



**SHORT TERM
25/75 RENTAL MANAGEMENT AGREEMENT**

P.O. Box 647
Frisco, CO 80443
(970) 668-3174

_____, 20__

THIS AGREEMENT made between _____ (hereinafter called "Owner") and **Mountain Managers** (hereinafter "Agent" or "Manager").

Owner of Record's Information:

Name _____	Phone (H) _____
Name _____	Phone (W) _____
Billing Address _____	Cell _____
Street/P.O. Box _____	Fax _____
City _____ State _____ Zip _____	E-Mail _____
Tax I.D. or SSN _____	

HOA Management Company (if other than Mountain Managers):

NAME _____ Phone: _____

- EMPLOYMENT OF AGENT.** Owner hereby employs Agent as Owner's Agent for purpose of leasing or renting the following described property (the Unit): _____
Mountain Managers is appointed as rental agent and agrees to provide rental management, including promotion, unit inventory control, key control, check in service, unit inspections after rental cleans, and a detailed monthly accounting of all revenues and expenses. Owners who have card keys for unit access will not be charged if re-programming or key replacement is needed during normal working hours if it can be completed by Agent's staff. If contracted out, there will be a separate invoice to owner. A service fee will be charged for key services after hours as outlined in Section 7, paragraph D. Owners are responsible for any after hours fees incurred by their guests. Mountain Managers will also make available repair and maintenance services, housekeeping and linen services. Such services will be charged separately to the owner. Housekeeping fees are charged on a flat rate basis for all bookings. Mountain Managers does not warrant against loss, theft, wear and tear, breakage, or loss of income. If an owner elects to do their own cleaning following an owner stay, Managers will inspect the unit and if the unit is not considered to be rental ready or up to the standards of Mountain Managers, housekeeping will perform those tasks necessary to ensure the unit is fully prepped and clean to our specifications. Owner will be billed for any required cleaning service. All cleaning must be accomplished by Mountain Managers except after owner stays when owners may elect to do their own cleaning.

2. **TERM.**

- A. All Managers' agreements automatically renew each year on May 1st for a one-year term. If an owner joins the program mid year, the agreement will still renew May 1st for an additional year. Example: Owner signs contract on November 1st. Agreement will run through April 30th and will automatically renew on May 1st for one year. Either party may terminate this agreement by serving written notice upon the other party at least thirty (30) days prior to the end of the term. (This means written notice should be given no later than April 1st.) Mountain Managers books units up to one year in advance. Therefore, owners terminating the agreement **at any time** are bound by the conditions listed in the next paragraph.
- B. The owner will bear full responsibility for payment of all fees, charges, commissions, etc. Should owner wish to cancel said agreement at any time for any reason, including sale of unit, and refuse to acknowledge and accommodate rental reservations occurring within 180 days of cancellation, then owner shall be responsible for damages in the sum of twice the amount of the commission as stated in paragraph 3 of the Short Term Rental Agreement. In addition, owner will be responsible for all costs of collection including legal fees.
- C. If Owner sells his unit and reservations have been scheduled, the sale must be made "subject to existing leases and tenancies." Should the sale be made without including the aforestated "subject to..." clause, or the new owner fails to honor the reservations booked within 180 days of the date of sale, then either one or both parties will be subject to payment of damages up to twice the amount of commissions due. In addition, Owner(s) will be responsible for all costs of collection, including legal fees. Owners must inform Managers of the name of their real estate agent. It is required that the agent or Owner check with Managers before showing the unit to make sure it is not occupied. Normally, the unit cannot be shown while a rental is in progress. If a contract is accepted, Managers must be notified within 10 days of acceptance.

3. **COMPENSATION OF AGENT.**

- A. Owner agrees to pay Agent a commission equal to 25% of the gross rental with 75% going to the owner. The same commission structure applies for any cancellations where monies are retained. Full refunds may be given to renters in special cases involving accident, death, or emergencies. Agent may deduct his compensation from funds held by Agent for Owner's account. Any additional fee charged directly to guests (i.e. extra cleaning fees, surcharges, etc.) is solely Managers' income.
- B. Owner agrees to pay Agent a monthly management fee of \$150.00 per month.
- C. Owner agrees to pay Agent \$200 per year Internet user fee. This fee will not be pro-rated for owners signing up mid-year. The full fee applies to all owners regardless of the date they sign their agreement and is due at time of signing and on each May 1 thereafter.
- D. Owner is responsible for all cleaning charges for owner/guest use unless Agent is notified in advance that cleaning is not required for a specific owner/guest booking. Owner is also responsible for cleaning charges for all rental cleans.

- E. Electronic Locks: Any unit having a Safloc lock system must pay Agent a one time set up fee. This is required in order to have the lock added to Agent's system. The fee is established by Safloc and can be anywhere from \$125 to \$300. If Safloc increases the fee, the additional cost will be passed on to the Owner. Owner is to pay this fee to Agent at the time the unit comes on the rental program.
- F. Owner agrees to pay Agent for complete household inventory accomplished each spring as specified in paragraph 4 J.
- G. Owner will pay all credit card and travel agent fees. Credit card fees are approximately 3% and travel agent fees are generally 10-20%. Both credit card fees and travel agent fees are not absolute and are subject to change at any time.
- H. Owner will pay a fee of \$20.00 per occurrence when Agent is required to do a unit inspection prior to the arrival of the next guest.

4. **DUTIES OF AGENT.** Agent, either directly or through his employees, shall have the following duties:

- A. Agent shall use reasonable efforts to rent the unit to desirable tenants, including advertising the availability of the unit for rent to the extent and in such manner as Agent may deem necessary.
- B. Agent shall collect, when applicable, advance deposits and current rent and other receipts relating to the unit, however, agent shall not be deemed to have guaranteed the payment of any rent by any tenant. Agent may co-mingle such funds with funds held similarly for other owners in either interest bearing or non-interest bearing accounts. Agent shall be paid all interest. Owner shall have no right of collection of any interest paid. This account is specifically defined as an account held by Mountain Managers as agent for owners on Mountain Managers' Short Term Rental Management Program.
- C. Agent shall maintain books of account showing all receipts and disbursements in connection with the unit. Such books of account shall be open to inspection by Owner or by any duly authorized representative of Owner during normal business hours. The accounting month shall run from the first of the month to the end of the month. On or about the 15th day of the succeeding month, Agent shall furnish Owner a detailed statement of all receipts and disbursements for the prior month and shall make payment in full for the amount shown due to Owner at such time. If the monthly statement rendered by Agent shows a net loss, Owner shall reimburse Agent for the amount due by the 15th of the following month. Balances past due 30 days or more will accrue interest charges at a rate of 1 ½% per month on the unpaid balance plus a \$15.00 late payment fee. Interest and late fees will accrue each month until the account is brought current.

A Form 1099 stating earned gross income is issued to the Owner of Record at the end of each calendar year. Owners are required to submit a Federal Identification or Social Security Number upon signing a Rental Agency Agreement (see page 1).

- D. Agent shall arrange for necessary maid and linen service. Each unit is checked by the housekeeping staff upon the departure of renters, owners or guests, or prior to the arrival of the next occupant.

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1. Unit will be fully prepped with an initial supply of linens, towels, paper products, etc. prior to check-in. Additional supplies are billed separately for all guests and/or owners.
 2. Guests/owners may request additional housekeeping services at additional cost and may make special arrangements for extended summer and winter visits.
- E. Agent will have the authority to terminate tenancies if warranted. Accordingly, agent will execute and deliver in the name of the Owner such notices as are necessary to institute and prosecute actions to evict tenants or otherwise recover possession of the unit. When deemed appropriate by Agent, Agent may settle, compromise, and release such actions or suits or reinstate any such tenancy.
- F. Agent will establish all terms and conditions, including the amount of rent, for any tenancy of the unit that is booked by Agent. Agent shall endeavor to establish a rate that is uniform with comparable units, and which shall be competitive with similar rental rates in the area. Rates will fluctuate according to the season and market.
- G. Agent will incur on behalf and at the expense of Owner and pay the following charges in connection with the unit: fireplace wood, all referral fees, credit card charges, travel agent fees, special Resort Association assessments and any other expenses relating to the maintenance, upkeep and repair of the unit which are not the obligation of the condominium association under its declaration, articles of incorporation or by-laws.
- H. Agent shall not incur any expense in excess of \$300.00 for repair or refurbishing of any private element without the prior approval of the owner. However, if an emergency exists (that is, a situation in which the health or safety of any person or the physical integrity of a structure is endangered by an unusual circumstance) the Agent may take emergency action at the cost of the unit Owner as the case may be. In such event the Owner shall immediately indemnify and hold Agent harmless from and against any and all costs and judgements arising from or related to Agent's said actions. Notice of any emergency repairs shall be given to Owner as soon as possible.
- I. When a new unit is placed on the Rental Management Program, a complete written and pictorial inventory of furnishings, appliances, and household items will be conducted. Any pictures would be made available for insurance claims in the event of major damage or theft. (Units placed on the Rental Program after November 15th will not have a pictorial inventory until the following spring).
- J. A complete "Household Inventory" will be conducted in the spring. The inventory is mandatory and must be accomplished by Mountain Managers staff. Fees for the complete inventory are: \$20 for 1 bedroom units, \$25 for 2 bedroom units, \$30 for 2 bedroom/loft units and \$40 for 3 bedrooms or larger. A Spring Clean, including steam cleaning of carpets for units older than one year, **IS REQUIRED** annually. An owner may elect to accomplish any or all of the required cleaning, repair or replacement of items, or he may request that Managers accomplish these tasks. Units placed on our Rental Program after the Spring Cleans have been completed are required to have a complete Fall Clean.

- K. Fall touch-up, major cleaning, repair/replacement of missing furnishings and utensils must be completed not later than October 15 or date stated in the appropriate quarterly owners' newsletter. After this date, Mountain Managers will complete work, purchase required items, and charge the owner.

5. **DUTIES OF OWNER.**

- A. Owner shall pay all fees, dues, utilities, etc. and any other charges assessed against the unit, including real estate and personal property taxes.
- B. Owner shall keep the unit furnished with such items of furniture and kitchenware as are reasonably necessary for the comfortable occupancy of the unit. Agent may purchase any such items and charge the purchase to the account of the Owner provided that no expenditure in excess of \$300.00 be made without prior notice to owner.
- C. All owners on the Short Term Program are required to have a telephone line installed in their unit. Each owner must equip the unit with a touch-tone phone. Long distance calls are blocked (guests may use their credit cards to place long distance calls). Owners are given special codes to bypass the system. The owner is responsible for phone and line installation costs, monthly line fees, and the special monthly line block charge. Owners should advise Mountain Managers if they have hi speed Internet access either personally or through their HOA so this can be used as an advertising tool to generate rentals.
- D. For units managed by a Property Management company other than Mountain Managers, owner will provide a copy of Rules and Regulations (if applicable) to Agent and post a copy in the unit.
- E. Owner shall indemnify and hold Agent harmless from any cost, damages, expenses, liability or claim of liability for personal injury, property damage, other act or occurrence asserted by any tenant, invitee or other person or arising from any loss or damage to the unit unless the result of gross negligence or willful misconduct of Agent or his employee.
- F. Because Condominium Declarations and By-laws vary as to Association/Owner responsibility, it is advisable for the owner to have his agent review these documents when purchasing condominium insurance. In most cases, owners are responsible for furniture, drapes, appliances, and personal effects. Owners may also be responsible for the drywall, windows, doors, heating systems, etc. An owner renting his condominium should instruct his agent to provide coverage that includes contents, liability, and loss of rental income. Owner agrees to name Mountain Managers, Inc. as additionally insured on Owner's policy.

6. **RENTAL POLICIES.** Renter policy has been formulated to protect the owner and provide the renter with an enjoyable vacation experience. Primary rental policy includes:

- A. A rental confirmation and brochure outlining general rules, cancellation policy, check-in instructions, and special information is forwarded to the renter immediately upon making the initial booking. This same information is forwarded again after receipt of the final deposit. Owners making bookings either for themselves, guests, or paid rentals must use Mountain Managers on-line booking calendar to prevent the possibility of double bookings. To ensure that guests receive proper confirmation, owners should provide guest's name and mailing address. In all cases, the guest's name and phone number must be provided so they can be located in case of an emergency.

- B. Upon booking, 50% down is required. Final payment is due 45 days prior to arrival. These can be paid with credit card or check. Checks must be received within 10 days of booking. Late reservations are handled on an individual basis with full payment requested at time of booking. In most cases, a credit card will be used to hold or pay for the reservation.
- C. Managers attempts to procure rentals with a minimum three-night stay, however, one and two night stays are accepted solely at Managers' discretion. During the Christmas holidays Mountain Managers will attempt to procure longer stays but a lesser number of nights will be accepted, again at Managers' sole discretion.
- D. If owners elect to clean their unit upon departure, all perishable food should be removed from the unit. All non-perishable items that the owner wishes to leave in the unit should be locked in the owner's closet so housekeeping does not remove them. Exceptions are soap and paper products which must be replaced as needed so the unit is ready for rental.
- E. The normal maximum occupancy for rental guests is as follows:

<u>Type of Unit</u>	<u>Number of Persons</u>
Studio/1 Bedroom	2-4
2 Bedroom/1 Bath or 1 Bedroom/Loft/1 Bath	4-6
2 Bedroom/2 Bath	6-8
2 Bedroom/Loft/2 Bath or 3 Bedroom	8-10

The number of guests in the unit will not exceed the bedding. There are no limitations for owners or owner's guests. Owners who "under bed" their unit (i.e. sleep six in a three-bedroom unit) may find this adversely affects their rental program.

F. Rental Rotation System

Mountain Managers, Inc. obtains vacation rentals through a multitude of sources including direct on-line bookings on the internet, media advertising, mail outs, prior renters and their referrals, travel agents, airlines, tour operators, resort associations, travel shows, and direct bookings.

Units are placed in "like-unit" categories within complexes and are balanced on a basis of nights of rental including owner/owner guest use. Nights of rental are also dependent on unit appearance, configuration, size, location, amenities, and customer requirements/requests.

G. Credit Card Disputes/Insufficient Funds

Credit card companies do not ensure payment in a no-show situation. If a renter pays the deposit by credit card and does not check in, we will retain both the owner's disbursement and our commission in trust until it is ascertained if the charge will be disputed. This normally takes 12 weeks.

In our many years of business, we have had very few insufficient fund checks that we could not collect on. Should we receive a bad check, we will do everything possible to obtain collection but we cannot guarantee payment.

H. Complimentary Visits

It is extremely advantageous to host airline personnel, travel writers, tour operators, and other representatives of the ski and travel industry. When this occurs, we absorb all costs of entertainment, housekeeping and linen services. Normally, visits are limited to three or four nights, and will be booked during off-season or periods of low occupancy. Whenever possible, Managers will limit complimentary stays for any unit to one per year. Also, a limited number of complimentary bookings are provided to charitable organizations. Complimentary visits are kept to a minimum.

I. Maintenance Services

Managers' goal is to respond quickly to owners' and guests' maintenance needs. Maintenance service is available on a 24-hour basis with emergency service after regular business hours. All maintenance work is charged separately and additional fees will be charged for any service requested after normal office hours. To ensure a rapid response, we employ a number of vehicles, on-call personnel, and a cellular phone/radio system.

J. Re-booking

Mountain Managers reserves the right to move bookings as needed. This may happen due to maintenance problems, changes in the size of the party, changes in booking dates, etc. If a renter is moved into an alternate unit due to factors beyond his control, he will pay the same rates originally quoted. In these situations, we try to move the renter into a comparable unit.

K. Unit Damage and Missing Items

Mountain Managers will do everything possible to minimize damage and prevent theft. Owners must realize that wear, tear, and breakage will occur. If we discover damage or a missing item, we will try to ascertain who is at fault and obtain restitution. However, the owner is ultimately responsible, so it behooves owners to make sure they have adequate insurance coverage.

L. Unit Security

The Rental Management Agreement does not include security checks of rental units during unoccupied periods. Unit security is the responsibility of the owner and/or the condominium management company. Housekeepers and Managers' staff members are instructed on thermostat settings, however, we are not responsible for unit freezes, break-ins, etc. If requested, Mountain Managers will do weekly checks at an additional cost.

M. Non Smoking

Owners have the option of designating their unit as "non-smoking".

N. No Pets

Generally, pets are not permitted in any unit. If your Homeowners' Association allows pets for rental guests and you are willing to have pets in your unit, an exception may be made.

7. **OWNER POLICY**

A. Commission Program – If a unit is rented by Managers solely through its promotional and management efforts, the full commission rate shall be charged.

B. All fees and Managers' commission are deducted from the Gross Rental Income. The owner receives the remaining balance.

C. Unit Upkeep and Furnishing

1. Mountain Managers spends a great deal of time, effort, and marketing dollars to bring renters to your unit. If the vacationing party has an enjoyable visit and is pleased with their accommodations, they will rebook your unit and refer their friends. It is up to the owner to furnish his unit to enhance rentals and add to its desirability. Interior décor is very important. Mountain Managers reserves the right to terminate the rental management agreement for any unit not kept up to acceptable standards.

2. Upon inspection, owners will be notified of specific repair or replacement needed to bring the unit up to standard. Owners may request assistance in obtaining bids through Mountain Managers. A fee will be charged for this service.

3. A "Minimum Furnishings Check-List" attached to this agreement outlines those furnishings and supplies needed to prepare your unit for the short term rental program. Unless otherwise noted, all items are required to be in the unit. Owners are expected to furnish their units appropriately for rental.

D. Owners and Guests

Manager is aware that owners will book their units themselves in order to enhance their rental income. Owners must use Mountain Managers web site and booking calendar for these reservations so that our reservations staff is aware of when the unit will be occupied by owner, owner's guest, or paying guest. The rental program is run on a year 'round basis and often there are last minute walk-ins. Double bookings can be avoided if owners follow proper procedure.

Owners may not block their units for entire peak times (Christmas/New Years, 4th of July, month of March) unless they have valid confirmed reservations for these dates. Blocking space without valid reservations precludes Managers from booking the unit. Should an owner violate this policy, the agreement may be terminated

Owner's guests may obtain a key at our Frisco or Keystone office. Owners must provide Managers with their guest's names and dates of stay. Managers will not give keys to unauthorized persons. Guests requiring a key after office hours must call and make arrangements prior to arrival. If Managers' staff is called after hours to provide a key or key replacement for an owner or guest, owner/guest may be charged a \$52.50 after hours surcharge plus trip fee and/or locksmith fee.

E. Owner Use Schedules

Owner use is to be scheduled by booking on line using Manager's on line booking calendar. Should an owner find it necessary to utilize Manager's reservation's department for booking owner's use, a \$10.00 service fee will be assessed. If an owner plans to use his unit during high-density periods such as the week after Christmas, President's Weekend, or Spring Break, he should inform Reservations well in advance. Mountain Managers books units up to one full year in advance. Managers will attempt to accommodate owners, however, **Managers' renters will have precedence.** Please Note: Should an owner insist on moving a renter when there is no **comparable** alternate unit available and the rental is lost, the owner will be liable for lost commissions. If no comparable unit is available and the guest is upgraded to larger accommodations, the owner is responsible for the extra cost. Should this occur when the unit is part of a group booking and the entire group is lost, liability would extend to lost income of other owners involved as well as lost Managers' commissions.

F. Rental Management Agreement Recording

The Rental Management Agreement may be recorded; such recording constitutes notice that the unit is subject to a binding agreement and shall run with the land and be binding upon owners, heirs, successors, and assigns.

8. **SPECIAL SERVICES**

A. Snow Removal

Owners of homes, chalets and townhouses are required to contract for snow removal from driveway and walk areas. We will forward a proposal to these owners in the fall.

B. Hot Tub Upkeep

TMI Pools, Hot Tubs & Spas is a wholly owned subsidiary of Mountain Managers, Inc. specializing in hot tub repair, installation, sales, and upkeep. Several types of service agreements are available and will be provided to owners with private hot tubs. Because of insurance requirements and the changeable nature of rentals, including last minute walk-in bookings, cancellations, add-ons, etc., all units with private hot tubs are required to contract for their upkeep and service through TMI.

C. Maintenance, Sub-Contracting, and Material Costs

All maintenance and repairs are charged at materials cost plus mark up plus the current maintenance labor rates. Mark up charges for materials, shelf stock, and supplies will vary. In most cases, cost of these items to owners will be below Summit County contractor rates. If a subcontractor is necessary, mark up fees will apply.

D. Cleaning Fees

Rental cleans are charged to the owner with fees dependant on the size of the unit. If Managers is required or requested to clean a unit after owner's use, there is also a charge. If the entire unit is cleaned and linens and paper products replaced, a flat fee based on unit size will be charged. If touch up cleaning is needed, the fee will be based on time and material. Owner guests **must** have their end of stay cleaning performed by Mountain Managers. All rental guest housekeeping charges will be billed to the owner.

9. NOTICES. Any notice provided for or permitted under this Agreement shall be in writing and shall be deemed given when delivered personally or when deposited in the U.S. mail with postage prepaid and addressed as follows:

If to Owner: Per page 1 of this agreement

If to Agent: Mountain Managers, Inc.
P.O. Box 647
Frisco, CO 80443

10. ACTIVE PARTICIPATION. Membership in Mountain Managers Rental Management Program requires the active participation of the Owner(s).

- 11. ASSIGNMENT OF AGREEMENT. This Agreement may be assigned to a third party by written notice and amending of said agreement by Agent. Such written notice and amendment shall be provided to owner at least 15 days prior to specified date of assignment and amendment. In the absence of written objection from owner delivered prior to effective date of assignment/amendment, these shall be in full force and effect.
- 12. BINDING EFFECT. This Agreement shall be binding upon and inure to the benefit of the respective parties and their heirs, successors, and assigns.

Signed:

_____ Date: _____
Owner Signature or if multiple owners, authorized person
representing all parties

CREDIT CARD NUMBER _____ Expiration Date _____

NOTE: Credit card number is required. This will not be used unless an owner's account is 30 or more days past due. At that time, all outstanding fees will be charged to owner's credit card. Owners may elect to pay by credit card at any time by contacting Mountain Managers' Accounting Department.

MOUNTAIN MANAGERS

By: _____ Date: _____
Phil Wells

MINIMUM FURNISHING CHECK-LIST

NOTE: THE FOLLOWING IS A MINIMUM LIST OF THOSE ITEMS NEEDED TO PROVIDE AN EFFICIENT AND COMFORTABLE RENTAL UNIT. THE AMOUNT OF GLASSES, SERVING BOWLS, FLATWARE, ETC. REQUIRED IS 1.5 TIMES THE SLEEPING CAPACITY OF YOUR UNIT. FOR EXAMPLE, IF YOUR UNIT SLEEPS 6, 6 X 1.5 = SERVICE FOR 9. UNLESS OTHERWISE NOTED, ALL ITEMS LISTED BELOW ARE REQUIRED.

GENERAL

- AM-FM clock radio or alarm clock in each bedroom
- Anti-theft mark behind pictures and wall hangings (optional)
- Broom and dust pan
- Cable ready color television with remote
- Fire extinguisher (owner must keep updated)
- Fireplace tools, fireplace grate, and ash can (unless unit has a gas fireplace)
- "Long life" light bulbs
- Permanent coat hangers (10) in each closet
- Telephone (TOUCH TONE ONLY)
- Upright vacuum cleaner and supply of bags
- Wastebasket for each bedroom
- VCR or VCP & DVD
- Iron/ironing board

BEDDING

- Bedspreads for each bed
- 2 blankets for each bed and hide-a-bed
- Mattress pad or cover for each bed and hide-a-bed
- 1 pillow per twin bed, 2 pillows per double beds and hide-a-beds

BATHROOM

- Necessary racks for towels and toilet paper dispenser
- Plunger and toilet brush
- Shower curtain and hooks on doors as required
- Wastebaskets for each bathroom
- Wall-mounted hairdryer for each bathroom

KITCHEN

- Automatic coffee maker
- Broiler pan – 2 piece set
- Can opener, bottle opener and corkscrew
- Colander or large strainer
- Cookie sheet, roasting pan, and cake pans
- Cooking and mixing utensils (i.e. meat fork, spatula, ladle, spoons, etc.)

KITCHEN (continued)

- Cookware (12 pieces) including lids.
Suggested sizes: 10" skillet, 12" or 14" skillet, 1, 2, and 3 qt sauce pans, 2 large pots (spaghetti cooker), small frying pan
- Cutting board
- Dinnerware setting for 1.5 times maximum guests to include: dinner plates, salad plates, soup bowls, cups or mugs, platter (meat), vegetable bowls
- Egg beater/whisk
- Flatware for 1.5 times maximum guests to include: dinner knives, dinner forks, salad forks, soup spoons, serving spoons, teaspoons, sugar spoon, butter knife and steak knives
- Grater
- Ice cube trays or ice maker
- Juice glasses, old fashion glasses, tall drinking glasses, wine glasses (for 1.5 times maximum guests)
- Juice pitcher
- Knives to include paring, sandwich, and carving knives (3)
- Measuring spoons and cups
- Microwaveable cookware
- Microwave oven
- Mixing bowl set (3)
- Pot holders or mitts
- Potato peeler
- Pyrex casserole set w/lids
- Salad bowl
- Salt and pepper shakers
- Silverware tray
- Tea kettle
- Toaster