



UNSCHEDULED TRIP REQUEST

THIS FORM IS TO BE USED TO REQUEST SELECT HOMES TO PERFORM AN UNSCHEDULED TRIP TO RENTAL PROPERTY AT OWNER'S REQUEST. UNSCHEDULED TRIP INCLUDES DRIVE-BY, WALK-THROUGH, INSPECTION, IN ADDITION TO THE SCHEDULED TWICE A YEAR INSPECTIONS OR STANDARD MOVE-OUT INSPECTION, AS WELL AS MEETING A VENDOR, SALES BROKER, APPRAISER, ETC.

Date: _____

To: Select Homes
P.O. Box 151
Waynesville, NC 28786

From: _____

Rental property address: _____

I am requesting a Select Homes staff member make a special trip to my rental property for the following reason:

Select Homes will make necessary arrangements with the tenant if home is occupied and coordinate with the vendor/third party, if applicable. I understand that there is a charge of \$35.00 during normal business hours or \$50.00 after hours or on the weekend for Select Homes to perform an unscheduled trip to the rental property. I understand that this fee will be charged to my ledger. If the money is not available in my ledger I agree to forward the necessary amount to Select Homes immediately. This request/agreement serves as my invoice. A Select Homes team member will report back to me when this task is complete.

Property Owner Signature