



PROPERTY OVERSIGHT RETAINERS

Essential Oversight Retainer

Bi-weekly interior and exterior walkthroughs; ongoing condition monitoring and photo documentation; issue identification, reporting, and tracking; routine vendor coordination for maintenance issues identified during oversight visits.

Enhanced Oversight Retainer

- Includes all Essential Oversight services plus weekly check-ins; preventative issue detection; priority vendor coordination; inventory monitoring for short-term rentals; and seasonal readiness oversight.
- Routine vendor coordination related to ongoing maintenance issues is included in oversight retainers.
- Project-based, multi-step, renovation, or design-related coordination is handled separately.



SHORT-TERM RENTAL (STR) SERVICES

STR Setup / Reset

Readiness walkthrough; identification of setup gaps affecting durability, flow, and guest experience; operational recommendations; vendor guidance as needed; and confirmation of readiness for listing or re-entry.

STR Operational Audit

Operational review including workflows, property condition, and usability; identification of recurring issues; and a written summary of recommended improvements.

INTERIOR DESIGN SERVICES

STR-focused design planning balancing durability and guest appeal

- Layout and furnishing guidance
- Styling recommendations
- Vendor coordination guidance
- Final scope confirmed after review.



PROPERTY WALKTHROUGHS & COORDINATION

Property Walkthroughs & Check-Ins

- Interior and exterior walkthroughs with time-stamped photo documentation
- Condition observations
- Issue flagging and a concise summary provided to the owner.

Walkthrough Readiness Add-On

Available as an add-on to Property Walkthroughs & Check-Ins

- Preparation of the property for tenant walkthroughs, showings, inspections, or self-showings through light readiness and presentation support
- Designed to ensure the property is aired, presentable, and documented without performing repairs or deep cleaning
- **Includes:** opening blinds and curtains; airing out the property; removal of visible cobwebs; light sweeping and/or mopping of exposed floors; wiping down obvious surfaces such as counters, switches, and handles; and visual confirmation that the unit is ready for viewing.



Documentation includes:

- Photo records of property condition at time of walkthrough
- Documentation of tenant-identified concerns when applicable
- Identification of issues outside scope requiring owner or vendor action
- Written summary provided to the owner.

Vendor & Project Coordination

Project-based coordination for renovations, multi-step repairs, design work, or extended oversight beyond routine maintenance.

Includes:

- Vendor coordination
- Scheduling
- Access management
- On-site observation as needed
- Completion verification
- Owner updates.

IMPORTANT NOTES

All services are flat-fee and scope-based. Pricing is provided after walkthrough and onboarding when applicable.

Justus Group Properties provides oversight, coordination, and documentation only and does not offer leasing, rent collection, tenant placement, repairs, or licensed trade services, and does not act as a licensed property management brokerage.