



ANN O'BRIEN REALTY – OWNER LETTER
Summer 2012, Yearly 2012-2013 & Winter 2012-2013
196 Ocean Road, Narragansett, RI 02882
Office Phone: (401) 782-3900 ~ Office Fax: (401) 782-3903
Office Hours: Mon – Sat 9:00 am to 5:30 pm & Sun 11:00 to 5:30
joe@annobrienrealty.com ~ www.annobrienrealty.com



Friends,

I would like to begin our annual communication by thanking you for your business. We still find ourselves living in interesting times. The real estate market continues to struggle here in Narragansett and rental competition is as fierce as ever.

To make ones property more competitive; owners should consider price adjustments, incentives, and/or minor property renovations to set your rental apart from the rest. For these various marketing tools to be effective they must be advertised early in the rental season. **All items/amenities found on the attached listing sheet are recommended and will increase your properties rentability/attractiveness to prospective renters.**

Summer renters have suggested that home owners consider the following: **wireless internet access, air conditioning, digital cable, HDTVs, comfortable bedding, grills and beach passes (for properties in the Pier).** Lack of these amenities may cause potential renters to book other options; please consider installing them this coming summer.

To maximize property exposure we shall continue to:

- Have URI off-campus housing fairs each semester at the URI University Center.
- Have on-air and internet advertising through *Hot 106 FM*.
- Create focused advertisements for URI students through various social media companies.
- Place advertisements in many local newspapers, publications and media.
- Place advertisements at vendors most often frequented by URI students.
- Place advertisements through URI.
- Have flyer campaigns throughout the URI campus.
- Place page advertisements in the URI school newspaper *the Good 5 Cent Cigar*.

While our reputation and customer referrals continue to be our greatest asset, we are confident that the above advertisement strategies will attract many more prospects.

As your rental agency; we will continue to:

- Interact with tenants, parents, URI officials, police officials, fire officials, and the building inspector if issues arise with your rental.
- Check tenants in and out at the beginning and end of rental periods.
- Collect all rental deposits and balances by the beginning of each rental period.
- Collect and administer security deposits.
- Arrange for expedited repairs/service using our vast portfolio of various local service vendors and business affiliates. This will only take place after owner consent is received.
- Physically inspect rentals each semester (winter only).
- Coordinate surface cleanings between summer check in/out.
- Conduct weekly property inspections (summer only).
- Report major issues/concerns.

For these services we will deduct a 13% commission of total rental period from the final payments collected for summer, and 1st semester payments in the winter. As your rental agency it is our

Important Announcements:

1: EMAIL ADDRESSES ARE REQUIRED: Please provide us with your email address(es) as this will be our primary means of communication in the future.

2: PROPERTY IMAGES NEEDED: Please check our website. If your property does not show property images then we do not have any. Please contact us so this may be addressed. Students and summer renters rely **HEAVILY** upon on-line images when choosing a rental.

3: RENTAL PROPERTIES WILL NOT BE ADVERTISED UNLESS THIS SHEET HAS BEEN COMPLETED IN ITS ENTIRETY AND RETURNED TO OUR OFFICE.

goal to provide the most services to you in an affordable manner. We aim to maximize your revenue and minimize the stress involved in renting.

In our ongoing effort to maximize your real estate investment revenue stream; I am pleased to offer you the following options (Please check all options you desire to take advantage of):

_____ **Option 1: Keep Our Relationship Exactly The Same (Compensation Remains As Previously Established):** This selection will keep our relationship exactly as it is currently established. No changes will be made; period.

_____ **Option 2: Super Charged Web Exposure (\$350):** Upon selecting the **Super Charged Web Exposure** option we will list your home on 14 rental exposure websites. These advertisements will include listing information detailing the specifics of your rental, all included amenities, the multitude of local/regional attractions, up to twelve images of the property (provided by owner), an availability calendar, and the property rental rates. The listing will remain on the site for **one full year (this covers both the winter/academic and the summer time periods)**.

We will manage all inquiries generated from these sites, update any changes to the listings, and update the availability calendars. The agency will also handle all rental agreements, payments, etc from these rentals. We will manage all rentals arising from these listings for the current commission rate of **13%**.

_____ **Option 3: Expanded Rental Image Production and Editing (\$50):** First impressions are always the most important. All first impressions in real estate now take place online when a prospective renter first views a property via an online listing. Prospective renters desire to see every room in a property from multiple angles, images of all desirable amenities, and shots of the properties exterior/outdoor spaces. We have experience twisting and turning to get the best possible shots of hard to capture spaces. If you would like to take advantage of this service please check the option above and will call you for scheduling.

_____ **Option 4: Premier Rental Support (7% Commission):** We recognize that some of our clients are currently renting their properties through various means. While this relieves a landlord of the stress of an unrented property many responsibilities remain: leases/rental agreement production, payment management, property management as well as tending to a host of various issues that may arise over the course of a tenant's stay.

Ann O'Brien Realty can alleviate this burden for you by handling many aspects of the management process. This includes tenant check-ins/check-outs and managing the myriad of issues that may arise during a given rental period. We will act as the central contact for your renters during their stay. Importantly, we will use our extensive relationship with local service vendors and business affiliates to immediately respond to any emergency that may occur at your rental. General cleaning of a property may be arranged. You would continue to manage your property bookings, leasing and all payments.

If you would like to take advantage of either of these options, please indicate that on the attached Listing Sheet. You may remain in your current agreement as well.

Several items to note this year:

- You must register your home with the Town of Narragansett each year. This should be received in a mailing from the Town of Narragansett. If you do not it may also be access through the town hall website: <http://www.narragansettri.gov/index.aspx?NID=82>. The Rental Registration Form will be found there.
- If you are not a Rhode Island resident landlord and have not registered with the state then you must do so. This must only be done once. You may do so online at <http://sos.ri.gov/business/nonresident/>.
- Please review the RI lead paint laws which could affect your rental(s). If your property was built prior to 1978 you must comply with the Lead Hazard Mitigation Law. You can find information on the Lead Hazard Mitigation Law at: www.hrc.ri.gov/misc/lead_mitigation.php.
- **Mold has been a large problem in the area again this year. Please make sure cleaning supplies include bleach and/or mold preventative. You should also consider providing dehumidifiers for any lower areas of your rental(s).**

All the Best,

Joe Robenhymer

Real Estate Broker, Ann O'Brien Realty



We do business in accordance with the Federal Fair Housing Law and Equal Opportunity Act



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Name(s): _____ Rental Address: _____
 Rental Phone: _____ Home Address: _____
 Home Phone: _____ Cell Phone(s): _____
 Email(s): _____ SS# or Tax ID: _____

AVAILABILITY (Which rental period(s) do you wish to list? Please check all that apply):

Summer: Weekly: ___ and/or All Summer: ___	Yearly: ___	Winter/Academic: 1 st Sem: ___ and/or 2 nd Sem: ___
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Please **CROSS OUT** summer weeks you will personally be using the property or when it is otherwise unavailable:

May 26 th - June 2 nd	June 2 nd - 9 th	June 9 th - 16 th	June 16 th - 23 rd
June 23 rd - 30 th	June 30 th - July 7 th	July 7 th - 14 th	July 14 th - 21 st
July 21 st - 28 th	July 28 th - August 4 th	August 4 th - 11 th	August 11 th - 18 th
August 18 th - 25 th	August 25 th - September 1 st		

NOTE: Memorial Day – Monday, May 28th, 2012/ Labor Day – Monday, September 3rd, 2012

RATES:

		Weekly or Seasonally		Monthly		Monthly
Recommend rates are as follows:	Summer:	\$	Yearly	\$	Winter	\$
Desired if different then above:	Summer:	\$	Yearly	\$	Winter	\$

RENTAL LAYOUT/INCLUDED AMENITIES:

Please complete the following: (Please indicate the **Number of Beds, Size/Type of Each Bed**, if there are **Blankets and/or Pillows** (Summer Only), and the **Floor/Geographical Location of the Bedroom** in your home):

BEDROOM	BEDS # (1, 2, etc)	SIZE OF BED(S) (K, Q, F, T, etc)	BLANKETS/PILLOWS (Yes/No to each)		FLOOR (B, 1st, etc)	GEOGRAPHICAL LOCATION (N, NW, W, SW, etc)
Bedroom #1			B:	P:		
Bedroom #2			B:	P:		
Bedroom #3			B:	P:		
Bedroom #4			B:	P:		
Bedroom #5			B:	P:		
Bedroom #6			B:	P:		
Bedroom #7			B:	P:		
Bedroom #8			B:	P:		

Also please indicate additional amenities present in ALL bedrooms. Please circle "Y" if Yes, "N" if No, the number present, or "S" if summer only:

Dresser: Y N S	Wardrobe: Y N S	Bureau: Y N S	Closet: Y N S	Night Stand: Y N S	Desk: Y N S
Mirror: Y N S	Lamp: Y N S	TV: Y N S	Cable Jack: Y N S	Misc.: S	

BATHROOMS	FULL OR HALF BATH (Full will have a Shower / Tub)	TUB OR STANDING SHOWER	FLOOR (B, 1st, etc)	GEOGRAPHICAL LOCATION (N, NW, W, SW, etc)
Bathroom #1				
Bathroom #2				
Bathroom #3				
Bathroom #4				
Bathroom #5				

LIVING ROOM (Please circle "Y" if Yes, "N" if No, the number present, or "S" if summer only):

TV: Y N S	HDTV: Y N S	Blue Ray: Y N S	DVD: Y N S	VHS: Y N S	Stereo: Y N S
# of Couches: S	Sleeper Couches: Y N S	# of Chairs: S	# of End Tables: S	# of Lamps: S	
Misc.: S					

KITCHEN AND DINNING ROOMS (Please circle "Y" if Yes, "N" if No, or "S" if Summer only):

Frig & Oven: Y N S	Dishwasher: Y N S	Toaster: Y N S	Toaster Oven: Y N S	Microwave: Y N S	
Ice Machine: Y N S	Coffee Maker: Y N S	Blender: Y N S	Utensils: Y N S	Dishes: Y N S	
Pots: Y N S	Pans: Y N S	Cups: Y N S	Mugs: Y N S	Wine Glasses: Y N S	Lobster Pot: Y N S
Kitchen Table: Y N S	# of Kitchen Chairs: S	Dining Table: Y N S	# of Dining Room Chairs: S		
Misc.: S					

OUTDOOR AMENITIES (Please circle "Y" if Yes, "N" if No, the number present, or "S" if summer only):

Deck: Y N S	# of Outside Table: S	Outside Table Umbrella: Y N S	# of Outside Chairs: S
Picnic Table: Y N S	Outside Shower: Y N S	Charcoal Grill: Y N S	Gas Grill: Y N S
Misc.: S			

BEACH PASSES (BP)/ BEACH AMENITIES:

# of Adult BP:	# of Senior BP:	# of Child BP:	# Beach Chairs: S	Beach Umbrellas: Y N S
Beach Toys: Y N S	Misc.: S			

PROPERTY CLIMATE CONTROL AMENITIES (Please circle "Y" if Yes, "N" if No, or "S" if summer only):

# of Standing Fans: S	Locations:
# of Ceiling Fans: S	Locations:
# of Air Conditioners: S	Locations:
Central Air: S	Misc.: S

OTHER (Please circle "Y" if Yes, "N" if No, the number present, or "S" if summer only):

Wireless Internet: Y N S	Property Phone: Y N S	Washer/Dryer: Y N S	Iron & Board: Y N S	
# of Off Street Parking Spots:	Garage Access: Y N S	Pet Friendly: Y N S	Boat Friendly: Y N S	
Pool: Y N S	Distance to Beach:	Water View: Y N S	Sq. Footage of House:	Vacuum: Y N S
Max # of People Allowed at/in Property: S	Misc.: S			

UTILITY INFORMATION (Please circle "Y" if Yes or "N" if No):

HEATING FUEL:	Oil: Y N	Natural Gas: Y N	Propane: Y N	Electric: Y N
Fuel Company(s):	Phone, E-Mail and/or Website:			
Service Contract for Boiler?: Y N	Company:	Phone(s):		
HOT WATER TANK FUEL:	Oil: Y N	Natural Gas: Y N	Propane: Y N	Electric: Y N
DIGITAL PROVIDER:	Cox: Y N	Verizon: Y N	AT&T: Y N	Other:
ELECTRIC PANEL LOCATION:	Basement: Y N	Garage: Y N	Other (Describe Location):	
DESIGNATED SERVICE PERSON(S):	Service Type(s):			
Phone(s):	E-Mail(s):			

Please check each option you wish to take advantage of:

- _____ **Option 1:** Keep Our Relationship Exactly The Same (Compensation Remains As Previously Established)
- _____ **Option 2:** Super Charged Web Exposure (\$350)
- _____ **Option 3:** Expanded Rental Image Production and Editing (\$50)
- _____ **Option 4:** Premier Rental Support (7% Commission)

**PLEASE RETURN TO: ANN O'BRIEN REALTY, 196 OCEAN ROAD,
NARRAGANSETT, R.I. 02882 by Oct. 15th, 2011 for Rental Priority**



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