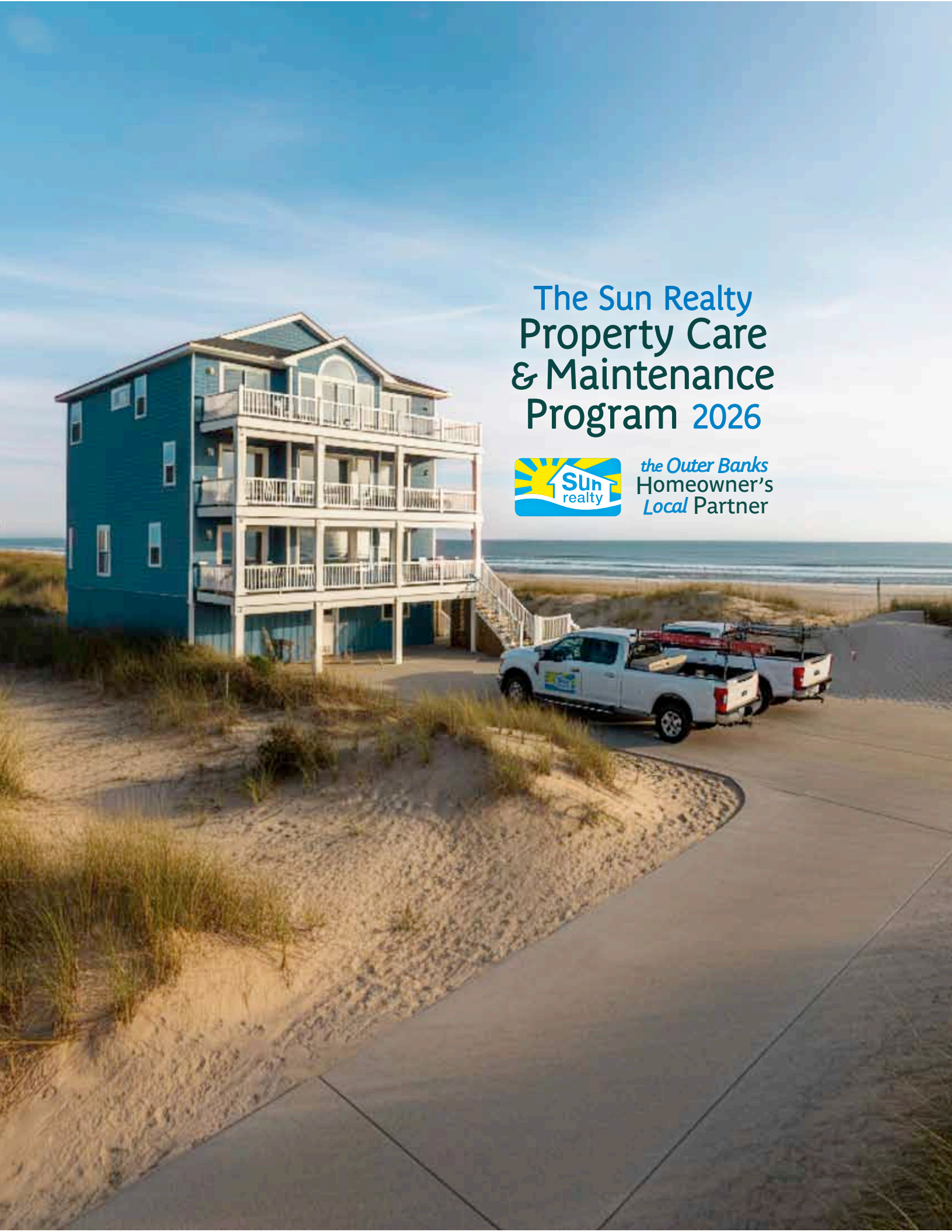


# The Sun Realty Property Care & Maintenance Program 2026



*the Outer Banks*  
Homeowner's  
*Local Partner*



# Welcome to Sun Realty Maintenance

## Trusted Care for Your Outer Banks Investment

Thank you for considering Sun Realty Maintenance as your trusted partner in maintaining and protecting your Outer Banks vacation rental home. We're excited for the opportunity to support you in keeping your property in top condition—season after season.

We understand that choosing a maintenance service provider is a significant decision. When you choose Sun Realty, you gain more than a maintenance partner—you gain a team that's personally invested in your property's success. Our commitment to quality, responsiveness, and proactive care ensures your home remains well-maintained, efficient, and rental-ready year-round.

From routine upkeep to emergency repairs, our skilled in-house professionals deliver comprehensive maintenance solutions tailored to your home's unique needs, ensuring minimal disruption to your guests and your investment.

Our promise is simple: reliable service, expert care, and peace of mind.

*Warm regards from your Service Team,  
Ashley, Mark & Stuart*

## An Overview of Our Comprehensive In-House Maintenance Services

Sun Realty's Maintenance Division and affiliated specialists at AirHandlers OBX offer a complete suite of property care, repair, and support services—delivering convenience, consistency, and value for every homeowner.

### Full-Service General Maintenance

Preventative maintenance, problem-solving, and repair solutions for your property. Keep your home rental-ready with responsive support.

### HVAC Installation & Repairs

Fully licensed and trained AirHandlers OBX technicians provide annual inspections, system servicing, professional repairs, and replacements.

### Fan & Filter Plan

Monthly filter changes and fan cleaning (April–October) to maintain system efficiency, air quality, and comfort.

### Audio/Visual Services

Full-range A/V diagnostics and repair, plus system upgrade estimates for enhanced guest experiences.

*Our team is known across the Outer Banks for being prompt, reliable, efficient, and professional. We take pride in delivering services that protect your investment and simplify property ownership.*

## Contents

*When you are finished, please review and approve your chosen services and options on pages 15 and 16*

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## Meet Your Service Team

### Mark Fowler

*Vice President of Service Operations*  
(252) 491-5258 x1216  
MarkFowler@SunRealtyNC.com

### Ashley Graeme

*Director of Maintenance Operations*  
(252) 491-5258 x1241  
AshleyGraeme@SunRealtyNC.com

### Stuart Morris

*AirHandlers OBX General Manager*  
(252) 491-8637  
StuartMorris@AirHandlersOBX.com



*the Outer Banks*  
**Homeowner's**  
**Local Partner**

## Homeowner Information & Vendor Preferences



Owner Name: \_\_\_\_\_

Sun Property ID: \_\_\_\_\_

Please complete your Vendor Preferences and Contact Numbers whether you are or are not selecting any Sun Realty plans.

☐ No changes - Use information on file

### Vendor Preferences and Contact Numbers

To ensure that your maintenance and repair needs are handled efficiently, please complete or confirm your vendor preferences below. Even if you do not select a Sun Realty plan, keeping this information current allows us to coordinate the best possible care for your property.

All Sun Realty-approved vendors carry Workers' Compensation and General Liability Insurance, ensuring every service call is performed by a qualified professional.

If your preferred vendor is not on Sun Realty's approved list, you (the owner) will be responsible for contacting and coordinating that vendor directly.

**Please provide any updates to your vendor preferences:**

- General Maintenance Repairs: \_\_\_\_\_
- Heating and Cooling Repairs: \_\_\_\_\_
- Appliance Repairs: \_\_\_\_\_
- Plumbing Repairs: \_\_\_\_\_
- Electrical Repairs: \_\_\_\_\_
- Carpet Care: \_\_\_\_\_
- Pest Control (provided by Sun Realty for pet-friendly homes): \_\_\_\_\_
- Electronics & A/V Repairs: \_\_\_\_\_
- Gas Company: \_\_\_\_\_

- Elevator Repairs: \_\_\_\_\_
- Cable/Satellite: (Please provide account #): \_\_\_\_\_
- Wireless Internet Provider: (Please provide account #): \_\_\_\_\_
- Phone Service: (Please provide account #): \_\_\_\_\_
- Septic Company: \_\_\_\_\_
- Water Treatment Provider/Company: \_\_\_\_\_
- Lawn Care: \_\_\_\_\_
- Pool/Hot Tub Vendor: \_\_\_\_\_
- Condo Association/Grounds Maintenance: \_\_\_\_\_
- Special Notes: \_\_\_\_\_

### Owner Will Provide Yearly Contracts on the Following

- Carpet Cleaning: \_\_\_\_\_
- Pest Control (provided by Sun Realty for pet-friendly homes): \_\_\_\_\_
- Other Yearly Contracts: \_\_\_\_\_



## Proactive Care. Cost Savings. Complete Confidence.



### Sun Realty General Maintenance Plan

PAGE 1 OF 2

SERVICE PLANS

Owning a vacation rental on the Outer Banks means managing the demands of a high-expectation, high-demand industry. The Sun Realty General Maintenance Plan is designed to take the worry out of everyday upkeep by providing routine maintenance coverage and discounted repair services—all from a trusted local team that knows your home inside and out.

With our plan, you gain more than just maintenance support—you gain peace of mind, knowing your property is cared for by a dedicated team committed to quality, reliability, and fast response.

#### TOP 5 | Reasons to Love This Plan

- 1 Saves money on routine repairs
- 2 Simplifies maintenance management year-round
- 3 Prevents downtime during guest stays
- 4 Supports long-term property health
- 5 Provides trusted, in-house local expertise

#### Coverage Details

Service Call Type	Plan Rate	Standard Rate
Common Maintenance Calls (See list on the right)	\$0 – No Labor Charge	\$105 first hour \$90 add'l hours
Other General Maintenance	\$90 first hour \$75 add'l hours	\$105 first hour \$90 add'l hours
After-Hours & Holidays	\$125 & \$155/hr	\$150 & \$180/hr

#### Common Maintenance Calls Covered at No Labor Cost\*

Basic appliance diagnostics

Battery replacement

Bulb replacement

Door, hinge, or knob adjustments

Lock inspections and lubrication

Minor shower, toilet, and water  
leak repairs

Equipment hookups (TVs, cable  
boxes, stereos, etc.)

Guest instruction assistance

Pilot light checks and relighting

Circuit breaker or GFI resets

Wall plate replacement

Rehanging small décor or wall art

Photo documentation  
(serial/model numbers, repair  
confirmation)

\* Owners incur material costs for items such as light bulbs, batteries, or replacement parts.

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## Your Plan Benefits

- **No-Labor-Cost Coverage on Common Repairs**  
Many of the most frequent maintenance service calls are covered at no labor cost to you. These complimentary services can save hundreds of dollars in annual maintenance expenses.
- **Discounted Hourly Rates for Additional Services**  
For repairs or services not included in the complimentary list, enjoy preferred plan rates that keep costs low without sacrificing quality or response time.
- **Annual Home Inspection**  
Each plan includes an annual visual home inspection to identify maintenance needs early and provide a detailed report with recommendations.
- **Annual Fire Safety Check**  
Our maintenance team performs a yearly fire safety inspection, ensuring smoke and CO alarms are present, functional, and installed according to manufacturer guidelines. Detectors and batteries are replaced as needed (cost of materials only).
- **Priority Service Response**  
Plan members receive scheduling priority for maintenance requests.
- **Assistance with Licensed Inspections**  
Convenient coordination for HVAC, deck, septic, and elevator inspections.



### Support Scheduling Specialized and Licensed Professional Services

While the General Maintenance Plan covers non-licensed general maintenance only, Sun Realty Maintenance can also assist in coordinating and scheduling inspections by local professionals for the following:

- **HVAC systems** – seasonal inspections and servicing
- **Decks and exterior structures** – safety and compliance checks
- **Septic systems** – annual performance and capacity assessments
- **Elevators and lifts** – required operational and safety inspections

Our team can help ensure these essential systems are properly inspected, serviced, and documented — providing you with a single point of contact for comprehensive property care and compliance.

- ☐ Plan A – Annual Service Agreement ... 1-4 BDRMS .... \$425.00 (\$453.69 w/ sales tax)
- ☐ Plan B – Annual Service Agreement ... 5-7 BDRMS .... \$460.00 (\$491.05 w/ sales tax)
- ☐ Plan C – Annual Service Agreement ... 8-10 BDRMS .. \$495.00 (\$528.41 w/ sales tax)
- ☐ Plan D – Annual Service Agreement ... 11+ BDRMS ... \$530.00 (\$565.78 w/ sales tax)

Owner Initials

## IMPORTANT NOTES

The General Maintenance Plan applies to non-licensed general maintenance only and does not cover HVAC, electrical, or other licensed trade work.

**All plans auto-renew annually on January 1. Please notify us by December 1 if you wish to cancel or modify your service agreement. To cancel or opt out of renewal, please notify us by December 1 by Phone: 252.491.5258 or Email: SunServices@SunRealtyNC.com**

The annual inspection is visual and cosmetic, not a structural or system-level inspection.

Window A/C unit services: \$150 to install/remove first three units, plus \$20 per additional unit and \$15/day rental.

Plans are non-refundable but may be transferred to new owners upon sale of the property (with notice to Sun Realty and a replacement agreement signed by the buyer).



## Total HVAC Coverage with the Local Experts

### AirHandlers OBX Heating & Cooling Plan



SERVICE PLANS

#### Your Plan Benefits

- 15% discount on all service work, including the standard diagnostic fee of \$150 (Discount excludes installation services; diagnostic fee subject to change.)
- Priority scheduling for all service calls
- Free estimates for system replacements and enhancements, upon request
- Biannual inspections with a detailed written report outlining system condition, findings, and recommendations

AirHandlers OBX are the Outer Banks specialists in HVAC installation, service, and repair for all system brands. Our licensed and insured technicians and support staff understand the unique challenges of coastal homes and are committed to providing reliable, high-quality service.

If system replacement is recommended, AirHandlers OBX will provide competitive pricing on quality equipment and professional installation options.

#### Warranty Protection

Most HVAC manufacturers require annual inspections and service to maintain warranty coverage.

Please review your system's warranty terms to ensure compliance and avoid invalidation of your warranty.

#### Scheduling Policy

AirHandlers OBX will make up to three (3) attempts to access the property to complete your scheduled biannual inspection.

If access cannot be obtained after the third attempt due to tenant occupancy or refusal, we can perform the inspection on turnover day for an additional \$50 per system.

#### Biannual Inspection & Service Details

*Each service includes the following maintenance and performance checks:*

Comprehensive assessment of the HVAC system's overall condition

Annual refrigerant check

Lubrication of essential components, as needed

Indoor coil inspection

Condensate drain cleaning and evacuation

Inspection of accessible ductwork

Testing of heat strips, defrost cycle, and electrical components

Verification of wiring bonds and electrical connections

Detailed inspection report provided to the homeowner, including any recommended repairs or enhancements

- ☐ Plan 1 – Annual Service Agreement... 1 System ....\$198.00 (\$211.37 w/ sales tax)
- ☐ Plan 2 – Annual Service Agreement... 2 Systems...\$324.00 (\$345.87 w/ sales tax)
- ☐ Plan 3 – Annual Service Agreement... 3 Systems...\$450.00 (\$480.38 w/ sales tax)
- ☐ Plan 4 – Annual Service Agreement... 4 Systems...\$576.00 (\$614.88 w/ sales tax)

5 or More Systems  
Please Contact Us for Pricing

Owner Initials

#### Agreement Terms

**All service plans auto-renew annually on January 1.**

**To cancel or opt out of renewal, please notify us by December 1 by Phone: 252.491.8637 or Email: [Info@AirHandlersOBX.com](mailto:Info@AirHandlersOBX.com)**

Payment for your selected service plan(s) is due in January of the service year.

## Cleaner Air. Greater Efficiency. Longer System Life.



### Sun Realty Fan & Filter Plan

PAGE 1 OF 2

SERVICE PLANS

Your HVAC system works hard to keep your guests comfortable and your property protected year-round—especially in the salty, humid coastal environment of the Outer Banks. The Sun Realty Fan & Filter Plan helps you safeguard that system through regular, proactive maintenance that improves performance, extends equipment life, and enhances the air quality inside your home.

Replacing filters and cleaning ceiling fans may seem routine, but these simple steps have a big impact on your property's energy use, comfort, and long-term maintenance costs.

### TOP 5

#### Reasons Why Our Homeowners Enroll

1. Boosts system efficiency and reliability
2. Lowers energy costs and wear on equipment
3. Enhances guest comfort and indoor air quality
4. Reduces risk of costly HVAC repairs
5. Simplifies seasonal maintenance scheduling

#### Pair This Plan with AirHandlers OBX HVAC Service on Page 6

For full protection and performance assurance, consider combining the Fan & Filter Plan with the AirHandlers OBX HVAC Service & Energy Savings Agreement (ESA). Together, they deliver the ultimate in comfort, energy efficiency, and long-term system care.

#### Plan Overview

*From April through October, our professional maintenance team will:*

Change your HVAC filters seven times during the season

Clean ceiling fan blades for optimal airflow and dust control \*

Use filters included in your plan price—no need for separate purchases

Ensure your home remains guest-ready with each visit

\* Ceiling fans that cannot be reached with an 8-foot ladder are excluded.

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## The Benefits of the Fan & Filter Plan

- **Improved System Efficiency**

Clean air filters allow your HVAC system to circulate air more easily, reducing strain on motors and components. This means lower energy bills, fewer service calls, and more consistent comfort for your guests.

- **Enhanced Indoor Air Quality**

Frequent filter changes and fan cleanings reduce dust, pollen, and allergens—creating a cleaner, healthier indoor environment for everyone who enjoys your home.

- **Extended HVAC System Lifespan**

Regular maintenance helps prevent premature wear and costly breakdowns. By ensuring proper airflow, you're protecting one of your home's most valuable systems.

- **Eco-Friendly Operation**

Efficient airflow means your system consumes less energy, helping to reduce carbon emissions and your property's overall environmental impact.

### Protect Your System Year After Year

**Automatic Annual Renewal: All service plans renew January 1.**

**To cancel or opt out of renewal, please notify us by December 1  
by Phone: 252.491.5258 or  
Email: SunServices@SunRealtyNC.com**

**No-Hassle Management:** We handle scheduling and filter replacements.

**Simple Billing:** Payment is due each January for the year of service.

**Transferable with Sale:** Plans may transfer to new owners upon property sale (with notice and approval).

**Non-Refundable:** Plans are non-refundable once the service year begins.

- ☐ Plan A – Annual Service Agreement .....1-4 BDRMS..... \$245.00 (\$261.54 w/ sales tax)
- ☐ Plan B – Annual Service Agreement .....5-7 BDRMS..... \$280.00 (\$298.90 w/ sales tax)
- ☐ Plan C – Annual Service Agreement .....8-10 BDRMS.... \$315.00 (\$336.26 w/ sales tax)
- ☐ Plan D – Annual Service Agreement .....11+ BDRMS..... \$350.00 (\$373.63 w/ sales tax)

Owner Initials



## Pest Control



PRO 1 Pest Control has partnered with Sun Realty to offer you

**a 10% discount on professional pest protection**

and peace of mind for your vacation home. Whether you are welcoming guests or enjoying the space yourself, our services are designed to safeguard your property year-round from pests.

### About PRO 1 Pest Control

Locally owned and operated, PRO 1 Pest Control provides honest service, expert technicians, and proven results. We have specialized in protecting coastal vacation properties with smart, comprehensive solutions tailored to each home's unique needs for over 30 years.

*Protect Your Vacation Rental Investment with PRO 1 Pest Control & Sun Realty*



### Complimentary Home Inspection

Every home receives a FREE top-to-bottom inspection, regardless of service enrollment.

We check for:

- Wood-destroying insects
- Rodents
- Moisture issues
- Other common pest threats



### Additional Services (Individually Priced)

- Subterranean Termite Control & Prevention
- Mosquito Control
- Rodent Control & Prevention
- Wildlife Capture & Removal
- Crawl Space Moisture Control

Contact us for pricing on these additional services as they apply to the needs of your rental property

**Please choose all services below that you would like to be performed.**

*All Pest Control services rendered will be billed to your Sun Realty Owner Account.*

### Quarterly Pest Control

**NOTE:** This service is included with pet-friendly homes

Covers common pests: Ants (excluding carpenter), crickets, silverfish, smokey brown & american roaches, spiders, and other occasional invaders. Includes exterior web & wasp nest removal (up to 16 ft).

**Guaranteed Protection:** Should a covered issue arise between scheduled services, we will provide a reservice free of charge within 24 hours.

~~\$125~~ **\$112.50** Initial Service - ~~\$99~~ **\$89.10** Per Quarter Thereafter

☐ Please enroll my home

### Proactive Bed Bug Control

Annual service targets furniture hot spots for bed bug harborage.

**Peace of mind:** If an infestation occurs during the warranty period, we'll handle it at no additional cost.

~~\$100~~ **\$90** Per Bedroom Annually

☐ Please enroll my home

### Protective Mattress & Box Spring Bed Bug Encasements

Durable encasements help block, trap, and prevent bed bugs from establishing in bedding. A proactive layer of defense to give both owners and guests peace of mind. This is a permanent installation. Price is individual per encasement.

☐ California King..... \$90..... Quantity:

☐ King..... \$80..... Quantity:

☐ Queen..... \$60..... Quantity:

☐ Full/Double..... \$50..... Quantity:

☐ Twin/Twin XL..... \$40..... Quantity:

☐ Please enroll my home

Owner Initials

## Housekeeping Services



Exceptional Cleanliness. Elevated Guest Experiences.

A spotless home is the foundation of a successful rental. Sun Realty's Housekeeping Department sets the highest standard for quality and consistency—ensuring your property always meets guest expectations.

### Standard Services Included at No Charge to Owners

#### Departure Clean

Performed after each guest's stay, with focus on sanitizing kitchens, bathrooms, and high-touch areas.

#### Weekly Inspections

Verifies your property is clean and ready for a warm welcome.

### Deep Cleans

A Deep Clean is an intensive cleaning from top to bottom. Annual Deep cleans are usually scheduled January through April, depending on the opening of a vacation rental home's calendar. Prices are on sliding scale based on the number of rooms in the home.

Deep cleans are required annually and are very important to getting your house off to a great start! It is important to schedule your deep clean as soon as possible. Advance notice is necessary to complete the level of attention to detail required in our deep cleaning process.

☐ Please enroll my home

Date for Sun Realty to perform: \_\_\_\_\_

*Annual Deep Clean must be completed by two weeks prior to calendar open for rentals or first scheduled guest arrival.*

### Mid Season Deep Clean

A Mid-Season clean is more extensive than a departure clean and is highly recommended for homes averaging more than 12 weeks of reservations. During a mid-season clean, our housekeeping staff will perform additional tasks along with their normal cleaning such as cleaning fixtures, dusting around windows and fans.

☐ Please enroll my home

Date for Sun Realty to perform: \_\_\_\_\_

### Post-Season Refresh Clean

*Restore. Refresh. Reset.*

After a busy rental season, even the best-maintained homes benefit from a deeper refresh. Our Post-Season Refresh Clean is designed to restore your property's appearance, cleanliness, and comfort following high guest turnover—without the intensity or disruption of a full pre-season deep clean.

This service bridges the gap between regular departure cleans and the annual deep clean, helping your home look and feel refreshed when it matters most.

#### Why Owners Choose a Post-Season Refresh Clean

- Enhances guest experience during post-season and holiday stays by refreshing high-use areas
- Improves first impressions for last-minute bookings when your calendar remains open
- Resets the home for owner use when the rental calendar is closed
- Reduces wear and buildup before winter or off-season occupancy
- Supports long-term care of surfaces, fixtures, and furnishings

*Whether your home continues hosting guests or transitions into personal use, this service ensures it remains welcoming, clean, and comfortable.*

#### What's Included

A more detailed clean than a standard departure service, focusing on areas that see the most seasonal use, such as:

- Enhanced attention to kitchens and bathrooms
- Detailed surface cleaning and dust removal
- Fan and fixture cleaning
- Interior touch-ups that restore a "just refreshed" feel

*Scope is intentionally lighter than a full deep clean and tailored to post-season needs.*

#### Ideal Timing

- Immediately following peak season
- Before holiday or off-season guest stays
- Prior to owner occupancy when the rental calendar is closed

*Scheduling early helps ensure availability and allows our housekeeping team to give your home the attention it deserves.*

#### A Smarter Way to Care for Your Home

The Post-Season Refresh Clean is an easy, proactive step that protects your investment, elevates guest satisfaction, and keeps your property feeling its best—year-round.

☐ Please enroll my home

Date for Sun Realty to perform: \_\_\_\_\_

Owner Initials

\_\_\_\_\_

## Home Winterization & De-Winterization



### Protect Your Home Through Every Season

A full winterization service helps prevent damage caused by freezing temperatures and prolonged vacancy. If your property is unoccupied during the winter, Sun Realty strongly recommends this service for peace of mind and protection.

#### RECOMMENDED

##### Outside Amenity Only Winterization

Even if your rental calendar remains open, Sun Realty recommends winterizing showers, washing machines and faucets in unheated areas to reduce the risk of freeze-related damage. These items can be winterized independently, allowing your home to remain rentable while protecting vulnerable components.

#### PLEASE NOTE

All winterizations are scheduled according to the date specified on your "Winterization" form.

If you choose NOT to winterize and a freeze is anticipated, then if you make a last-minute request, your request will be processed on a "first come" basis but cannot be guaranteed.

#### The base charge of \$170 includes winterization services for:

- 2 full bathrooms
- Kitchen sink
- Washing machine
- Refrigerator / ice maker
- Dishwasher
- Outside shower
- Water heater
- Outside faucet

#### Additional charges will apply as follows:

\$25 – Charge for each: additional full or half bathroom, kitchen sink or wet bar, washing machine, hot water heater.

\$20 – Charge for each additional outside shower, dishwasher.

\$30 – Charge for each well pump

#### De-winterization base charge is \$130.

Requests for last-minute winterization services based on impending freezing temperatures on the Outer Banks will be scheduled on a first-come, first-served basis. We will do our best to accommodate all requests but we cannot guarantee our availability to do so

If we do not hear from you, your home will remain open throughout the winter months; so please be sure to get your paperwork back to us as soon as possible if you would like your home winterized.

### Full Winterization Services Include:

- Turning off main water supply  
(Please Note: a secondary water shutoff is required, if needed, a secondary water shutoff can be installed for \$165).  
*\* Please provide location of existing secondary water shutoff below*
- Open all spigots, inside and out; blow out all water lines -w- 40 lbs. pressure. (Unless otherwise specified all water lines will be blown to ensure all water has been cleared). Close all spigots as a safety precaution should water be turned on for any reason before de-winterization.
- Add anti-freeze to all traps, drains, toilets and pumps.
- Turn off ice maker.
- Turn breaker(s) off for water heater(s).
- Set thermostats to 55 degrees.
- Cut off & drain outside shower(s).
- Lock all windows and close all blinds.
- Open all cabinet & vanity doors where water valves are located.
- Leave all bedroom doors open to maintain airflow.
- Secure trash cans.
- Place flyer in home indicating that home is winterized.
- Place winterization tape on toilets indicating they are winterized.
- Place lock out tag on secondary shutoff.
- Notification to homeowner upon completion of winterization.

- ☐ Please enroll my home in Full Winterization
- ☐ Please enroll my home in Outside Amenity Only Winterization

All services will be scheduled as close as possible to your ideal date. Your rental calendar will be closed and marked as Winterized in our management software.

Ideal date to winterize: \_\_\_\_\_

Ideal date to reopen: \_\_\_\_\_

(Will be De-Winterized no later than March 15th)

Please provide location of existing secondary water shutoff

**Owner understands that if winterization services are purchased, Sun Realty agrees to perform the listed services, however is not responsible for any damage that may occur despite the services performed and/or subsequent problems caused by severe or prolonged freezing conditions.**

Owner Initials



## Off-Season Home Assurance Check



### Peace of Mind When You're Away

From November through March, Sun Realty's Off-Season Home Assurance Program provides monthly inspections to confirm your property remains secure, functional, and damage-free.

### Our monthly maintenance team inspections include:

- ✓ Read electrical and water meters and document
- ✓ Verify all doors and windows are locked and secure
- ✓ Inventory trash cans to confirm trash cans are in place and not missing or damaged
- ✓ If your home is not winterized, the tech will make sure the heat is set on 55 degrees (or requested temp) and all lights, fans, electronics, etc. are off and there are no leaks from frozen pipes
- ✓ Tech will count and confirm your flat screen TVs, DVDs, etc. are in place
- ✓ If your home is winterized, the tech will check the status of that winterization for any anomalies and report back any unexpected use or areas of concern.
- ✓ Confirm there has been no unauthorized occupancy
- ✓ Check for active drips and leaks
- ✓ Be sure the pool gate is locked and pool and/or hot tub cover is secure
- ✓ Provide a monthly email report summarizing findings

- ☐ Please enroll my home in the Off-Season Home Assurance Check Program. \$175 Fee.

Owner Initials

## Fire Safety & First Aid Kits



### Ensuring Safety and Compliance

NC Vacation Rental properties are subject to NC GS42A, the Vacation Rental Act. The Vacation Rental Act (VRA) outlines the rights and responsibilities of landlords (owners), real estate brokers and tenants in vacation rentals. Among other responsibilities, the VRA requires that landlords (owners) provide operable smoke detectors and replace batteries annually and provide one operable carbon monoxide alarm per level and replace batteries annually.

#### Smoke and Carbon Monoxide Detector Maintenance Notice:

Sun Realty will provide annual inspections of smoke and carbon monoxide detectors. During this visit, we replace all batteries, check expiration dates to confirm that detectors are within nine (9) months of manufacturer expiration and test functionality and decibel level.

PLEASE NOTE: Sun Realty is limited to ensuring smoke and CO alarms are present, functional, and installed according to manufacturer guidelines. Smoke alarms should, at a minimum, be placed in every bedroom, outside of every sleeping area and on each level. We do not certify type or placement of detectors required by building or fire codes. We **STRONGLY RECOMMEND AND ENCOURAGE** that your alarms are interconnected, even if this is not a requirement for your property.

Property owners are solely responsible for ensuring full compliance with all applicable fire safety codes and regulations, including installation, placement, and operational testing of all required smoke and carbon monoxide detectors.

Sun Realty's inspection records are maintained for internal documentation only and do not constitute a certification of compliance or warranty of detector performance. Please visit the National Fire Protection Association and review local building codes for these regulations.

You can view the NC Vacation Rental Act in its entirety [here](#).

The specific responsibilities with regards to fire safety are located under Article 5 - Landlord and Tenant Duties.

### Fire Safety Service Costs for Non-plan Homes

(all Sun Maintenance Plan homes incur materials cost only):

- ☐ 1-4 Bedrooms..... \$35/Inspection + Cost of Materials
- ☐ 5-7 Bedrooms..... \$50/Inspection + Cost of Materials
- ☐ 8-10 Bedrooms..... \$75/Inspection + Cost of Materials
- ☐ 11+ Bedrooms..... \$90/Inspection + Cost of Materials

Emergency service charge for smoke detector batteries if a detector is beeping due to low battery power - \$150.  
This charge is waived if Sun Realty performed an inspection.

#### Adding this Service to a Maintenance Plan

If you have a Maintenance Plan Agreement with us, the labor for these fire safety services ("Inspection" above) will be provided to you as part of your agreement benefits. You will only be charged for battery replacement or for the purchase of required operable detectors.

#### + ADDITIONAL OPTIONS WE RECOMMEND

##### Fire Extinguishers

Select if you would like a fire extinguisher installed by grill and/or fire pit. Installation cost is included in your fire safety inspection.

- ☐ Yes, install fire extinguisher by my grill
- ☐ Yes, install fire extinguisher by my fire pit

##### Optional First Aid Kits

Sun offers basic first aid kits for a small additional fee. Kits are replaced annually during inspection.

- ☐ 1st Kit..... \$20
- ☐ Each additional kit..... \$10

Number of additional kits:

Owner Initials

## Hurricane Preparation Services



### Plan Ahead. Protect What Matters Most.

Sun Realty offers hurricane preparation services for your property. We recommend planning in advance to reduce the possibility of costly damage that may occur to your home as a result of not taking proper precautions. Hurricane preparations usually begin once the Outer Banks is officially under a hurricane warning.

After the storm passes, we will return to your property, assess the condition to ensure there are no storm related damages, and restore it to rental-ready condition. Note that cleaning and any linen service is handled separately, by those departments.

Enrollment Deadline: May 31st in year of coverage

#### PLEASE NOTE

Priority scheduling is provided to properties signed up in advance for hurricane preparation.

Service provided on first come, first serve basis. Limited space is available.

Sun Realty makes commercially reasonable efforts to prepare all properties for this service. Preparation may be impacted by weather and mandatory evacuation orders. Owner agrees that Sun Realty is not responsible for any damage that may occur despite the services performed.

### Pre-Storm Preparation

- Roll outside trash cans to house
- Deck and patio furniture are either secured or moved inside of home
- Ice maker bin is dumped and arm is raised
- Unplug small appliances to protect from power surges
- Set AC at 72 degrees
- Ensure all windows and doors are closed and locked.
- Secure any other loose outside items
- Pull elevator to 2nd Level

### Post-Storm Restoration

- On-site property inspection
- Damage assessment and photo documentation
- Coordination of restoration to rental-ready condition

#### Home Size

#### Pricing Per Storm

- |  |                     |
|--|---------------------|
| <input type="checkbox"/> Condo.....          | \$100.00 (plus tax) |
| <input type="checkbox"/> 1-4 Bedrooms.....   | \$150.00 (plus tax) |
| <input type="checkbox"/> 5-7 Bedrooms .....  | \$190.00 (plus tax) |
| <input type="checkbox"/> 8-10 Bedrooms ..... | \$230.00 (plus tax) |
| <input type="checkbox"/> 11+ Bedrooms.....   | \$270.00 (plus tax) |

Pool Fee\*..... \$50.00 (plus tax)

\* Any home with a pool will be charged an additional \$50

Owner Initials



PLEASE REVIEW YOUR CHOSEN SERVICES AND OPTIONS, THEN APPROVE ON PAGE 14

**General Maintenance Service Plan**

- ☐ Plan A – Annual Service Agreement ..... 1-4 BDRMS..... \$425.00 (\$453.69 w/ sales tax)
- ☐ Plan B – Annual Service Agreement ..... 5-7 BDRMS..... \$460.00 (\$491.05 w/ sales tax)
- ☐ Plan C – Annual Service Agreement ..... 8-10 BDRMS..... \$495.00 (\$528.41 w/ sales tax)
- ☐ Plan D – Annual Service Agreement ..... 11+ BDRMS..... \$530.00 (\$565.78 w/ sales tax)

**Fan & Filter Service Plan**

- ☐ Plan A – Annual Service Agreement ..... 1-4 BDRMS.....\$245.00 (\$261.54 w/ sales tax)
- ☐ Plan B – Annual Service Agreement ..... 5-7 BDRMS.....\$280.00 (\$298.90 w/ sales tax)
- ☐ Plan C – Annual Service Agreement ..... 8-10 BDRMS.....\$315.00 (\$336.26 w/ sales tax)
- ☐ Plan D – Annual Service Agreement ..... 11+ BDRMS.....\$350.00 (\$373.63 w/ sales tax)

**AirHandlers OBX HVAC Service Plan**

- ☐ Plan 1 – Annual Service Agreement ..... 1 System ..... \$198.00 (\$211.37 w/ sales tax)
- ☐ Plan 2 – Annual Service Agreement ..... 2 Systems ..... \$324.00 (\$345.87 w/ sales tax)
- ☐ Plan 3 – Annual Service Agreement..... 3 Systems..... \$450.00 (\$480.38 w/ sales tax)
- ☐ Plan 4 – Annual Service Agreement..... 4 Systems..... \$576.00 (\$614.88 w/ sales tax)

**5 or More Systems**  
Please Contact Us  
for Pricing

**Quarterly Pest Control****NOTE: This service is included with pet-friendly homes**

- ☐ \$125 **\$112.50** Initial Service
- ☐ \$99 **\$89.10** Per Quarter Thereafter

**Proactive Bed Bug Control**

- ☐ \$100 **\$90** Per Bedroom Annually

**Protective Mattress & Box Spring Bed Bug Encasements**

- ☐ California King..... \$90..... Quantity:
- ☐ King..... \$80..... Quantity:
- ☐ Queen..... \$60..... Quantity:
- ☐ Full/Double..... \$50..... Quantity:
- ☐ Twin/Twin XL..... \$40..... Quantity:

**Housekeeping**

- ☐ Annual Deep Clean  
Date for Sun Realty to perform:
- ☐ Mid Season Deep Clean:  
Date for Sun Realty to perform:
- ☐ Post Season Refresh Clean:  
Date for Sun Realty to perform:

**Winterization**

- ☐ Please enroll my home in Full Winterization
- ☐ Please enroll my home in Outside Amenity Only Winterization
- Ideal date to winterize:
- Ideal date to reopen:

**Off Season Assurance Check**

- ☐ Please enroll my home \$175

## PLEASE REVIEW YOUR CHOSEN SERVICES AND OPTIONS, THEN APPROVE AT BOTTOM

**Fire Safety**

Service Charge Costs for Non-plan Homes  
(all Sun Maintenance Plan homes incur materials cost only)

- ☐ 1-4 Bedrooms.....\$35/Inspection + Materials Cost
- ☐ 5-7 Bedrooms.....\$50/Inspection + Materials Cost
- ☐ 8-10 Bedrooms.....\$75/Inspection + Materials Cost
- ☐ 11+ Bedrooms.....\$90/Inspection + Materials Cost
- ☐ Yes, install fire extinguisher by my grill
- ☐ Yes, install fire extinguisher by my fire pit

**Optional First Aid Kits**

- ☐ 1st Kit.....\$20
- ☐ Each additional kit.....\$10
- Number of additional kits:

**Hurricane Preparation**

Pre-Storm Preparation & Post-Storm Restoration

Home Size	Pricing Per Storm
<input type="checkbox"/> Condo.....	\$100.00 (plus tax)
<input type="checkbox"/> 1-4 Bedrooms.....	\$150.00 (plus tax)
<input type="checkbox"/> 5-7 Bedrooms .....	\$190.00 (plus tax)
<input type="checkbox"/> 8-10 Bedrooms .....	\$230.00 (plus tax)
<input type="checkbox"/> 11+ Bedrooms.....	\$270.00 (plus tax)

Pool Fee\*.....\$50.00 (plus tax)

\* Any home with a pool will be charged an additional \$50

**Peace of Mind with Storm Prep**  
*Priority for our hurricane preparation service is given by date of owner sign up. Time for service is limited & last minute requests cannot be guaranteed.*

**TERMS AND CONDITIONS**

By signing this Rental Services Agreement, the Owner acknowledges that they have read and agreed to the Rental Services Agreement Terms and Conditions, incorporated herein by reference.

- ☐ I have reviewed and agree to the 2026 Service Plans and Agreements elected here

*Thank you for allowing us to service your home.*

**Use of Electronic Means Notice:** The parties agree that electronic means may be used to sign this Agreement or to make any modifications the parties may agree to, and that any written notice, communication, or documents may be transmitted to any mailing address, email address, cell phone number or fax number used by the parties to communicate during this Agreement. Either party may change the address to which any notice or documents should be sent by written notification to the other party in a manner permitted in this paragraph.

When signed, whether electronically or in writing, this shall become a binding contract. This Agreement shall be binding upon any successors or assigns of the parties hereto.

All service plans auto-renew annually on January 1.

*Please notify us by December 1 if you do not want to auto-renew or wish to cancel your service agreement: 252.491.5258 or by email at SunServices@SunRealtync.com*

Payment for your selected service plans is due in January of the year service is to be performed

All Service Plans are non-refundable.

*Plans may be transferable if property changes ownership, with seller approval and notice to service department and a replacement agreement with the buyer/new owner. If we are not notified that service plans are transferred with the sale of your property, the agreement will be terminated as we do not have an agreement with the new owner.*

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Property #: \_\_\_\_\_

*Typing Your Name Above Signifies Your Acceptance of the Terms and Conditions Set Forth Herein*