



Website Input form (vacation rentals only)

Bedrooms (#) \_\_\_\_\_

Bed Sizes: King \_\_\_\_\_, Queens \_\_\_\_\_, Doubles \_\_\_\_\_ Twins \_\_\_\_\_

Bathrooms (# of each): Ensuite \_\_\_\_\_, Full \_\_\_\_\_, ¾ \_\_\_\_\_, half \_\_\_\_\_

Master Bath: Ensuite \_\_\_\_\_, Tub \_\_\_\_\_, Shower \_\_\_\_\_, Shower over tub \_\_\_\_\_

2nd Bath: Ensuite \_\_\_\_\_, Tub \_\_\_\_\_, Shower \_\_\_\_\_, Shower over tub \_\_\_\_\_

3rd Bath: Ensuite \_\_\_\_\_, Tub \_\_\_\_\_, Shower \_\_\_\_\_, Shower over tub \_\_\_\_\_

Half Bath: Yes \_\_\_\_\_, No \_\_\_\_\_

Property Type: Condo \_\_\_\_\_, House \_\_\_\_\_, Cottage \_\_\_\_\_ Ohana \_\_\_\_\_

Property Style: Ocean Front \_\_\_\_\_, Ocean View \_\_\_\_\_, Mtn. View \_\_\_\_\_, Garden View \_\_\_\_\_

Low Season Rate: \_\_\_\_\_ High Season Rate: \_\_\_\_\_

Weekly Discounts/Amount: \_\_\_\_\_ Monthly Discounts/Amount: \_\_\_\_\_

Maximum Days: \_\_\_\_\_ Maximum People: \_\_\_\_\_

Additional Person Fee: \_\_\_\_\_ Booking Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_

Damage Waiver Fee: \_\_\_\_\_ Misc Fee: \_\_\_\_\_

TAT #: \_\_\_\_\_ GET #: \_\_\_\_\_

Maui County TMK#: \_\_\_\_\_

VRBO User and Password/Syncing with IGMS: \_\_\_\_\_

Airbnb user and Password/Syncing with IGMS: \_\_\_\_\_

Video Links/URL if Available: \_\_\_\_\_

Housekeeping/Cleaning Fees: \_\_\_\_\_

Assigned Housekeepers Name: \_\_\_\_\_

Housekeeper's Phone: \_\_\_\_\_

Housekeepers Email: \_\_\_\_\_

Parking Instructions: \_\_\_\_\_

Additional amenities you would like mentioned:

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Property Notes:

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**Fill out info below ONLY if you want to hire our Marketing Concierge or as a convenience for your assistant to enter into VRBO &/or Airbnb and other websites.**

Contact person at AOAO:

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Property Emergency After Hours Contact: \_\_\_\_\_

Property Security Contact Info.: \_\_\_\_\_

Quiet Hours: \_\_\_\_\_ Year Built: \_\_\_\_\_

Parking Instructions: \_\_\_\_\_

# Of Pools \_\_\_\_\_ Swimming Pool (s): Yes \_\_\_\_\_, NO \_\_\_\_\_ Locations \_\_\_\_\_

Hot Tub (s): Yes \_\_\_\_\_, NO \_\_\_\_\_ Locations \_\_\_\_\_

Beach Chairs: Yes \_\_\_\_\_, NO \_\_\_\_\_ Location \_\_\_\_\_

\_\_\_\_\_ \*Pool Codes/Entry Instructions: \_\_\_\_\_

Wheelchair Access: Yes \_\_\_\_\_, NO \_\_\_\_\_

Elevator: Yes \_\_\_\_\_, NO \_\_\_\_\_ (If no what level is unit?) \_\_\_\_\_

Security Building: Yes \_\_\_\_\_, NO \_\_\_\_\_

Security Guards: Yes \_\_\_\_\_, NO \_\_\_\_\_

Cable: Yes \_\_\_\_\_, NO \_\_\_\_\_ TV's (#) \_\_\_\_\_ Locations: \_\_\_\_\_

Wi Fi: Yes \_\_\_\_\_, NO \_\_\_\_\_ Username: \_\_\_\_\_ Password: \_\_\_\_\_

AC's: Yes \_\_\_\_\_, NO \_\_\_\_\_ Window \_\_\_\_\_ Central \_\_\_\_\_ # of Units: \_\_\_\_\_

Fully Equipped Kitchen: Yes \_\_\_\_\_, NO \_\_\_\_\_

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Coffee Maker: Yes \_\_\_\_\_, NO \_\_\_\_\_ Style (ie Drip/Keurig) \_\_\_\_\_

Toaster: Yes \_\_\_\_\_, NO \_\_\_\_\_

Blender: Yes \_\_\_\_\_, NO \_\_\_\_\_

Dishwasher: Yes \_\_\_\_\_, NO \_\_\_\_\_

Microwave: Yes \_\_\_\_\_, NO \_\_\_\_\_

BBQ Area: Yes \_\_\_\_\_, NO \_\_\_\_\_

Washer and Dryer: In Unit Yes \_\_\_\_\_, NO \_\_\_\_\_ On Property: \_\_\_\_\_ Coin/App \_\_\_\_\_

Location of Washer and Dryer \_\_\_\_\_

Tennis Courts: Yes \_\_\_\_\_, NO \_\_\_\_\_

Exercise Room: Yes \_\_\_\_\_, NO \_\_\_\_\_