agreement with the buyer/new owner. If we are not notified that service plans are transferred with the sale of your property, the agreement will be terminated as we do not have an agreement with the new owner.

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Sun Realty Fan & Filter Plan



With our Fan & Filter Plan, Sun Realty will change your filters and clean your ceiling fans seven times a year, from April to October (cost of filters is included.) Replacing your filters regularly reduces energy cost and prolongs the life of your HVAC system.

Did you know that changing your air filter regularly also protects the environment? The harder your HVAC system works to draw air, the more carbon monoxide

and other greenhouse gases are released into the environment. Changing your air filter regularly improves air flow which minimizes the environmental impact of your HVAC system.

PLEASE NOTE

There will be a \$15 surcharge, per visit, for Carova homes.

Ceiling fans that cannot be reached with an 8ft ladder are not applicable.

- Plan A – Annual Service Agreement1-4 BDRMS..... \$245.00 (\$261.54 w/ sales tax)
- Plan B – Annual Service Agreement5-7 BDRMS..... \$280.00 (\$298.90 w/ sales tax)
- Plan C – Annual Service Agreement8-10 BDRMS... \$315.00 (\$336.26 w/ sales tax)
- Plan D – Annual Service Agreement11+ BDRMS.... \$350.00 (\$373.63 w/ sales tax)

Owner Initials: _____

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AirHandlers OBX HVAC Plan

AirHandlers OBX HVAC Service & Energy Savings Agreement (ESA) Plan

AirHandlers OBX are the Outer Banks Specialists in HVAC installation, service, and repair for all brands of systems. Our experienced technicians and support staff understand the unique challenges that homeowners face on the Outer Banks, and we are fully licensed and insured to service all your HVAC needs. If potential replacement is needed AirHandlers OBX will offer you competitive prices on replacement options with quality equipment and installations.

HVAC Services & Benefits Include:

- 15% off all services* performed including:
 - 15% off Standard diagnostic fee of \$140**
 - 15% off Standard Carova Access Fee of \$100**
- Priority scheduling for service calls
- Free estimates for replacements and/or enhancements as requested
- Biannual HVAC inspections and maintenance with detailed follow-up report
- Discounted emergency after hours & holiday rates (after hours rates begin at 4:30pm)

..... PLEASE NOTE

- * Service discounts are not valid for installations
- ** Standard service fee pricing is subject to change

Biannual HVAC Inspection and ESA Benefits Include:

- Assess overall health and condition of HVAC systems
- Check refrigerant annually and add as needed (at refrigerant cost only)
- Lubricate essential components, if required
- Wash outdoor coils with owner supplied water
- Inspect indoor coils
- Clean and evacuate condensation drains
- Check accessible ductwork

- Repair and/or enhancement suggestions provided in owner's detailed report
- Testing of heat strips and the defrost cycle
- Testing of electrical components and wiring bonds
- Thermostat calibration

Biannual Inspection Scheduling Policy and Procedure

AirHandlers OBX will attempt to access your property up to 3 times to perform the inspection. If by the 3rd time we are unable to gain access to the property due to tenant refusal, we will offer to perform the inspection on turnover day at an additional cost to you of \$50 per system.

PROTECT YOUR WARRANTY

Most warranties require annual inspection and service. Review your warranty terms & conditions to ensure compliance and avoid invalidating the warranty for your HVAC system.



Plan 1 – Annual Service Agreement	1 System	\$198.00 (\$211.37 w/ sales tax)
Plan 2 – Annual Service Agreement	2 Systems	\$324.00 (\$345.87 w/ sales tax)
Plan 3 – Annual Service Agreement	3 Systems	\$450.00 (\$480.38 w/ sales tax)
Plan 4 – Annual Service Agreement	4 Systems	\$576.00 (\$614.88 w/ sales tax)

Owner Initials: _____

5 or More Systems – Please Contact Us for Pricing

..... PLEASE NOTE

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Pool & Spa Service

Routine Check-In Service Includes:

- Water Chemistry Is Balanced
- Pool/Spa are vacuumed
- Clean/Brush Scum Lines
- Clean/Rotate Filters
- Empty Skimmer Baskets
- Rid Pool Area Of Trash/Debris
- Arrange Pool Furniture

- Door Hanger Left W/ Date/Time Of Service
- Before & After Photos Are Taken At Each Service

Mid-Week Service Includes Same Service Provided At Check-In

Vacant Weeks – For pool services, your Owner Account will be charged at a reduced rate of \$45.00 for non-rented week checks, \$65.00 for 4X4 area owners. Spa only accounts have a reduced rate of \$15.00 for visual / operational inspection, \$35.00 for 4X4 area owners. Please note, to ensure your property is ready for any last-minute arrivals we must clean up after

the guests. The first vacant week will be provided a full service. Non-rented rates apply in the second non-rented week.

Mid-Week Cleans – For pool accounts, includes vacuuming and cleaning at the same level and price as turnover day service. For spa accounts, includes vacuuming and cleaning at the same level and price as turnover day service.

You also receive a complimentary off-season inspection with a comprehensive report including photos, inventory of pool equipment, signage, condition of gates/latches, fences & recommendation for any needed repairs or enhancements.

Please choose all services below that you would like performed.

All Pool & Spa services rendered will be billed to your Sun Realty Owner Account.

Pool & Spa Services:

Spa Only ...\$85/week

Pool Only ...\$105/week

Pool/Spa Combo ...\$150/week

4X4 Area of Carova Services:

Spa Only ...\$105/week

Pool Only ...\$125/week

Pool/Spa Combo ...\$170/week

Is Your Pool Heated? **Heated** **Not Heated**

Pool & Spa Winterization Services:

Pool & Spa Combo Closing\$200

Pool & Spa Combo Opening \$200

Pool Only Closing \$165

Pool Only Opening \$165

Spa Only Closing \$90

Spa Only Opening \$90

Requested date to open pool: ____ / ____ / ____

Requested date to close pool: ____ / ____ / ____

Requested date to open spa: ____ / ____ / ____

Requested date to close spa: ____ / ____ / ____

Pool open year round

Spa open year round

Additional Services Offered:

- Spa Cover Replacements
- Spa Cover Lift Installation
- Pool Cover Replacement or Installation

Owner Initials: _____

- It is the owner's responsibility to ensure that all required warning for pools and hot tubs signs are posted and that safety equipment is available and in good working order. Sun Pool & Spa will be happy to assist you in supplying your property with these items.
- The Pool & Spa contract set forth does not include storm preparation or storm clean-up services which must be rendered as a result of ACTS OF GOD such as hurricanes, flooding, Nor'easters, or other natural disasters. Such services can include disconnecting electrical services, securing pool furniture, major pool cleaning, removal of excessive sand from pool/spa deck, etc. and shall be billed at standard rates.

- Standard hourly repair rate is \$75 hr.
- To ensure your system is sanitary and operates at maximum efficiency, spa filters will be replaced at the start of every rental season. Two spa filters will be purchased & charged to your owner account accordingly

Thank you for considering Sun Realty Pool & Spa as your service provider for the rental season. You may also contact our Pool & Spa Manager at 252-491-5258 or via email DonnieDavis@SunRealtyNC.Com with any additional questions.

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Housekeeping Services

High standards of home care are essential to your rental home's continued success. Sun Realty understands that the cleanliness of a vacation rental unit is of the utmost importance. We implement a

rigorous training program on cleaning and inspection procedures as well as OSHA rules and regulations. We have a strict standard for cleaning and inspecting procedures, and each member of our Housekeeping Staff is trained and tested on their knowledge to guarantee these standards are met.

Standard Services Included at No Charge

Departure Clean

A departure clean is a light cleaning after each guest leaves your home which emphasizes sanitation of the kitchen, bathrooms and high touch surfaces.

Weekly Inspections

Our housekeeping staff makes every

effort to ensure a limited number of special items are checked after each guest's departure.

Pool and Grill Inspection

These pool and grill inspections are completed during our peak summer season. This inspection is completed as part of our normal cleaning process. During this period, a member of our housekeeping staff will check items such as the outside shower, decks and outdoor furniture.

Annual Detailed Inventory

Our inspectors count and document items in your home. This complimentary service is performed during the off-season.

Additional Services Available from Sun Realty Housekeeping

Deep Cleans

A Deep Clean is an intensive cleaning from top to bottom. Annual Deep cleans are usually scheduled January through April, depending on the opening of a vacation rental home's calendar. Prices are on sliding scale based on the number of rooms in the home.

Deep cleans are required annually and are very important to getting your house off to a great start! It is important to schedule your deep clean as soon as possible. Advance notice is necessary to complete the level of attention to detail required in our deep cleaning process.

Date for Sun Realty to perform ____ / ____ / ____

Annual Deep Clean must be completed by two weeks prior to calendar open for rentals or first scheduled guest arrival.

Mid Season Deep Clean:

A Mid-Season clean is more extensive than a departure clean and is highly recommended for homes averaging more than 12 weeks of reservations. During a mid-season clean, our housekeeping staff will perform additional tasks along with their normal cleaning such as cleaning fixtures, dusting around windows and fans.

Date for Sun Realty to perform ____ / ____ / ____

Owner Initials: _____

Carpet, Upholstery and Window Cleaning

These services can be arranged through our housekeeping department. Call your local office for scheduling.

Why Schedule Regular Carpet Cleans?

Carpeting should be cleaned more often than just the beginning of the season. Dirt and sand from the beach will eventually darken the high traffic area. A spot that can be removed with a regular cleaning is considered normal wear and tear. A spot that requires a heavier clean, such as a wine or grape juice spill, would be considered damage. Keep your carpets looking good with regularly scheduled cleaning. A stain on an otherwise clean carpet will be reported by the guests more often than a stain on an already dirty carpet, because it's more noticeable and they feel it is their responsibility to address the issue before they return home.

PreventX

You now have the option of adding a PreventX 24/7 antimicrobial treatment to your cleaning and disinfecting regiment. The unique coating technology provides a physical barrier that impedes growth and physically damages the structure of bacteria, fungi, mold and mildew, providing lasting protection for treated surfaces. Get more information [here](#).

Prices are on sliding scale based on the number of rooms in the home. Contact us to schedule treatment.

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Lawn Care



Good curb appeal not only provides an excellent first impressions, but also shows your vacation rental guests that you care for your property and their guest experience. Whether your goal is to maintain a more natural, Outer Banks beach look or a manicured, polished lawn, our Lawn Service Technicians can help! Keeping the natural growth around your rental home under control can also help cut down on unwanted pests, like ants, rodents and spiders.

- Free estimates for yard clean up, debris removal, trimming trees/ bushes, landscaping (weed removal, mulching/rock)
- Bi-weekly lawn care services (cut, trim, clean up as needed) starting at: \$80/service - cut & grill cleaning \$85/service - cut, grill cleaning, pool area, weed control
Neglected properties may be subject to initial clean up fee
- Cutting back overgrowth on stairs, decks, sides of the home to reduce pest issues such as ants & spiders
- Eco Friendly products used where possible (as needed)
- Before and after photos

[Sign up for bi-weekly lawn care](#)

[Contact me for a free estimate](#)

[Pressure washing estimate](#)

Owner Initials: _____



Home Winterization & De-Winterization

A full winterization of your Outer Banks beach house is recommended to reduce the threat of damage incurred by freezing temperatures. If your calendar is closed and your property will be unused over the winter, we strongly suggest that you have it winterized. Please contact your pool and spa vendor for winterizing your pool and hot tub. If you have Pool & Spa service with Sun Realty, we will schedule winterization services when we winterize your house.

PLEASE NOTE

All winterizations are scheduled according to the date specified on your "Winterization" form.

If you choose NOT to winterize and a freeze is anticipated, then if you make a last-minute request, your request will be processed on a "first come" basis but cannot be guaranteed.

Winterization services include:

- Turning off main water supply
(Please Note: a secondary water shutoff is required, if needed, a secondary water shutoff can be installed for \$165).
* Please provide location of existing secondary water shutoff
- Open all spigots, inside and out; blow out all water lines -w- 40 lbs. pressure. (Unless otherwise specified all water lines will be blown to ensure all water has been cleared). Close all spigots as a safety precaution should water be turned on for any reason before de-winterization.
- Add anti-freeze to all traps, drains, toilets and pumps.
- Turn off ice maker.
- Turn breaker(s) off for water heater(s).
- Set thermostats to 55 degrees.
- Cut off & drain outside shower(s).
- Lock all windows and close all blinds.
- Open all cabinet & vanity doors where water valves are located.
- Leave all bedroom doors open to maintain airflow.
- Secure trash cans.
- Place flyer in home indicating that home is winterized.
- Place winterization tape on toilets indicating they are winterized.
- Place lock out tag on secondary shutoff.
- Notification to homeowner upon completion of winterization.

The base charge of \$170 includes winterization services for:

- 2 full bathrooms
- Kitchen sink
- Washing machine
- Refrigerator / ice maker
- Dishwasher
- Outside shower
- Water heater

Additional charges will apply as follows:

\$25 – Charge for each: additional full or half bathroom, kitchen sink or wet bar, washing machine, hot water heater.

\$20 – Charge for each additional outside shower, dishwasher.

\$30 – Charge for each well pump

De-winterization base charge is \$130.

Requests for last-minute winterization services based on impending freezing temperatures on the Outer Banks will be scheduled on a first-come, first-served basis. We will do our best to accommodate all requests but we cannot guarantee our availability to do so

If we do not hear from you, your home will remain open throughout the winter months; so please be sure to get your paperwork back to us as soon as possible if you would like your home winterized.

All services will be scheduled as close as possible to your ideal date. Your rental calendar will be closed and marked as Winterized in our management software.

Ideal date to winterize: ____/____/____

Ideal date to reopen: ____/____/____

(Will be De-Winterized no later than March 15th)

Owner understands that if winterization services are purchased, Sun Realty agrees to perform the listed services, however is not responsible for any damage that may occur despite the services performed and/or subsequent problems caused by severe or prolonged freezing conditions.

Owner Initials: _____

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Off-Season Home Assurance Check

We understand it is not feasible for you to physically check on your home on a regular basis to ensure all is well. With this in mind, Sun Realty is offering an Off-Season Home Assurance Check program.

From November to March, a maintenance technician will visit your home once a month to check the following:

- Read electrical and water meters and document
- Ensure the home is secure and all windows and doors are closed and locked
- Inventory trash cans to confirm trash cans are in place and not missing or damaged
- If your home is not winterized, the tech will make sure the heat is set on 55 degrees (or requested temp) and all lights, fans, electronics, etc. are off and there are no leaks from frozen pipes
- Tech will count and confirm your flat screen TVs, DVDs, etc. are in place
- If your home is winterized, the tech will check the status of that winterization for any anomalies and report back any unexpected use or areas of concern.
- Confirm there has been no unauthorized occupancy
- Check for active drips and leaks
- Be sure the pool gate is locked and pool and/or hot tub cover is secure
- Send a monthly e-mail report of findings to you

Please enroll my home in the Off-Season Home Assurance Check Program. \$175 Fee.

Owner Initials: _____



Fire Safety & First Aid Kits

NC Vacation Rental properties are subject to NC GS42A, the Vacation Rental Act. The Vacation Rental Act (VRA) outlines the rights and responsibilities of landlords (owners), real estate brokers and tenants in vacation rentals. Among other responsibilities, the VRA requires that landlords (owners) provide operable smoke detectors and

replace batteries annually and provide one operable carbon monoxide alarm per level and replace batteries annually.

The Vacation Rental Act requires verification that you have met your obligations to provide the smoke and CO detectors (if required) and that batteries are replaced annually.

Sun Realty performs verification inspections for smoke and carbon monoxide detectors and replaces all batteries in March and April. We are not code inspectors or enforcement and are unable to verify the correct number or placement of your detectors. We conduct a visual inspection to ensure smoke and carbon monoxide detectors (if required) are present and within 9 months of their expiration date, and batteries are replaced.

Please visit the National Fire Protection Association and review local building codes for these regulations.

You can view the NC Vacation Rental Act in its entirety [here](#).

The specific responsibilities with regards to fire safety are located under Article 5 - Landlord and Tenant Duties.

PLEASE NOTE

If you have a Maintenance Plan Agreement with us, the labor for these services will be provided to you as part of your agreement benefits. You will only be charged for battery replacement or for the purchase of required operable detectors.

Service Charge Costs for Non-plan Homes

(all Sun Maintenance Plan homes incur materials cost only):

- 1-4 Bedrooms..... \$35/Inspection + Cost of Materials
- 5-7 Bedrooms..... \$50/Inspection + Cost of Materials
- 8-10 Bedrooms..... \$75/Inspection + Cost of Materials
- 11+ Bedrooms..... \$90/Inspection + Cost of Materials

Emergency service charge for smoke detector batteries - \$150. This charge is waived if Sun Realty performed an inspection.

RECOMMENDED

Install a fire extinguisher by grill and/or fire pit. Please note if you would like one installed. Installation cost is included in your fire safety inspection.

- Yes, install fire extinguisher by my grill
- Yes, install fire extinguisher by my fire pit

Optional First Aid Kits

Sun offers basic first aid kits for a small additional fee. Kits are replaced annually during inspection.

- 1st Kit..... \$20
- Each additional kit..... \$10
- Number of additional kits: _____

Owner Initials: _____



Hurricane Preparation Services

Sun Realty offers hurricane preparation services for your property. We recommend planning in advance to reduce the possibility of costly damage that may

occur to your home as a result of not taking proper precautions. Hurricane preparations usually begin once the Outer Banks is officially under a hurricane warning.

After the storm passes, we will return to your property, assess the condition to ensure there are no storm related damages, and restore it to rental-ready condition. Note that cleaning and any linen service is handled separately, by those departments.

Enrollment Deadline: May 31st in year of coverage

PLEASE NOTE

Priority scheduling is provided to properties signed up in advance for hurricane preparation.

Service provided on first come, first serve basis. Limited space is available.

Sun Realty makes commercially reasonable efforts to prepare all properties for this service. Preparation may be impacted by weather and mandatory evacuation orders. Owner agrees that Sun Realty is not responsible for any damage that may occur despite the services performed.

Pre-Storm Preparation & Post-Storm Restoration

- Roll outside trash cans to house
- Deck and patio furniture are either secured or moved inside of home
- Ice maker bin is dumped and arm is raised
- Unplug small appliances to protect from power surges
- Set AC at 72 degrees
- Ensure all windows and doors are closed and locked.
- Secure any other loose outside items
- Pull elevator to 2nd Level

Home Size	Pricing Per Storm
Condo.....	\$100.00 (plus tax)
1-4 Bedrooms.....	\$150.00 (plus tax)
5-7 Bedrooms	\$190.00 (plus tax)
8-10 Bedrooms	\$230.00 (plus tax)
11+ Bedrooms.....	\$270.00 (plus tax)
Pool Fee*.....	\$50.00 (plus tax)

* Any home with a pool will be charged an additional \$50

Owner Initials: _____

PLEASE REVIEW YOUR CHOSEN SERVICES AND OPTIONS, THEN APPROVE ON PAGE 15

General Maintenance Service Plan

- Plan A – Annual Service Agreement 1-4 BDRMS..... \$425.00 (\$453.69 w/ sales tax)
- Plan B – Annual Service Agreement 5-7 BDRMS..... \$460.00 (\$491.05 w/ sales tax)
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Fan & Filter Service Plan

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AirHandlers OBX HVAC Service Plan

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- Plan 2 – Annual Service Agreement 2 Systems \$324.00 (\$345.87 w/ sales tax)
- Plan 3 – Annual Service Agreement 3 Systems \$450.00 (\$480.38 w/ sales tax)
- Plan 4 – Annual Service Agreement 4 Systems \$576.00 (\$614.88 w/ sales tax)

Pool & Spa Services:

- Spa Only ...\$85/week
- Pool Only ...\$105/week
- Pool/Spa Combo ...\$150/week

4X4 Area of Carova Services:

- Spa Only ...\$105/week
- Pool Only ...\$125/week
- Pool/Spa Combo ...\$170/week

Is Your Pool Heated? Heated Not Heated

Pool & Spa Winterization Services:

- Pool & Spa Combo Closing\$200
- Pool & Spa Combo Opening \$200
- Pool Only Closing \$165
- Pool Only Opening \$165
- Spa Only Closing \$90
- Spa Only Opening \$90

PLEASE REVIEW YOUR CHOSEN SERVICES AND OPTIONS, THEN APPROVE AT BOTTOM

Housekeeping

Annual Deep Clean
Date for Sun Realty to perform ____ / ____ / ____

Mid Season Deep Clean:
Date for Sun Realty to perform ____ / ____ / ____

Lawn Care

Sign up for bi-weekly lawn care
Contact me for a free estimate
Pressure washing estimate

Winterization

Ideal date to winterize: ____ / ____ / ____
Ideal date to reopen: ____ / ____ / ____

Off Season Assurance Check

Please enroll my home \$175

Fire Safety

Service Charge Costs for Non-plan Homes
(all Sun Maintenance Plan homes incur materials cost only)

- 1-4 Bedrooms.....\$35/Inspection + Materials Cost
- 5-7 Bedrooms.....\$50/Inspection + Materials Cost
- 8-10 Bedrooms.....\$75/Inspection + Materials Cost
- 11+ Bedrooms.....\$90/Inspection + Materials Cost

Yes, install fire extinguisher by my grill
Yes, install fire extinguisher by my fire pit

Optional First Aid Kits

1st Kit..... \$20
Each additional kit..... \$10
Number of additional kits: _____

Hurricane Preparation

Pre-Storm Preparation & Post-Storm Restoration

Home Size	Pricing Per Storm
Condo.....	\$100.00 (plus tax)
1-4 Bedrooms.....	\$150.00 (plus tax)
5-7 Bedrooms	\$190.00 (plus tax)
8-10 Bedrooms	\$230.00 (plus tax)
11+ Bedrooms.....	\$270.00 (plus tax)
Pool Fee*	\$50.00 (plus tax)

* Any home with a pool will be charged an additional \$50

..... PLEASE NOTE

All service plans auto-renew annually on January 1.
Please notify us by December 1 if you do not want to auto-renew or wish to cancel your service agreement: 252.491.5258 or by email at SunServices@SunRealtync.com

Payment for your selected service plans is due in January of the year service is to be performed

All Service Plans are non-refundable.
Plans may be transferable if property changes ownership, with seller approval and notice to service department and a replacement agreement with the buyer/new owner. If we are not notified that service plans are transferred with the sale of your property, the agreement will be terminated as we do not have an agreement with the new owner.

Thank you for allowing us to service your home.

Owner Signature: _____ Date: ____ / ____ / ____ House #: _____

Typing Your Name Above Signifies Your Acceptance of the Terms and Conditions Set Forth Herein