

# Memo



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**To:**

**From:**

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**Date:**

**Re:**

NEW OWNERS ACTION ITEMS

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Dear:

Thank you for choosing to work with Lake Tahoe Accommodations to manage your vacation property! As part of the setup of your home, we still have a few things to complete that will require your assistance. Once you have completed these items, please send back this form dated and initialed as soon as you have completed them.

Best Regards

Enc.: Owners Action Form

Cc: File

# LAKE TAHOE ACCOMMODATIONS - NEW OWNERS ACTION FORM

FOR: \_\_\_\_\_ Unit #: \_\_\_\_\_

## ITEM: INSURANCE COVERAGE

Applicable?: Mandatory

Action: Please confirm with your insurance agent that you have the appropriate coverage as spelled out in Item 22 of our management agreement and provide LTA with a copy of your policy. Please also have your insurance agent include LTA as an additional insured so that any changes in your policy will be copied to us.

Owners signature: \_\_\_\_\_

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

## ITEM: CLEANING INSPECTOR APPOINTMENT

Applicable?: Mandatory

Action: Please call our housekeeping department at 800-255-6039, ext. 142 to set up a time to meet with our housekeeping inspectors either via phone or in person the next time you are in Tahoe. They will explain the details of setting the house up and give you a list of the items or cleaning services needed.

Owners signature: \_\_\_\_\_

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

## ITEM: LONG DISTANCE PHONE BLOCKING

Applicable?: Mandatory

Action: Please call your phone service provider and confirm the following concerning your phone service at Tahoe:

- Make Sure that you have NO long distance provider for your home.
- Make Sure that you have TOLL BLOCKING.
- Make sure that you have COLLECT CALL BLOCKING, 900-976 blocking and 10-10 blocking
- Make Sure that you have PAY PER USE BLOCKING: \*69, last call return, etc.
- Make Sure that you have UNLIMITED LOCAL CALLING.

With these in place, the phone that LTA provides will only allow long distance calls made with a credit card or a calling card and will not be charged to your phone account. If these are not put in place, LTA cannot be responsible for any long distance calls made from your vacation home.

Owners signature: \_\_\_\_\_

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

## ITEM: KEYS FOR LTA

Applicable?: Mandatory

Action: Please provide us with an initial set of 6 front door keys, and 3 linen lock up keys. After this initial set, any additional keys will be manufactured by LTA. If the house is re-keyed in the future, new sets will need to be provided to LTA as well.

Owners signature: \_\_\_\_\_

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

**ITEM: OWNERS SELF CONTRACTING SNOW REMOVAL, PREFERRED VENDORS OR WARRANTIED APPLIANCES OR REPAIRS**

Applicable?: Mandatory

Action: If you are handling snow removal via a local contractor, please get us their name and phone number so we will be able to get a hold of them if there is a problem. This would also apply to any vendors that you may have for any recently purchased items that may still be under warranty, I.E. furnace. Finally, if you have any relationships with contractors, handymen, etc. please get us their name and phone numbers as this will assist us in being aware of all people that might be working at your property. Please send the information to the following address:

Lake Tahoe Accommodations  
C/O: Maintenance Dept.  
2048 Dunlap Dr. #4  
So. Lake Tahoe, CA 96150

or e-mail at: mdomas@tahoeres.com

Owners signature: \_\_\_\_\_

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

**ITEM: HOME WARRANTY INFORMATION**

Applicable?: \_\_\_\_\_

Action: If you have purchased a home warranty, please provide us with the policy number and phone number to contact them for service. Please send the information to the following address:

Lake Tahoe Accommodations  
C/O: Maintenance Dept.  
2048 Dunlap Dr. #4  
So. Lake Tahoe, CA 96150

Please note: Home Warranties are NOT encouraged in vacation rentals due to severe restrictions that the warranty companies put on their policies. LTA will use them when possible, but CANNOT guarantee their use.

Owners signature: \_\_\_\_\_

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

**ITEM: UTILITY BILL PAYMENT**

Applicable?: \_\_\_\_\_

Action: Please change your mailing address on your utility bills to the following:

YOUR NAME  
C/O: Lake Tahoe Accommodations  
2048 Dunlap Dr. #4  
So. Lake Tahoe, CA 96150

The utility companies will only allow the owners to change the addresses. Please note that utility payment option performed by LTA will require a minimum owners account reserve of \$1,000 and a monthly fee of \$50 for this service. The utilities that can be paid are: Gas, Electricity, Cable TV, Water & Sewer and Phone bill.

Owners signature: \_\_\_\_\_

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

Thank you very much for completing the above items as soon as possible. By doing this, you will greatly speed the processing of your vacation property and make things run smoother for both yourself and Lake Tahoe Accommodations.

Regards,

Enc.: Owners Action Form  
Cc: File