



Thank you for informing us of property OSJ14 “Sunny Days” being listed for sale and providing the necessary PMD information. We are happy to provide you with the necessary information regarding the property management of this home.

Our Business Development Team manages property listing transactions and change of ownerships for Village Realty. Requests for rental projections, booking reports, rental history, and access codes can be made to the Business Development Team. The main point of contact during this process will be;

Jana L Horn
Business Development Specialist, Broker/RSPS
Village Realty
252-489-6084 cell
janah@vrobx.com

If you need to schedule a showing, please contact our Owner Relations Team at 844-602-5299 or 252-248-3325. You can also speak to our Owner Relations Team if you require a code generated outside of normal business hours or in the event the Business Development Team is not available.

In the event of a mechanical issue with the point central lock, please contact our Maintenance Team at 252-489-5407.

When the property goes under contract for sale, please ensure the Business Development Team is updated and provided part 2 of the PMD immediately. Expeditious communication is imperative to ensure the successful transition for the seller, buyer, and rental guests.

Inspections are a routine part of the sales process, during which access will need to be available to all areas of the home. The management team does not always have keys to all areas of the home (owner lockup areas), so making a plan now will prevent access issues in the future.

We encourage you to discuss with your client the terms of their existing property management agreement with Village Realty. Please be aware of the below term (15c, found on page 5) of the contract;

Should Premises be sold or exchanged during the term of this Agreement, then said sale or exchange will be contingent upon the buyer’s acceptance of all terms and conditions of this Agreement and assumption of all tenant leases by buyer. Owner also agrees to furnish Agent with a copy of the Sale Listing Agreement so Agent may verify that buyer’s acceptance of this Agreement is contained within the Listing Contract. Owner acknowledges that Owner has the responsibility to inform buyer that all existing leases within 180 days after settlement must be honored per the Vacation Rental Act and inform buyer of the terms and conditions included in Section 13. Agent is due full commission on existing leases at the time of sale.