



# MICHIGAN VACATION GUIDE: COTTAGES, CHALET'S, CONDOS, B&B's

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## PROPERTY OWNER - APPLICATION

**When returning application, YOU MUST enclose at least 2 property photos (for our Records). Photos MUST INCLUDE 1 exterior and 1 interior.**

**By completing and submitting this application, you are affirming that your property complies with our "QUALIFICATION STANDARDS" as described in "OUR CODE OF ETHICS" at the end of this Application.**

**THERE IS A ONE-TIME ONLY \$20.00 APPLICATION PROCESSING FEE. THIS FEE MAY BE WAIVED IF YOU TAKE ADVANTAGE OF OUR INTERNET LISTING SERVICES.**

### PROPERTY OWNER/MANAGER INFORMATION:

NAME(S)	ADDRESS
TELEPHONE NUMBER	ADDRESS (Winter)
Summer:	
Winter:	
EMAIL ADDRESS	

### PROPERTY INFORMATION

NAME OF PROPERTY	TYPE OF PROPERTY <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Private Cottage/Home <input type="checkbox"/> Resort <input type="checkbox"/> Condo <input type="checkbox"/> Chalet
TELEPHONE NUMBER	PROPERTY ADDRESS
WEB SITE URL:	NO. OF COTTAGES, CONDOS OR ROOMS AVAILABLE
RENTAL SEASON	<b>RATES (REQUIRED)</b>  Daily: Weekly:

**PROPERTY FEATURES & AMENITIES (CHECK ALL THAT APPLY)**

<input type="checkbox"/> Air Conditioned	<input type="checkbox"/> Heat	<input type="checkbox"/> Private Baths	<input type="checkbox"/> Shared Baths
<input type="checkbox"/> Cable/Satellite TV	<input type="checkbox"/> VCR	<input type="checkbox"/> Fireplace in cottage or room	<input type="checkbox"/> Ceiling Fans
<input type="checkbox"/> Jacuzzi/Hot Tub	<input type="checkbox"/> Full Kitchen	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Microwave
<input type="checkbox"/> Partial Kitchen	<input type="checkbox"/> Linens Provided	<input type="checkbox"/> Handicap Access	<input type="checkbox"/> Full/Double Beds
<input type="checkbox"/> Twin Beds	<input type="checkbox"/> Queen Beds	<input type="checkbox"/> King Beds	<input type="checkbox"/> Waterfront
<input type="checkbox"/> Rocky/Pebble Beach	<input type="checkbox"/> Sandy Beach	<input type="checkbox"/> No Swimming Beach	<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Boat/watercraft Avail.	<input type="checkbox"/> Dock/Hoist	<input type="checkbox"/> Playground	<input type="checkbox"/> Game Room
<input type="checkbox"/> Sport Equipment Rental	<input type="checkbox"/> Full Breakfast	<input type="checkbox"/> Continental Breakfast	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Private Balcony/Porch	<input type="checkbox"/> Groomed Trails	<input type="checkbox"/> American/Modified Plan	<input type="checkbox"/> Handicap Access
PET POLICY:	<input type="checkbox"/> No Pets	<input type="checkbox"/> Pets Allowed	
SMOKING POLICY:	<input type="checkbox"/> No Smoking	<input type="checkbox"/> Smoking Allowed	
METHOD OF PAYMENT:	<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Check	
OTHER: _____			

**PROPERTY OWNERS' QUALIFICATION STANDARDS & CODE OF ETHICS**

- 1. Your rental property must be in Michigan.**
- 2. The rented property must include one or more of the following:** Cottage - Cabin - Chalet - Condominium - Bed & Breakfast (hotels/motels are only eligible if they rent one of the above described lodgings).
- 3. Cleanliness ...** properties must be free of mold, rust, unusual odor, dust or dirt-caked surfaces and insect infestation.
- 4. Maintenance ...** properties must not have: uneven, cracked or bowed foundations, ceiling or walls; cracks, breaks or excessive wear of flooring, windows, furniture, appliances, etc.; holes or tears in bedding and furniture; leaky pipes, non-functioning faucet, toilets, showers, etc.
- 5. Safety ...** electrical systems must not have exposed wires, uncovered and/or overloaded outlets. Sea walls, stairways or walkways must be in good repair. Trash and debris must be kept in appropriate containers or away from guest activities, open areas and lodgings.
- 6. Full Disclosure Policy ...** owners agree to not misrepresent their property features and amenities and will provide complete information to guests on restrictions, security/cleaning deposits and refund policies to callers/guests.

**Guest Complaints**

We do monitor guests' complaints. When received, we contact the property owner/manager for follow-up. Repeated VALID complaints will result in your property's removal.

**Property Visits**

Our writers regularly visit properties in Michigan. These visits can be with or without prior notice. During our visit we will tour your lodging/resort, take photographs and conduct a brief interview with the property manager or owner. If we find your property does not comply with the information you provided on your Application, you may be subject to removal.

Properties visited that we feel offer unique features, guest programs, quality and amenities will be considered for a "Featured Property" and/or Editor's Choice for the Michigan Vacation Guide. There is no charge should your property be selected as a "Featured Property" or Editor's Choice.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# MVG & MiVG.COM - ORDER FORM

Check the Boxes Next to the Enhancement(s) You Are Ordering

MVG BOOK	MiVG.COM WEBSITE
<input type="checkbox"/> <b>*BASIC LISTING</b> <span style="float: right;"><b>FREE</b></span> Includes contact name, up to 2 phone numbers – or- 1 phone number and 1 email address PLUS up to 50-word property description	<input type="checkbox"/> <b>BASIC LISTING:</b> <span style="float: right;"><b>\$20 Annually</b></span> Includes name, address & telephone
<input type="checkbox"/> <b>*EXPANDED LISTING</b> <span style="float: right;"><b>\$15 Per Edition</b></span> Basic PLUS up to 20 additional words in your property description.	<input type="checkbox"/> <b>EXPANDED LISTING:</b> <span style="float: right;"><b>\$35 Annually</b></span> Basic PLUS Use of up to 30-word property description.
<input type="checkbox"/> <b>*EXPANDED LISTING II</b> <span style="float: right;"><b>\$30 Per Edition</b></span> Basic PLUS up to 40 additional words in your property description.	<input type="checkbox"/> <b>EXPANDED W/PHOTO</b> <span style="float: right;"><b>\$55 Annually</b></span> Basic PLUS use of 30-word description with click-to-enlarge 1 photo.
<input type="checkbox"/> <b>USE OF PHOTOGRAPH or LINE ART</b> <span style="float: right;"><b>\$45/ Per Photo, Per Edition</b></span> (maximum 2 photos)	<input type="checkbox"/> <b>EXPANDED II W/PHOTO</b> <span style="float: right;"><b>\$75 Annually</b></span> Basic PLUS use of 75 word description with 1 photo.
<p><b>* Description MUST INCLUDE: <u>RATES &amp; PET/SMOKING POLICY</u></b></p> <p><b>* Header Information in the MVG BOOK includes: (1) Your property name; (2) Contact Name; (3) Up to 2 telephone numbers –OR- 1 telephone &amp; 1 Email address.</b></p> <p><b>* Inclusion of your Website address represents 4- words In your description in the <i>Michigan Vacation Guide: Cottages, Chalets, Condos, B&amp;B's BOOK</i></b></p>	<input type="checkbox"/> <b>MINI-HOME PAGE DESIGN:</b> <span style="float: right;"><b>\$120 Annually</b></span> Our design includes up to 3 photos/images and up to 120-word description.
	<input type="checkbox"/> <b>LINK TO YOUR EMAIL AND/OR HOME PAGE:</b> <span style="float: right;"><b>\$10 Annually</b></span>
	<p><b>BANNER ADVERTISING ON MAIN PAGE:</b>                      Available to those with home pages and, at least, a basic listing on our Website.</p> <input type="checkbox"/> <b>MONTHLY DISPLAY: \$35.00 PER MONTH</b> <input type="checkbox"/> <b>6-MONTH DISPLAY: \$180.00</b> <input type="checkbox"/> <b>12-MONTH (1 YEAR) DISPLAY: \$300.00</b>
	<p><b>MAINTENANCE:</b> Once set up, minor changes to your listing are FREE . Major description or photo changes may carry an additional charge. Contact us for details.</p>
<p><b>Please attach your description on a separate sheet ... NOTE: Property Name, Contact Name and Phone Numbers are NOT considered part of the property description word count.</b></p>	
<p><b>PAYMENT DUE</b></p>	
<p><b>* Application Fee</b> <span style="float: right;"><b>\$20.00</b></span></p> <p><b>MVG Book Enhancements (if any)</b> <span style="float: right;">_____</span></p> <p><b>MiVG.com Website Fee</b> <span style="float: right;">_____</span></p>	
<input type="checkbox"/> If you're joining our MiVG.com Website you may deduct your •Application Fee here <span style="float: right;">( _____ )</span>	
<p><b>TOTAL DUE: \$ _____</b></p>	

**I WOULD LIKE YOU TO VISIT OUR PROPERTY FOR POSSIBLE "FEATURED REVIEW?** Every year, we tour throughout Michigan visiting properties. Of those we visit, we select 25-30 as "featured properties" in our next MVG edition (i.e. Property Review Chapter). Note: there is no charge for this service or for the Review should it be selected as a featured property in the next book.

**I'M INTERESTED IN HAVING A FULL WEB SITE DEVELOPED.** Please contact me.

**DON'T FORGET ... include PHOTOGRAPHS & DESCRIPTION INFO**

**MAKE CHECK PAYABLE TO: TR DESKTOP PUBLISHING.**

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