



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Jim Dinley, Municipal Administrator
Mayor McConnell and Members of the Assembly

From: Melissa Henshaw, Planner I *MH*

Subject: Riley/Gelber Short-Term Rental, Merrill Street

Date: January 2, 2013

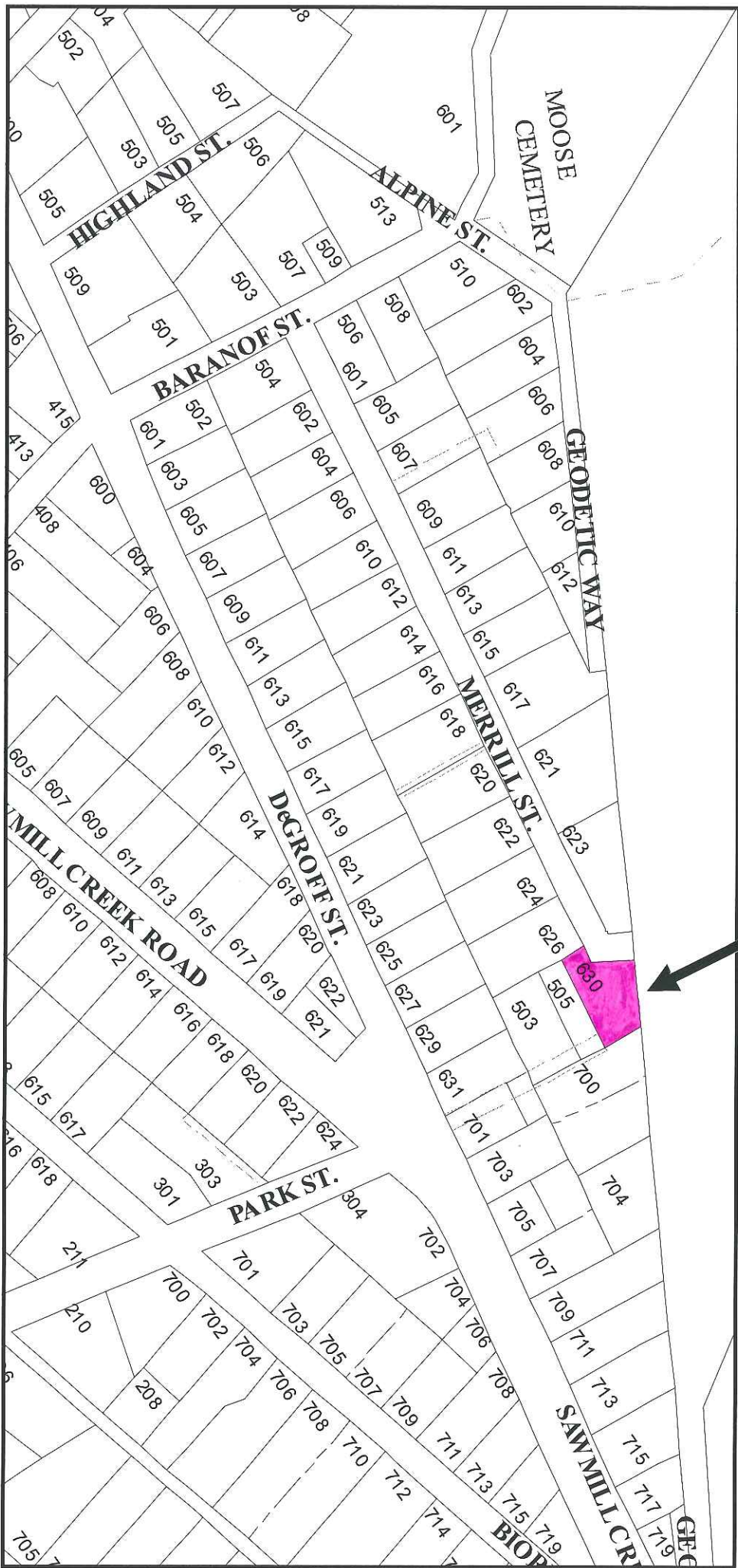
The Planning Commission is recommending approval of a conditional use permit request for operation of a short-term rental for Timothy Riley and Sandra Gelber at 630 Merrill Street. Action on this item was taken at the December 4, 2012 Planning Commission meeting. The recommendation to approve the request passed 4-0.

This is a two-story house with a two car garage, four bedrooms, one full bath, and two $\frac{3}{4}$ bathrooms at the end of Merrill Street. The owners are moving out of town and although they would like to rent long-term, if that doesn't work, then they would like to option of a short-term rental. Sharon Romine with Creative Connections/Welcome Home Vacations will manage this location.

Guests will be responsible for their own meals and transportation. The applicant is able to provide the two off street parking spaces as required by code.

One comment came in with concerns for this conditional use permit request. According to Ms. Romine there will only be one party at a time renting this location; there is a limit with the number of guests in accordance with the number of bedrooms; she has rental polices in place that allow her to evict guests if they are any disturbances; and she almost never has any issues.







Recommendation:
Approve the request.

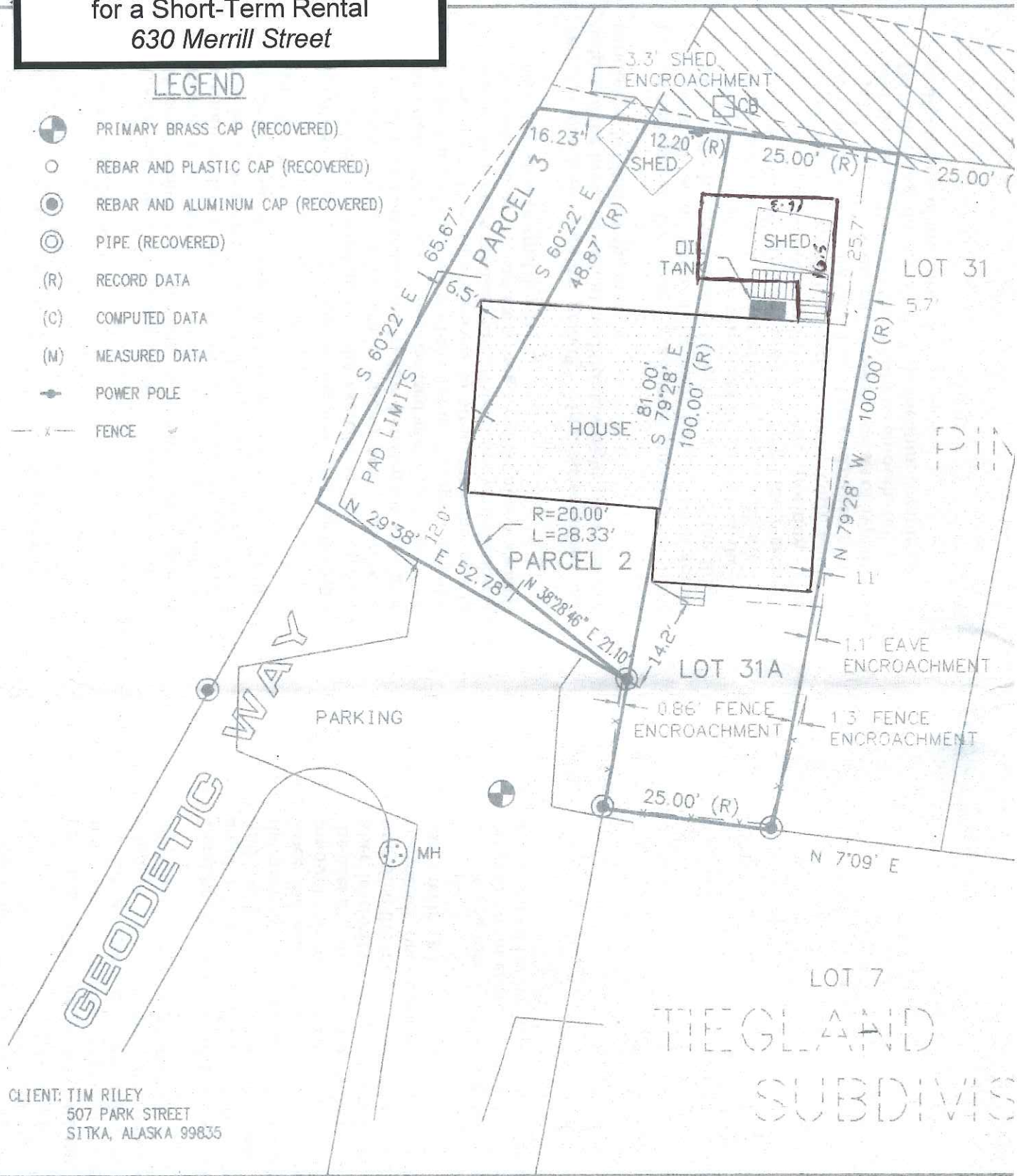


Riley/Gelber
Conditional Use Permit Request
for a Short-Term Rental
630 Merrill Street

Riley/Gelber
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LEGEND

-  PRIMARY BRASS CAP (RECOVERED)
-  REBAR AND PLASTIC CAP (RECOVERED)
-  REBAR AND ALUMINUM CAP (RECOVERED)
-  PIPE (RECOVERED)
- (R) RECORD DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA
-  POWER POLE
-  FENCE

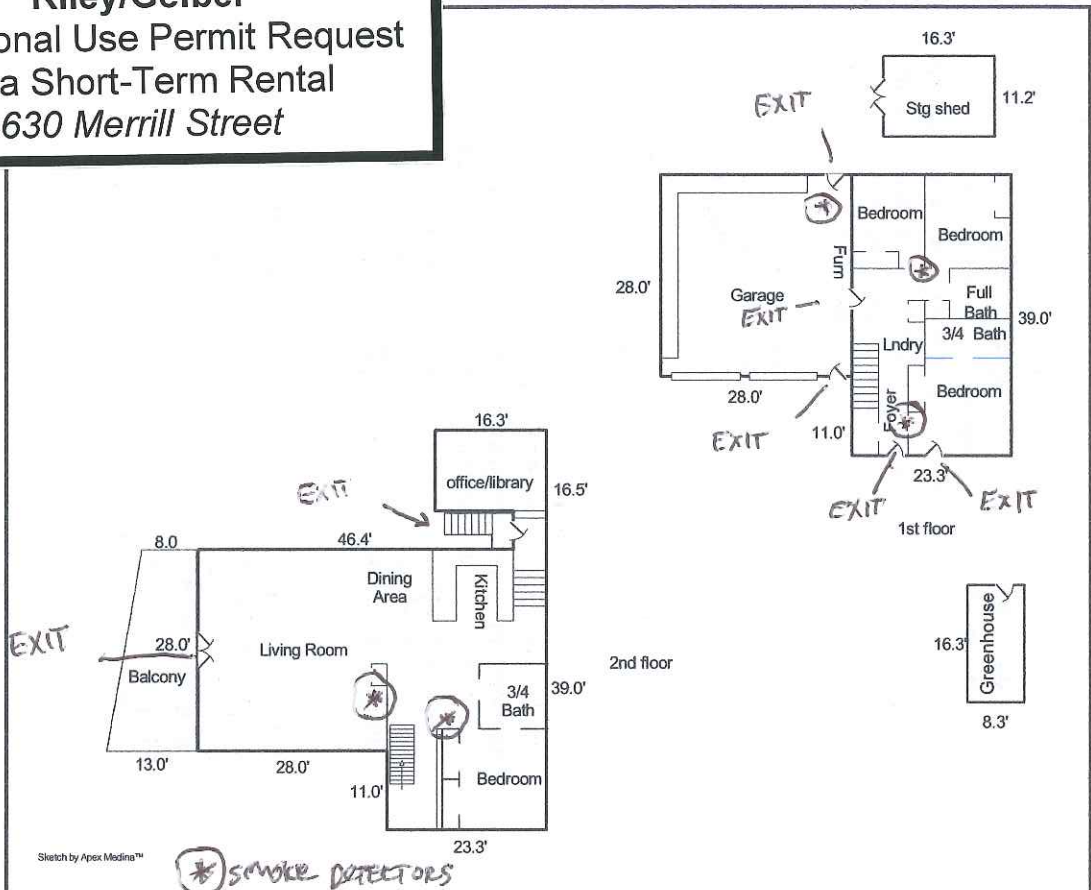


CLIENT: TIM RILEY
 507 PARK STREET
 SITKA, ALASKA 99835

Building Sketch

Client	Alps FCU				
Property Address	630 Merrill St				
City	Sitka	County	City/Borough of Sitka	State	AK Zip Code 99835
Borrower	Timothy Riley & Sandra Gelber				

Riley/Gelber
Conditional Use Permit Request
for a Short-Term Rental
630 Merrill Street



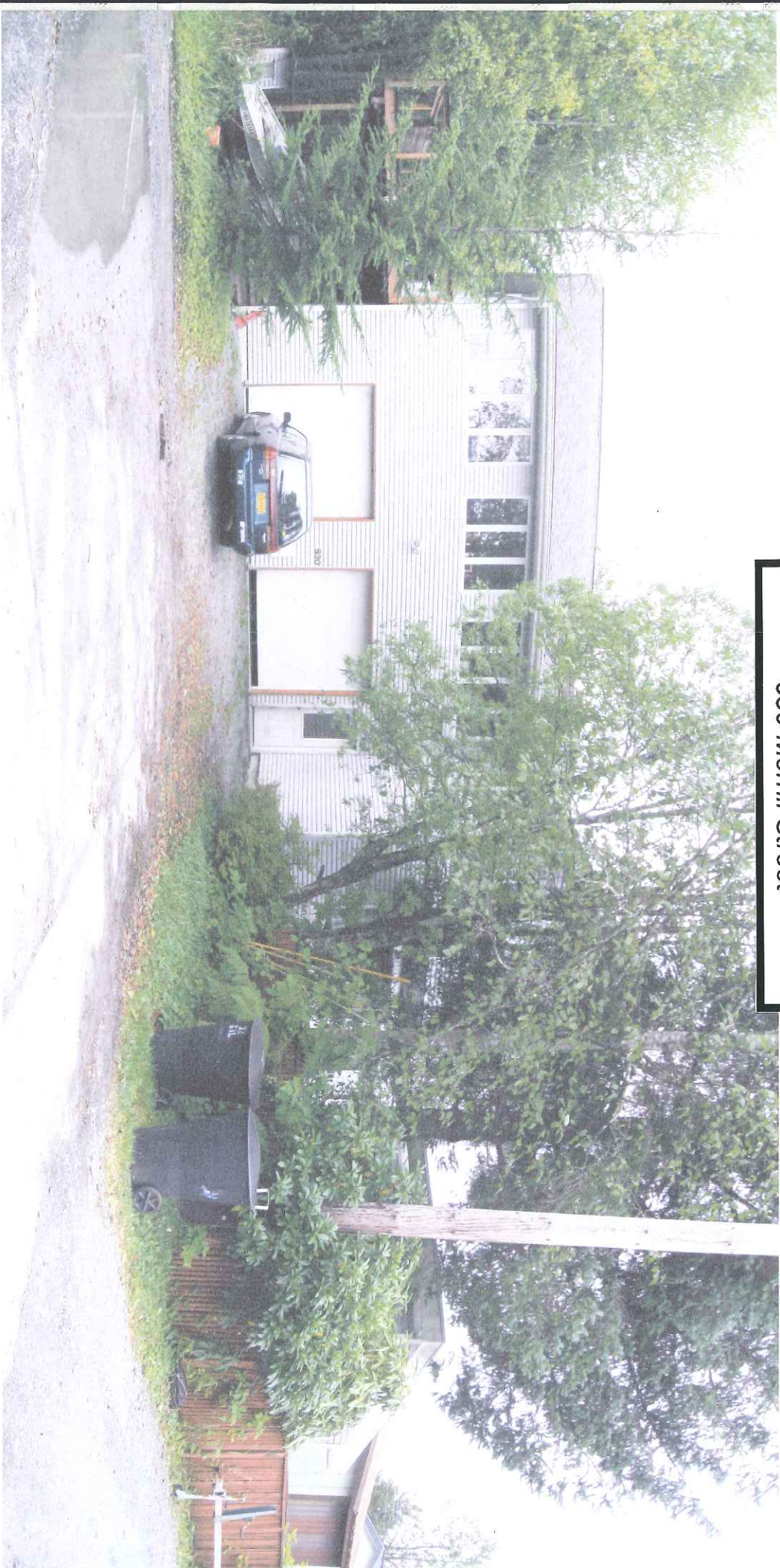
Comments:

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GLA1	First Floor	908.7	908.7
GLA2	Second Floor	1901.2	1901.2
GAR	Garage	784.0	784.0
P/P	Balcony	294.0	
	rear stoop/stair	36.0	330.0
OTH	Storage shed	182.6	
	greenhouse	135.3	317.9

LIVING AREA BREAKDOWN		
	Breakdown	Subtotals
First Floor		
	39.0 x 23.3	908.7
Second Floor		
	11.2 x 16.3	182.6
	11.0 x 23.3	256.3
	28.0 x 51.3	1436.4
	5.3 x 4.9	26.0

Net LIVABLE Area (rounded) 2810 5 Items (rounded) 2810

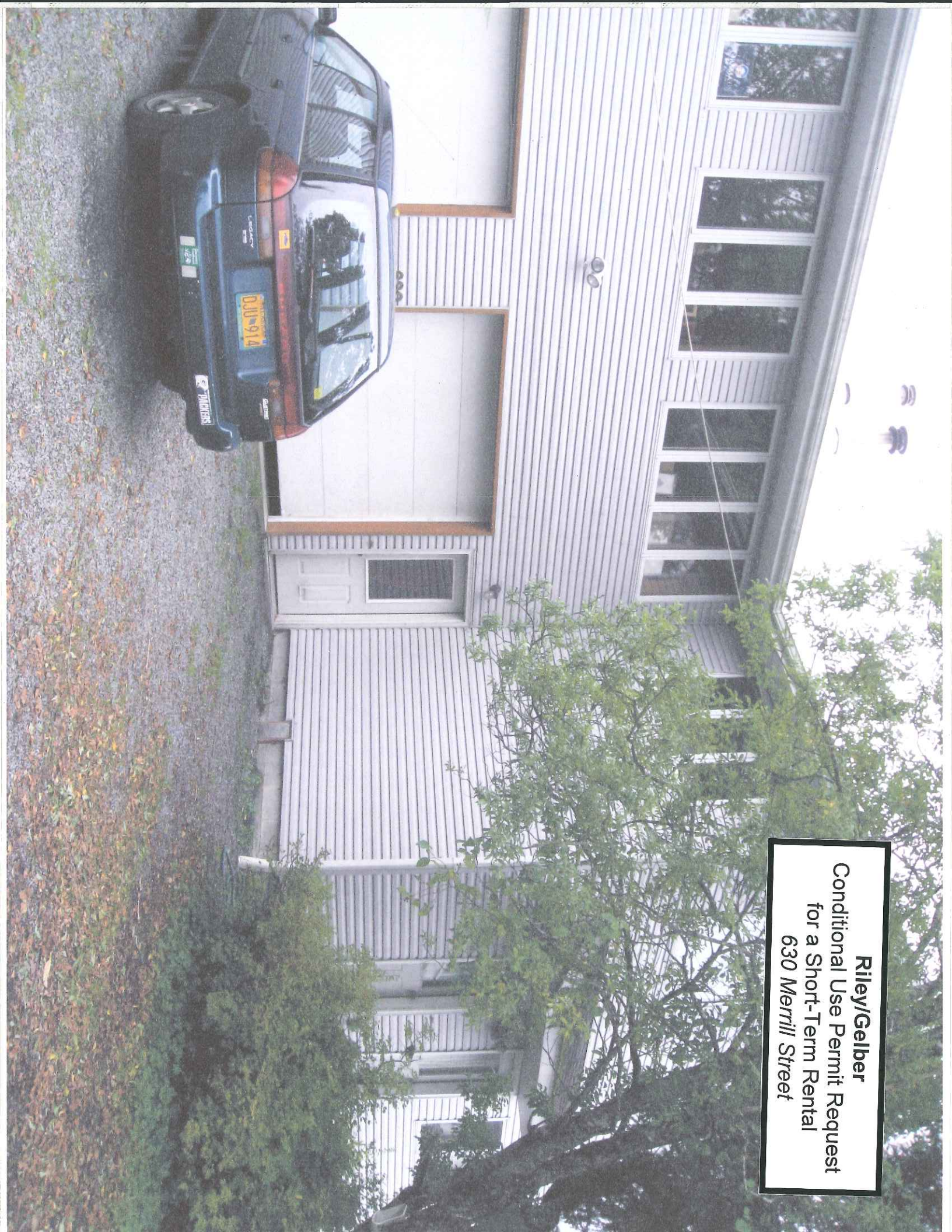
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630 Merrill Street



**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
December 4, 2012**

Present: Jeremy Twaddle (Chair), Darrell Windsor (Member), Richard Parmelee (Member), Cheryl Westover (Member), Wells Williams (Planning Director), Melissa Henshaw (Planner I)

Members of the Public: Sharon Romine, Chris Spivey, Jack Fredrickson, Chris McGraw, Shannon Haugland (Sitka Sentinel)

Chair Twaddle called the meeting to order at 7:00 p.m. by welcoming new Commissioner Cheryl Westover and thanked Tom Rogers for his time as a Commissioner.

Consideration of the Minutes from the November 6, 2012 meeting:

MOTION: M/S PARMELEE/WINDSOR to approve the meeting minutes for November 6, 2012. Commissioner Westover recused herself.

ACTION: Motion **PASSED unanimously** on a voice vote.

The evening business:

**CONDITIONAL USE PERMIT FOR A SHORT-TERM RENTAL
630 MERRILL STREET
TIMOTHY RILEY/SANDRA GELBER**

Public hearing and consideration of a short-term rental conditional use permit request filed by Timothy Riley and Sandra Gelber at 630 Merrill Street. The property is also known as Lot 1 Riley Subdivision.

Chair Twaddle recused himself; Commissioner Richard Parmelee presided over this item.

APPLICANT: Timothy Riley via telephone described his rental as wanting to rent long-term, however if that doesn't work then he would like the option of renting on a short-term basis. Commissioner Westover confirmed that this will be rented to one party at a time.

Planner Henshaw included details of the request stating that this is a two story house with a two car garage, 4 bedrooms, one full bath, and two $\frac{3}{4}$ bathrooms. There is enough parking with the two spaces in the garage and two in front of the garage. Guests will be responsible for their own meals and transportation. Staff suggested a condition that a life safety inspection be done if not already by the Building Department.

PUBLIC COMMENT: Sharon Romine, Creative Connections/Welcome Home Vacations will be managing this location and stated that there is a limit of guests with the number of bedrooms; this is an excellent location; her company has a record of evicting if there are any disturbances; and that she almost never has any issues.

COMMISSIONER DELIBERATION: Commissioner Westover had questions regarding short-term rentals. She is not clear how a short-term rental can also rent long-term. She has concerns

that applicants are tying up residential areas with a commercial business. Planning Director Williams informed the board that the Assembly is going to look at the frequency, monitoring, and addition of conditions for short-term rentals. He also answered that an applicant can maintain a short-term rental permit as long as it is rented once in any 12 month period. Commissioner Windsor asked if it is noticed when the applicant doesn't rent for the 12 month period. Planning Director Williams stated that in the past, it was self monitoring and now that may change; and bed tax accounts can be looked at. He also added that if there are any issues, the neighboring property owner whom had concerns can bring this request back to the Board.

MOTION: M/S WESTOVER/WINDSOR moved to recommend approval of a short-term rental conditional use permit request filed by Timothy Riley and Sandra Gelber at 630 Merrill Street. The property is also known as Lot 1 Riley Subdivision with the following findings:

1. That the Planning Commission finds that the short-term rental will not be detrimental to public health, safety, and general welfare;
2. Will not adversely affect the established character or the surrounding vicinity;
3. Will not be injurious to properties immediately adjacent to the area;
4. Will be consistent with Comprehensive Plan 2.5.2 I Encourage the development of facilities to accommodate visitors without significant impacts on residential properties;
5. That all conditions necessary can be enforced;
6. That the applicant has met the burden of proof;
7. That it will not introduce hazardous conditions; and
8. Will not adversely affect public facilities or infrastructure.

MOTION: M/S WESTOVER/WINDSOR made a friendly amendment to include the following findings:

9. The Planning Commission has also considered 22.24.010 criteria for impacts which deals with hours of operations and locations along collector streets.

ACTION: Motion **PASSED unanimously** on a voice vote.

PLANNING DIRECTOR'S REPORT: Planning Director mentioned that Chris Spivey has put in his application for the Commission; Staff will include a report of the short-term rentals in the next packet; the City Shops RFP closes on January 4; BIHA has interest in submitting a proposal; The Benchlands RFP will go out tomorrow; the next agenda has three variance requests; the January 1st meeting will move to the 2nd.

COMMISSIONER COMMENTS: Commissioner Westover brought up the topic of derelict properties. This is an issue she would like to look at when the Commission has time. Planning Director Williams mentioned that the Building Department has sent out a memo on this issue and it is possibly something to look at in the spring.

PUBLIC BUSINESS FROM THE FLOOR: None.

ADJOURNMENT

MOTION: M/S WESTOVER/PARMELEE to adjourn at 8:13 pm.

ACTION: Motion **PASSED** unanimously on a voice vote.

Jeremy Twaddle, Chair

Melissa Henshaw, Secretary

CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
October 16, 2012

Present: Jeremy Twaddle (Chair), Darrell Windsor (Member), Richard Parmelee (Member), Wells Williams (Planning Director), Melissa Henshaw (Planner I)

Members of the Public: Connor Nelson, Valorie Nelson, Dawn Mahoney-Menendez, Peter Menendez, Corrie Bosman, John Skannes, Joan Skannes, Nancy Yaw-Davis, Shannon Haugland (Sitka Sentinel)

Chair Twaddle called the meeting to order at 7:00 p.m.

Consideration of the Minutes from the October 2, 2012 meeting:

MOTION: M/S PARMELEE/WINDSOR moved to approve the meeting minutes for October 2, 2012.

ACTION: Motion PASSED unanimously on a voice vote.

The evening business:

**CONDITIONAL USE PERMIT
SHORT-TERM RENTAL
630 MERRILL STREET
TIMOTHY RILEY/SANDRA GELBER**

Public hearing and consideration of a short-term rental conditional use permit request filed by Timothy Riley and Sandra Gelber at 630 Merrill Street. The property is also known as Lot 1 Riley Subdivision.

This item was pulled due to the applicant not being at the meeting.

PLANNING DIRECTOR'S REPORT: Planning Director Williams mentioned changes in the GIS website. Planner Henshaw updated the Commission on the next meeting and agenda.

PUBLIC BUSINESS FROM THE FLOOR: None.

ADJOURNMENT

MOTION: M/S PARMELEE/WINDSOR to adjourn at 8:44 pm.

ACTION: Motion PASSED unanimously on a voice vote.

Jeremy Twaddle, Chair

Melissa Henshaw, Secretary

Request:

Conditional use permit request for a short-term rental in a residential zone

Zoning District: R-1

Front: 20 feet
Rear: 10 feet
Side: 8 feet

Meeting Flow

- o Report from Staff
- o Applicant comes forward
- o Applicant identifies him/herself – provides comments
- o Commissioners ask applicant questions
- o Staff asks applicant any questions
- o Floor opened up for Public Comment
- o Applicant has opportunity to clarify or provide additional information
- o Comment period closed - brought back to the board
- o Motions

Tonight's Motions

- o A motion recommending approval is suggested
- o Move to approve findings in support of recommended approval or denial

**Riley/Gelber
Conditional Use Permit
Short-Term Rental
630 Merrill Street
December 4, 2012**

Back before the board is the Riley/Gelber conditional use permit for a short-term rental.

**Riley/Gelber
Conditional Use Permit
Short-Term Rental
630 Merrill Street
October 16, 2012**

Heading outbound from the Roundabout on Sawmill Creek Road, if you take a left on Baranof Street, go through the DeGroff Street intersection and continue on Baranof Street, Merrill Street is the next right. The location to this request is half way down Merrill Street on the left side.

Before the Board on Tuesday night is a conditional use permit request for a short-term rental in a residential zoning district.

The applicants are moving out of town and would like to rent out their two story two car house on a short-term basis. There are 4 bedrooms, one full bath and two ¾ bathrooms.

This property has enough parking. The guests will be responsible for their own meals and transportation.

This location will be managed by Sharon Romine, with Creative Connections/Welcome Home Vacations.

After the Board discusses the request, Staff will go over the criteria in the code for conditional use requests.

A motion recommending approval is suggested with the condition that the owner shall obtain a life safety inspection by the Building Department. Staff will propose findings for this conditional use request after the motion.

October 15, 2012

City of Sitka Planning Commission

RE: Short term rental conditional use permit request for 630 Merrill Street
Lot 1 Riley Subdivision

I own the property located at 626 Merrill Street also known as Lot 7 Tieglund Sub-division. I have a few concerns about having a short-term rental located next door to my property.

Concern 1. Potential Increase in noise level due to Short term renters.

The sub-standard sized lots on Merrill Street do not allow for much privacy or reduction of noise between properties. Long-term neighbors work together to be very conscientious about everyday noise. Folks on vacation however are not necessarily conscientious of their surroundings and the close proximity of multiple other homes including mine. Questions I raise prior to the permit being granted are; Who is responsible for satisfactory resolution of noise complaints if applicable? Will multiple noise complaints result in the removal of the conditional use permit?

Concern 2. Increase in traffic, lack of parking, & vehicle turn around space at the end of Merrill Street.

On the map provided with the original request is a diagram showing additional parking on the left hand side of the street. Since Merrill is a dead end road this small turn out is the only way visiting cars can maneuver. I am concerned unsupervised visiting vehicles may begin parking illegally alongside the roadway or in the noted turnout, further reducing the space for homeowner vehicles to maneuver onto the street from a parked position.

An excellent example I can provide is for the past year, a new home has been being constructed directly across from Lot 7. During this time it has been very difficult to back up or turn around a vehicle on Merrill due to increase in traffic & the construction employee's vehicles parking in the noted turn out. Questions I raise as with Concern 2; Who will handle resolution of any traffic or parking complaint that may arise?

I do not feel that given these concerns a dead end street with close structure to structure proximity is a good place for a commercial short term rental. Merrill Street is a nice, quiet, low traffic area of town. There are roughly no less than a dozen children between the ages 1-12 who live and play safely in the neighborhood. The granting of a short term rental permit fosters increased vehicle and pedestrian traffic, this increase is not something I had in mind when I purchased my home. A major selling point was the small, quaint and peaceful nature of a dead end residential neighborhood. I did not purchase property in a business district and do not want to see Merrill Street converted into one.

However, if the commission does not feel my concerns are valid enough, I would at the very least request a six month review of the Short term rental permit for the above mentioned property, to review the impacts on the neighborhood.

Thank you for your time & considerations,

Jennifer Reid
626 Merrill Street

CU 12-09

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
SHORT-TERM RENTAL &
BED & BREAKFAST APPLICATION

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee (per Guestroom)	\$35.00
* plus current city sales tax *	

APPLICANT'S NAME: Timothy Riley & Sandra Gelber
PHONE NUMBER: 738-6667
MAILING ADDRESS: 630 MERRILL ST.

OWNER'S NAME: _____
(If different from applicant)
PHONE NUMBER: _____
MAILING ADDRESS: _____

PROJECT ADDRESS: 630 MERRILL STREET
LEGAL DESCRIPTION Lot: _____ Block: _____
Subdivision: RILEY
U.S. Survey _____ Zoning Classification: _____

State all reasons justifying request: MERRILL STREET WOULD MAKE A GREAT PLACE FOR A VACATION STAY IN SITKA AS WELL AS TEMPORARY HOUSING FOR ROAD AND WORK CREWS. IT'S CLOSE TO DOWNTOWN, THE HARBORS AND MANY HISTORICAL LANDMARKS AND HAS ACCOMMODATIONS FOR UP TO 8 PEOPLE

Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).
THIS APPLICATION IS FOR A SHORT TERM RENTAL FOR VACATION OR WORK ONLY. NO MEALS WILL BE SERVED. MANAGEMENT WILL BE PROVIDED BY SHARON ROHINE, DBA CREATIVE CONNECTIONS/WELCOME HOME VACATIONS. GUESTS WILL BE ABLE TO VIEW PHOTOS & BOOK ONLINE OR CALL THE 1-800-RESERVATIONS LINE FOR ASSISTANCE. CC/WHV WILL ALSO BE ON CALL 24/7 DURING GUEST'S STAY. AS PART OF THE BOOKING PROCESS, THE GUESTS SIGN A RENTAL AGREEMENT THAT ENSURES THEY UNDERSTAND THEY ARE STAYING IN A RESIDENTIAL AREA AND AS SUCH ARE EXPECTED TO BE CONSIDERATE OF NEIGHBORS. ANY DOMESTIC DISPUTES CONSIDERED IN TRAM BEING SURTERD WITHOUT A REFUND. A COPY OF THEIR RENTAL AGREEMENT IS ATTACHED.

Anticipated start date: 12/1/12

What months of the year the facility will be in operation: YEAR ROUND AS NEEDED

- Drawing of the **interior** layout showing:
1. Size and location of rooms
 2. Types of facilities in the rooms
 3. Windows and exits
 4. Location of smoke alarms and fire extinguishers
 5. Guestrooms specifically delineated on the plans

- Drawing of the **exterior** site plan showing:
1. Dimensions of the home
 2. How the house sits on the lot
 3. Location of parking

Check if facility is not fully constructed at the time of the application.

Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.

SIGNATURE OF APPLICANT: _____

DATE: 10/1/12

SIGNATURE OF OWNER: _____

DATE: 10/1/12

(If different from applicant)



Welcome Home Vacations, Sitka, Alaska

210 Lake Street, Suite B, Sitka, Alaska 99835 | Mailing: P.O. Box 1841, Sitka, AK 99835
Office Phone: 907-747-4712 | Toll Free: 1-800-750-4712 | Cell: 907-738-0176
Website: www.SitkaTravel.com | E-mail: Reservations@SitkaTravel.com

VACATION RENTAL MANAGEMENT AGREEMENT

The undersigned owner (Owner) does hereby hire Welcome Home Vacations, a division of Creative Connections (WHV/CC) as the exclusive agent to market and rent, operate and manage the vacation rental listed below and described as:

Street Address _____ Cosmetic Name (if you have one) _____

(Note: if more than one rental, a sheet must be completed for each.)

This Management Agreement will begin on _____ and automatically renew on it's yearly anniversary date, unless a new contract is signed, or 60 day written cancellation notice is received from either the management company, WHV/CC, or the homeowner prior to renewal date, providing that all reservations booked prior to the termination date will be honored.

1. 1) Services Offered: With acceptance of this agreement, WHV/CC will provide the following services:
 - a. Onsite Setup and Photography of Home and Surroundings
 - b. Webpage design for your rental on my website
 - c. 1-800-Online Reservation Service and Phone assistance to customers
 - d. Marketing via Google, Sitka Vacation Planner, and other Sources
 - e. Collections of all rents, including 35% deposit on short stays with balance due 60 days prior to arrival, and 30 days deposit on extended stays, with another 30 due on arrival and consecutively thereafter, insuring 30 day notice.
 - f. Security Deposit Insurance, WHV/CC reservations will require the guest purchase a \$45 accidental damage policy from CSA: CSA SECURITY DEPOSIT PROTECTION - In lieu of a security deposit, each of our reservations comes with CSA Security Deposit Protection, instead of having to front the security deposit fee or have it charged to your credit card. Securing this protection will provide you with the assurance that damage which is caused inadvertently by you or a travel companion, will be covered under the plan up to a maximum limit of \$3,000. Eliminating the worry of when and how much of the security deposit you will receive back. Should a guest opt out of the CSA Security Deposit Protection Plan, a separate deposit is due at the time of arrival; and will range from \$500 to \$1,000 and will be released within 5 days of guest's check-out, assuming no resulting loss was incurred during the guest's stay.
 - g. Cancellation: WHV/CC will require the guest to acknowledge that in the event of cancellation 60 days or more prior to arrival, a \$100 fee plus tax will be deducted from their deposit, which will belong to WHV/CC for their administrative time. Cancellations 60 days or less will not be refunded unless they are rebooked and the cancellation fee still applies. Rents not refunded will be disbursed to owner as normal, the month the stay was to have occurred. WHV/CC offers travel insurance to the guest to prevent any cancellation cost.
 - h. Credit card processing, invoicing included and Payments Included
 - i. Customer communications; Reservation and Cancellation Agreement
 - j. Directions and home access info sent to customer, on call during arrival departure
 - k. Care of guest during stay (24 Hour On-Call Guest Service)
 - l. Onsite Inspection Prior to and After Guest Departure
 - m. Organizing and Direction of Departure Cleaning and Post Inspections
 - n. Hot tub pre arrival and departure treatment and testing, as well as debris scooping is included. Emptying and cleaning will be billed on an hourly rate of \$25 per hour. Any repairs above the scope of basic maintenance will be referred to a third party company and billed to the owner.
 - o. Minor maintenance coordination for repairs costing \$250 or less (payment for repairs will come out of disbursement if you have bookings.) WHV/CC will contract for, or employ, supervise and discharge labor required of the operation and maintenance of the property. WHV/CC requires that all rental properties have an annual inspection and service of all heating systems and appliances, including, filters, belts, motors, etc. A complete list of these requirements will be provided.
 - p. Monthly reports to Owner, Yearly reports to owner and city
2. **Owner Responsibilities**
 - a. **Start Up Fee \$150, this covers photography and setup of your home in my system, as well meeting and advising on steps to take.**

Management Fees: Owner agrees to have WHV/CC withhold the following % from their disbursement, based on this agreement:

On stays 29 days or less, management fees are 35% Please initial _____

On stays 30 days or more, management fees are 15% Please initial _____

Available Dates: From: _____ to _____ or _____ Year-Round (check)

Pet Friendly: Offering your home to families traveling with pets highly increases your rentability. I will always put everything in place, including a possible pet deposit, if needed to protect your home. Circle Yes or No

Rates: Rates are adjusted up and down, depending on availability and the market. A few standards apply;

On Stays 29 or less nights,

The 7th Night is FREE

Returning Guests (Your past guests) Receive 10% Discount

10% Discount is offered to Captains booking for their guests

10% Discount is offered to Sitkans booking short-stay

10% Discount is offered for Special Events, Alaska Day, Whalefest and such.

Discounts cannot be combined.

Standard Government Rate for one person, \$119 (may change if gov changes it)

On Stays 30 Nights or longer,

Discount is average 30-50% depending on the market.

10% Discount off for; US Coast Guard, Nurse Staffing Companies

Rates: By signing this agreement, you are authorizing me to adjust rates, according to your vacancy, and what the market is doing at the time I'm on the phone with a booking guest. I will always do my best to get the highest dollar for your rental. The more you make, the more I make.

Summer Daily Rate _____ This is for up to _____ people. \$25 per night for each additional person 12 years or older.

Summer Extended Stay Daily Rate _____ (This rate should be what you'd like to get monthly, divided by 30)
Example: \$3,000 a month, the daily rate would be \$100

Indemnification and Insurance The property owner agrees to indemnify defend and hold Agent harmless from any and all damages, costs, expenses and attorneys' fees resulting from injuries to persons or property to the extent same are caused by acts or omissions of Property Owner. Notwithstanding anything to the contrary herein, neither party hereto shall be required to indemnify the other against damages, costs, expenses, and attorneys' fees except instances resulting from the gross negligence or willful misconduct of the other.

Mediation and Arbitration Clause: "The parties agree to submit any disputes arising from this agreement to mediation and final and binding arbitration under the Rules of the American Arbitration Association."

In the event that either party is not happy with this agreement, it may be canceled with 60 days written notice, without penalties, but reservations prior to the cancellation date stand as agreed upon.

The Undersigned declares that they are the Owner(s) of the described rental and have the power to rent/lease the premises and enter into this management agreement with Welcome Home Vacations/Creative Connections relating tot he management of such premises.

Owner 1 Name: _____ **SSN or Fed ID No:** _____

Signature: _____ **Date:** _____

Owner 2 Name: _____ **SSN or Fed ID No:** _____

Signature: _____ **Date:** _____

Mailing Address: _____ **City** _____ **State** _____ **Zip** _____

Email Address: _____

- b. **Alaska Business License:** \$100 per year
 - c. **Sitka City and Borough Business Registration:** \$25
 - d. **Vacation Rental Insurance:** It is the owner's responsibility to insure their house for vacation rental related damage, including liability, theft or damage. It must be insured specifically as a short-term rental.
 - e. **Creative Connections dba Welcome Home Vacations, must be added as an additional insured** on your insurance policy. This is usually free for the first couple that you add-on. I will also add you on to mine, which costs me \$50 and is part of the \$150 sign-up fee.
 - f. **Initial Home Setup:** I will give you a more thorough list, but, it is the owner's responsibility to provide their rental to me with these basics below;
 - g. **Sparkling Clean,** Organized and ready to rent, other than bedding and bath linens, which I will provide.
 - i. If the owner prefers to supply their own linens, they may, but there is not a discount (as it actually makes it harder for us) and they must be white or off-white that can be bleached. Due to current bedbug issues, perception is as important as reality. A guest is quicker to perceive a crisp white bedding setup as clean, whereas the patterned/colored may be questioned. Also, it leaves us free to bleach them to disinfect and get stains out and if a guest washes them during their stay.
 - ii. Good quality beds and pillows, with a good quality bedbug proof mattress pad and pillow covers..
 - iii. Fully-furnished with all furniture, dishes, pots, pans and such as would be needed for a family to stay at your house. If you have plants, we are happy to water them for you.
 - h. **Also Required;**
 - i. An outdoor grill, if your property has place for it.
 - ii. **All utilities including;** electric, heat, cable TV (at least Premier Service), and wireless internet service. Your oil or other heating source, should be on keep-fill, and all utilities should be setup on autopay. In the event that I have to pay to prevent disruption of services, a \$50 administrative fee may apply.
 - iii. A combination door lock, which allows entry without a key. I often have extras as I buy when they are on sale, so check with me if you need one.
 - iv. Yard maintenance will be contracted out and withdrawn from your disbursement.
 - v. Snow and Ice Removal will be contracted out and withdrawn from your disbursement.
 - i. **Annual Inspection:** WHV/CC requires that rental properties have an annual inspection and service of all heating systems and appliances, including, filters, belts, motors, etc. A complete list of these requirements will be provided.
 - j. **Deep Cleaning:** WHV/CC recommends 1-2 Deep Cleanings a year, usually in spring or fall. Deep cleanings are necessary to cover items not usually performed after guest check-out, such as window washing, carpet cleaning, moving appliances, touch-up painting, etc. Deep cleanings may be performed by the Owner with WHV/CC inspection, or by our services at the Owner's expense.
3. **Owner Guarantee of Housing for Reservation:** By posting on our website, the owner is guaranteeing the rental of their home any dates that are shown as available. Any dates not available should be blocked by the owner via my website. Once a reservation has been accepted, the owner has a legal, binding relationship with Welcome Home Vacations, Sitka and the Reserving Guest to provide the home those dates. Cancellations by owner should only be made in extreme emergency. In the event an owner must have me move a guest, the owner is responsible for all related cancellation costs to the guest, such as, moving the guest, extra cost of replacement home, and any cancellation fees the guest may experience as a result of the move or cancellation. Please Initial: _____
 4. **Owner Guarantee of Non-Compete:** A quality reservation site is very expensive, plus I spend thousands each year in advertising to bring visitors to my site. Because of this, I request owners make a firm commitment that all reservations (except for close friends and family that are staying free) come through me. I also ask that blocks for friends and family not happen in June, July and August, as this is a the time we take the most bookings.
 5. **Owner's Use of Home:** Owners and their friends and family may occupy the rental at any time, provided reasonable advance notice is given to WHV/CC. I do prefer, though, that you avoid June, July and August as those are the money-making months. After your or your family's departure, you may clean the rental yourself and us inspect it prior to setup for incoming guests, or you may pay us to clean it for you.
 6. **5% owner commission discount** if you do a reservation for a guest that you have found yourself, including entering credit card info. Instructions will be emailed to you.

Disbursements: Disbursements are made **by the fifth of the month** on all stays completed the previous month, except in the case where the monies were paid near the date of disbursement, in which case Welcome Home Vacations, Sitka reserves the right to wait until the guest's payment has cleared the bank. **On extended stays, dates occupied will be paid. Example: If guest is there from Oct 20th until November 30th, the end of October you will be paid for the 11 nights in October, then end of November you'll be paid for November nights.**

Entry: No owner, owner guest, repairman, real estate person, or any other may enter the property without prior coordination with WHV/CC.

Tim Riley/Sandra Gelber
630 Merrill Street
Sitka, AK 99835

David Lowrance/Besette
PO Box 1074
Sitka, AK 99835

Denton Pearson/Brian Hanson
PO Box 98
Sitka, AK 99835

James/Jennifer Steinson
PO Box 1303
Sitka, AK 99835

Heather Powell
618 Merrill Street
Sitka, AK 99835

Tommy Joseph
620 Merrill Street
Sitka, AK 99835

Jennifer Younger
622 Merrill Street
Sitka, AK 99835

Joni Roberts
624 Merrill Street
Sitka, AK 99835

Jennifer Reid
626 Merrill Street
Sitka, AK 99835

Tamara Mutchler-Walsh
616 Merrill Street
Sitka, AK 99835

Ditlef Didrickson
PO Box 522
Sitka, AK 99835

Vera Marvin
621 Merrill Street
Sitka, AK 99835

Maragret Fedoroff
PO Box 2695
Sitka, AK 99835

US Park Service
103 Monastery Street
Sitka, AK 99835

US Forest Service
208 Siginaka Way
Sitka, AK 99835

Ronald Davis
PO Box 11
Sitka, AK 99835

Nick Olney-Miller
3006-A Barker Street
Sitka, AK 99835

Kristina Hoffman
621 Sawmill Creek Road
Sitka, AK 99835

Deborah Roesch
619 Sawmill Creek Road
Sitka, AK 99835

Rogelio/Tilda Carbillon
PO Box 2274
Sitka, AK 99835

Barbara Arndt
622 Sawmill Creek Road
Sitka, AK 99835

Charles/Jammie Wileman
624 Sawmill Creek Road
Sitka, AK 99835

Matthew Goff
304 Park Street
Sitka, AK 99835

John/Karen Thielke
19518 14th Avenue NW
Shoreline, WA 98177

Madelon Mottet
PO Box 77
Port Edward, BC V0V1G0

Janet Leekley Eddy
2898 Sawmill Creek Road D
Sitka, AK 99835

Steven/Roberta Gullede
619 DeGroff Street
Sitka, AK 99835

Walter Yatchmanoff Estate
621 DeGroff Street #9
Sitka, AK 99835

Norma Jean Frank
623 DeGroff Street
Sitka, AK 99835

Peter Weiland/Erika Knox
625 DeGroff Street
Sitka, AK 99835

David Lubin/Lisa Busch
215 Shotgun Alley
Sitka, AK 99835

Corrie Bosman
PO Box 6005
Sitka, AK 99835

Dennie/Deborah Daniels
PO Box 545
Sitka, AK 99835

Mary Durgan
PO Box 3052
Sitka, AK 99835

Knight Living Trust
1870 W. Dove Way
Amado, AZ 85645

Christina Wuerker
709 Sawmill Creek Road
Sitka, AK 99835