**Vacation Rental Property Management Account**

**Agent Responsibilities**

The agent will complete and email to Admin the following forms:

* **Property Management Agreement**
* **Authorization for Direct Deposit**
* **Onboarding Form**
* **W-9**
* **Property Photos**
* **N-848 Form**
* **Letter from the State Taxation Department** with the **Letter ID** (if GE taxes are applicable)
* **Advertising Form**

**Executive Assistant Responsibilities**

To upload the following documents into **The Box**:

* **Property Management Agreement**
* **Authorization for Direct Deposit**
* **Onboarding Form**
* **W-9**
* **Property Photos**
* **N-848 Form**
* **Letter from the State Taxation Department** with the **Letter ID** (if GE taxes are applicable)
* **Advertising Form**
* **QR Form** (if the agent requests a QR code)

Then…

* Add property details to the **All-Accounts Report**.
* Create a **VRBO or Airbnb listing** (
* Send a **Welcome to the Ohana** letter to the owner, introducing both the **Executive Assistant** and **Bookkeeper**.
* Notify the **Bookkeeper** and provide the Onboarding form
* Set up the property in **IGMS**.
* Apply for **General Excise Tax (GET)** and **Transient Accommodations Tax (TAT)** numbers upon request and ensure they are registered on the **Hawaii Tax Website**.

**Website Assistant Responsibilities**

* Add the listing to the **MRC Rental Website (WIX)**.
* Create and publish a **social media advertisement**.

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