



SCENIC RIDGE RENTALS

Co-Host Agreement and Owner Information Sheet

Buckeye Devils LLC d/b/a Scenic Ridge Rentals | info@scenicridgerentals.com

Purpose	This packet explains the co-hosting structure and sets the signed agreement terms for Airbnb-only short-term rental support.
Business Role	Scenic Ridge Rentals acts as a co-hosting assistant and operations support provider. We are not a property manager, real estate broker, contractor, inspector, or 24/7 emergency response service.
Owner Control	The Host remains the legally responsible owner and decision-maker for the property, insurance, permits, repairs, utilities, safety, and compliance.

Service Tier Overview

Tier	Owner Involvement	Typical Scope
Tier 1 - 10%	Owner remains active	Guest communication, screening, pricing support, calendar oversight, guest issue handling.
Tier 2 - 15%	Shared operations	Tier 1 plus cleaner scheduling, turnover coordination, Airbnb-routed cleaning fee management, quality oversight, minor contractor coordination, occasional on-site troubleshooting.
Tier 3 - 20%	Minimal owner involvement	Tier 1 and 2 plus broader contractor coordination, more frequent urgent site visits, and emergency repair authorization up to \$200.

Owner Insurance and Compliance Requirement

Minimum Liability	\$1,000,000 short-term rental or vacation rental liability coverage.
Policy Type	Policy must permit transient occupancy and must not exclude short-term rental use.
Additional Insured	Buckeye Devils LLC d/b/a Scenic Ridge Rentals must be named as Additional Insured.
Proof Required	Certificate of Insurance (COI) required before services begin and upon renewal.

This information sheet is a summary only. The signed agreement controls.



BUCKEYE DEVILS LLC d/b/a SCENIC RIDGE RENTALS

CO-HOST AGREEMENT

Co-Host:	Buckeye Devils LLC d/b/a Scenic Ridge Rentals A North Carolina Limited Liability Company Address: 42 Black Oak Dr, Vernon, NJ 07462 Email: info@scenicridgerentals.com
Host ("Client"):	Name: _____ Address: _____ Email: _____ Phone: _____ Effective Date: _____

Collectively, the "Parties."

1. Purpose of Agreement

This Agreement establishes Buckeye Devils LLC d/b/a Scenic Ridge Rentals as a Co-Host for the Host's short-term rental property ("Property") listed exclusively on Airbnb. All fees, percentages, and cleaning-fee payments are routed through Airbnb's platform whenever possible. The Co-Host is not a property manager, does not act as an agent or broker, and does not provide any service requiring a real-estate license. Co-Host acts solely as an administrative and communications contractor and does not exercise control over the Property. The Host remains the legally responsible owner of the Property.

2. Property Information

Property Address: _____

Platform Link (Airbnb Only): _____

3. Term & Termination

This Agreement begins on the Effective Date and continues month-to-month. Either Party may terminate the Agreement with 30 days' written notice for any reason. Co-Host may terminate immediately if the Host becomes unresponsive, unreasonable, demands services outside the agreed scope, fails to maintain required insurance, or fails to provide proof of required insurance.

Upon termination, Co-Host has no obligation to continue guest communications, booking management, or operational support beyond the termination date, except as the Parties may separately agree in writing. Co-Host is entitled to compensation for all confirmed bookings made prior to termination, regardless of stay date, to the extent permitted by Airbnb's platform rules and payment routing.

4. Service Tier Selection & Agreement Amount

The Host selects the following service tier (circle or check one):

Tier 1 - Co-Host Customer Service Package 10% of Monthly Airbnb Revenue

Tier 2 - Enhanced Co-Hosting + Operations 15% of Monthly Airbnb Revenue

Tier 3 - Minimal Owner Involvement Package 20% of Monthly Airbnb Revenue

AGREED-UPON PERCENTAGE: _____ %

This percentage applies only to Airbnb revenue and is automatically paid through Airbnb whenever possible.

5. Service Descriptions

Tier 1 - Customer Service Package:

- Guest communication (business hours + evening coverage)
- Monitoring for scams, parties, and problem guests
- Revenue/pricing optimization (Wheelhouse or manual)
- Calendar oversight, template management, and guest issue resolution

Tier 2 - Operations Upgrade (includes Tier 1):

- Cleaner scheduling and turnover coordination
- Cleaner payments via Airbnb cleaning-fee routing
- Quality checks (not full inspections)



- Minor contractor coordination
- Occasional on-site troubleshooting

Tier 3 - Minimal Owner Involvement Tier (includes Tier 1 and 2):

- Co-Host as primary operations contact
- Broader contractor coordination (no major repairs)
- More frequent urgent site visits
- Emergency repair authorization up to \$200

Co-Host may authorize emergency repairs up to \$200 only where reasonably necessary to protect life, safety, guest access, or to prevent further property damage. Host remains fully responsible for all such costs.

6. Payment Terms

- Percentages apply to gross Airbnb booking revenue (excluding cleaning fees).
- Cleaning fees are routed via Airbnb to the appropriate recipient.
- If Airbnb routing fails, Host must pay Co-Host invoice within 7 days.
- Co-Host compensation is earned on confirmed bookings generated during the term of this Agreement, including bookings with stay dates after termination unless otherwise agreed in writing.

7. Explicit Limitations of Services

Co-Host is NOT:

- A property manager
- A real estate agent or broker
- A landlord representative
- A contractor or inspector
- A tax preparer or compliance officer
- A 24/7 emergency response service

Co-Host does NOT:

- Manage long-term tenants
- File taxes (unless an add-on service)
- Oversee utilities
- Perform major repairs or renovations
- Guarantee revenue or occupancy
- Guarantee guest conduct or Airbnb reimbursement outcomes

8. Host Obligations

Host agrees to: 1. Maintain involvement and timely communication. 2. Maintain all required insurance, permits, and compliance. 3. Pay for repairs, utilities, supplies, and contractor work. 4. Keep the Property safe, legally operable, and guest-ready. 5. Hold Co-Host harmless for issues outside Co-Host control. 6. Maintain required insurance as stated below.

Insurance Requirements:

Host agrees to maintain, at all times during this Agreement, a minimum of \$1,000,000 short-term rental (STR) or vacation rental liability insurance policy that expressly permits transient occupancy and does not exclude short-term rental use. Host shall name Buckeye Devils LLC d/b/a Scenic Ridge Rentals as Additional Insured on such policy. Host must provide a valid Certificate of Insurance (COI) before the start of services and upon each renewal. Policy must remain active at all times during this Agreement, and Host shall use best efforts to ensure the policy provides notice of cancellation or non-renewal. Failure to maintain required insurance or provide proof of coverage is a material breach of this Agreement and grounds for immediate termination.

9. Liability & Indemnification

Co-Host is not liable for property damage, injuries, guest misconduct, unsafe conditions, owner decisions, municipal/HOA/regulatory issues, platform decisions, or matters outside Co-Host control. Host indemnifies and holds Co-Host harmless against all claims arising from the Property, guest stays, property condition, owner instructions, legal compliance, or Host's failure to maintain required insurance. Co-Host liability is limited to fees paid to Co-Host in the prior 60 days.

Co-Host shall not be responsible for verifying the adequacy, scope, validity, exclusions, or continued status of the Host's insurance coverage, even if Co-Host receives a Certificate of Insurance.



10. Optional Add-On Services (billed separately)

- Permit filing or pickup
- STR tax filing
- Mail collection
- Utility management
- Supply restocking
- Renovation oversight
- Deep cleaning supervision
- Photography
- Additional contractor visits

11. Guest Damage & Claims Handling

Co-Host may assist in submitting claims through Airbnb, including AirCover, but makes no guarantee of reimbursement, approval, timing, or outcome. All property damage, guest-related losses, refund disputes, chargebacks, and reimbursement disputes remain the sole responsibility of the Host. Host is responsible for maintaining documentation, receipts, invoices, photos, and any insurance or Airbnb materials reasonably needed for claims.

12. Platform Dependency

Co-Host services rely on Airbnb systems, policies, account functionality, payment routing, messaging tools, pricing tools, and platform access. Co-Host is not responsible for platform outages, policy changes, account suspensions, delisting, payment delays, review decisions, claim denials, or other actions taken by Airbnb or any third-party platform/service.

13. Mediation & Arbitration (Dispute Resolution)

13.1 Mediation Required - Parties must first attempt mediation in North Carolina.

13.2 Binding Arbitration - If mediation fails, disputes are resolved by binding arbitration in North Carolina.

13.3 No Court Litigation - Except to enforce an arbitration award or seek temporary emergency relief pending arbitration.

14. Governing Law & Venue

This Agreement is governed by North Carolina law. All mediation and arbitration occur in North Carolina.

15. Liability Waiver; Owner’s Assumption of Risk

Host fully assumes all legal responsibility for:

- Property condition and safety
- STR legal compliance
- All guest claims, injuries, disputes, and damages
- All regulatory, HOA, municipal, state, or federal issues
- All owner-side insurance, taxes, permits, repairs, utilities, and operational expenses

Host waives and releases Buckeye Devils LLC d/b/a Scenic Ridge Rentals from liability to the fullest extent permitted by law and agrees to full indemnification. Co-Host is an administrative assistant and communications contractor only, not a property manager.

16. Signatures

CO-HOST:	HOST:
Buckeye Devils LLC d/b/a Scenic Ridge Rentals	Signature: _____
By: _____	Name: _____
Name: Richard Thompson	Date: _____
Title: Owner	
Date: _____	