

DOORSTEP VACATION RENTAL MANAGEMENT AGREEMENT

THIS VACATION RENTAL MANAGEMENT AGREEMENT (this "Agreement") is entered into and effective as of _____ (the "Effective Date") by and between **Doorstep, LLC**, a Utah limited liability company (the "Agent") and _____ (the "Owner") (each a "Party" and together the "Parties") for the property located at _____ (the "Property").

WHEREAS, the Owner desires to engage the Agent to manage, operate, and lease the Property as a short-term vacation rental and the Agent wishes to be so engaged;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. APPOINTMENT AND AUTHORITY. The Owner hereby appoints the Agent as the exclusive agent to manage, rent, operate, and maintain the Property as a short-term vacation rental. The Agent is authorized to: (a) advertise and market the Property on all platforms including Airbnb, VRBO, and Booking.com and produce and distribute images of the Property; (b) establish and revise rental rates; (c) place reservations, collect deposits, rents and fees, handle all guest communications, and provide full or partial refunds to resolve guest complaints.

2. MAINTENANCE AND REPAIR. Agent is authorized to arrange all regular cleaning, maintenance, and repairs. Agent may authorize repairs up to \$500 per incident without Owner approval. Any repair exceeding \$500 requires Owner's prior written consent; provided, however, in emergencies where immediate action is required for preservation of life, guest safety, or the Property, Agent is authorized to cause emergency repairs without prior approval or limit. Agent will notify Owner of emergency repairs as soon as commercially reasonable. Labor by Agent's maintenance team is billed at \$55 per hour plus materials. All costs will be paid from the Trust Account or Operating Reserve.

3. TRUST ACCOUNT AND OPERATING RESERVE. Agent will maintain a FDIC-insured trust account for safekeeping of funds from all properties managed by Agent (the "Trust Account"). Agent will deposit all revenue generated by the Property into the Trust Account. Funds in the Trust Account attributable to Owner's Property remain Owner's property except as set forth herein. The Trust Account may be interest-bearing at Agent's discretion; if so, all interest belongs to Agent. Owner authorizes Agent to establish and maintain an Operating Reserve of \$1,000 attributable to the Property to cover emergency repairs and unexpected expenses. If funds attributable to the Property fall below this amount, Agent may retain funds otherwise payable to Owner to replenish the Reserve. Agent may also retain funds necessary for tax payments. Upon termination, the Reserve attributable to the Property will be returned within 30 days after all obligations are satisfied.

4. COMPENSATION. Owner agrees to pay Agent a management fee equal to the greater of \$50 or 25% of monthly collected revenue (defined as gross revenue minus cleaning fees, platform fees, processing fees, and taxes). A one-time startup fee of \$200 is due upon execution. Service fees collected from guests for cleaning and other ancillary services shall be Agent's property and used to provide those services. Compensation from guests or platforms for damaged or missing items shall be retained by Agent to restore Property condition. Agent may charge guests additional fees such as pet fees and may collect and remit resort or parking fees to third parties.

5. RECEIPT AND DISBURSEMENT OF FUNDS. Agent will collect all revenue and deposit into the Trust Account. Agent will provide Owner detailed monthly accounting within 30 days after month end and remit the balance after deducting: (i) management fees; (ii) operating expenses; (iii) reimbursements; (iv) Operating Reserve amounts; and (v) tax reserves. Funds are disbursed in this order: (1) Agent's fees; (2) Agent reimbursements; (3) vendors; (4) Operating Reserve; (5) taxes; (6) Owner balance. If disbursements exceed revenue, Owner pays the excess within 14 days or incurs a \$100 monthly surcharge. Agent will prepare Form 1099 and other tax forms as required.

6. AGENT DUTIES. Agent will: (a) market and promote the Property through any advisable means; (b) handle all guest communications, reservations, and transactions; (c) oversee tax filings and remit tax payments for Property operation; and (d) conduct periodic Property inspections.

7. OWNER RESPONSIBILITIES. Owner will: (a) maintain at least \$1,000,000 liability insurance naming Agent as additional insured and provide evidence within seven days of request; (b) ensure Property, systems, and

appliances are in good working order, adequately furnished, and maintained in compliance with all laws; (c) provide and pay for all utilities; (d) ensure Property complies with all codes, zoning, permits, and regulations for short-term rental use and communicate any notices to Agent; (e) respect guest privacy by not entering during occupancy without Agent approval and not installing interior cameras; and (f) if selling Property, sell subject to this Agreement and existing reservations to ensure guest continuity.

8. OWNER USE OF PROPERTY. Owner may occupy Property when not reserved by guests, but must schedule in advance by either blocking dates in Owner Portal or notifying Agent in writing at least 48 hours before stay. Owner must notify Agent 48 hours before any Property entry. All Owner stays require professional cleaning by Agent's team. Owner receives two complimentary cleanings per year (designated in advance); additional cleanings are billed at standard rates. Agent may bill Owner for excessive cleaning or damage after Owner stays.

9. EXISTING RESERVATIONS. Agent will honor all reservations in place as of the Effective Date. Owner must provide reservation details within 48 hours of signing. Reservations made after the Effective Date may not be honored due to conflicts. Agent will make best efforts to accommodate late-reported reservations but may charge a \$100 convenience fee.

10. REPRESENTATIONS AND WARRANTIES OF OWNER. Owner represents and warrants that: (a) Owner has full authority to enter this Agreement and no third-party consents are required; (b) Owner holds fee simple title or is authorized to act for the owner of record; (c) there are no easements or restrictions adversely affecting short-term rental use; (d) Property is zoned for short-term rental, all licenses and permits are obtained and current, Property complies with housing codes and laws, and contains no unsafe conditions or hazardous substances; and (e) Owner is unaware of any environmental contamination, asbestos, radon, or toxic substances.

11. COMMUNICATIONS. Owner agrees to use Slack as the primary communication platform with Agent. Agent will provide Owner with complimentary guest access to Agent's Slack workspace at no cost to Owner. Owner shall join Agent's designated workspace within five business days of receiving the invitation and enable push notifications on at least one device to ensure timely receipt of communications. Failure to maintain responsive Slack access may result in delays in property management services. Electronic communications via Slack and email shall be considered valid written notice. Owner will respond to Agent communications within 48 hours during business days (Monday-Friday, excluding holidays). Time-sensitive matters requiring immediate attention will be clearly marked as such. Agent contact: (385) 349-5106 or Slack workspace.

12. TERM AND TERMINATION. This Agreement commences on the Effective Date and continues for an initial term of one year. Following the initial term, this Agreement will automatically renew for successive one-year periods unless either Party provides written notice of termination at least 90 days prior to the end of the then-current term. Upon termination, Owner will: (i) honor all reservations booked prior to Agent's receipt of termination notice, whether such reservations occur before or after the termination date; (ii) assume all obligations arising from any contracts executed by Agent on behalf of Owner; and (iii) remit payment to Agent for all management fees and approved expenses for all reservations booked prior to Agent's receipt of termination notice, regardless of when such reservations occur. Agent will return the Operating Reserve to Owner within 30 days after all outstanding obligations and reservations have been satisfied. Agent may immediately terminate if Owner fails to maintain required insurance, allows the Property to go into foreclosure, or materially breaches this Agreement and fails to cure within 14 days of written notice.

13. FORECLOSURE. If Property enters foreclosure, Owner notifies Agent within 24 hours or Agent may immediately terminate. Agent may freeze funds, cease new reservations, and refund guest deposits. Owner has 30 days to cure the default.

14. LIMITATION OF LIABILITY. Agent's liability is limited to actual damages not exceeding management fees paid in the preceding 12 months. Agent is not liable for indirect, special, incidental, exemplary, or consequential damages (including lost profits), regardless of legal theory, even if notified of possibility. Agent is not liable for third-party actions except to the extent caused by Agent's gross negligence or willful misconduct.

15. INDEMNIFICATION. Owner indemnifies, defends, and holds harmless Agent, its employees, agents, and affiliates from all claims, demands, damages, losses, and expenses (including attorneys' fees) arising from: (a) Agent's performance except to the extent caused by Agent's gross negligence or willful misconduct; (b) Owner's

