



## Secure Investments Realty & Management Corp.

### Residential Full Service Property Management Agreement

This residential full service property management agreement entered into on \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ (Owner) the fee simple owner or legally appointed representative and Secure Investments Realty & Management Corp. (Broker), a licensed Florida Corporation for the premises located at:

\_\_\_\_\_ bedroom, \_\_\_\_\_ bathroom(s), \_\_\_\_\_ total square foot living area, Proposed rent \$\_\_\_\_\_ In consideration of the mutual terms of this agreement the parties agree as follows:

#### **1. Management Authority**

- A. Owner employs Broker** its licensees, successors, and assigns the sole exclusive right to lease and manage the above described premises upon the terms and conditions provided herein. Owner grants Broker the exclusive right to lease and manage the premises. Owner shall pay all expenses in connection with those services provided herein. This agreement shall be governed by and construed in accordance with the laws of the State of Florida with venue in ALACHUA County.
- B. Relationship of the parties** to this agreement shall be that of Owner and Broker and all duties to be performed by Broker under this agreement shall be on behalf of Owner, in Owner's name and for Owner's account. Broker shall be acting only as Broker for Owner, and nothing in this Agreement shall be construed as creating a partnership or joint venture nor shall Broker at any time during this agreement be considered a direct employee of Owner. Owner grants Broker the Neither party shall have the power to bind or obligate the other except as expressly set forth in this Agreement, except that Broker is authorized to act with such additional authority and power as may be necessary to carry out the spirit and intent of this Agreement.
- C. Owner represents and warrants** that he/she has full power and authority to enter into this Agreement; that there are no written or oral agreements affecting the Premises. That there are no recorded easements, restrictions, reservations or rights of way which adversely affect the use of the Premises for the purposes intended under this Agreement. That the building and its construction and operation do not violate any applicable statutes, laws, ordinances, rules, regulations (including without limitation those pertaining to hazardous or toxic substances).

**D. Liens on Premises.** If the Premises are encumbered by a mortgage(s), Owner agrees to keep said mortgage(s) in good standing. Owner agrees to provide Broker a copy of good account standing from her/his Mortgage Company at time of execution and any renewal thereafter.

## **2. Term of Agreement**

**A. The term of the agreement** shall be for one year and will automatically renew for successive year periods on the anniversary date. This Agreement may be terminated by Owner before the end date of the initial term or any renewal term thereof by giving written notice to Broker not less than ninety (90) days prior to the termination date.

**B. A cancellation fee** equal to the greater of either \$300.00 or the amount equal to 100% of the management fee that would accrue over the remainder of the stated term of any existing lease agreement. In no event, shall this Agreement terminate until all sums due to Broker have been paid to Broker including, but not limited to: repairs, taxes, advertising, insurance, legal fees, etc.

**C. Broker reserves the right to terminate** this Agreement with thirty (30) days written notice to Owner at any time, or immediately with written or verbal notice if in the opinion of Broker's legal counsel, Owner's actions or inactions are illegal, improper, or jeopardize the safety or welfare of any tenant(s) or other persons. Broker shall hold Owner liable for any commissions due, fees due or monies owed to Broker.

## **3. Compensation and Expenses**

**A. Compensation for the monthly management:** Owner shall compensate Broker from gross receipts received a fee equal to the greater of either 10% of the monthly rent collected or a minimum fee of \$100.00 per month. A leasing fee of 65% of the first month's rent (the "Leasing Fee") is due when a tenant has been screened and accepted by Broker and signs a lease ("Procured Tenant"). This leasing fee is in addition to the management fee and shall be due to Broker upon payment of the first month's rent by the tenant secure by the Broker. A lease renewal fee of 35% of one month's rent is due upon execution of a renewal lease.

**B. An inspection fee** of \$40.00 for periodic inspections to performed every four months. This is an optional service and can be stricken from the contract and initialed off on.

**C. For supervising contracted** (Permitted) improvements; major remodeling or repairs ABOVE AND BEYOND normal routine maintenance of the property, as requested by Owner, or repairs to which BROKER contracts to be done on the property in Owner's name prior to the initial lease or during a time of vacancy shall be fifteen per cent (15%) of the total amount of expenditure.

**D. If Broker becomes involved in any legal proceeding** or litigation as a result of being Owner's Broker, Broker shall be entitled to a fair market fee of \$120.00 per hour for Court Appearance.

E. **Broker may charge tenant(s) reasonable administrative fees** permitted by law and retain any such fees, including but not limited to, fees to cover the costs of processing tenant rental applications, serving legal notices, late fees, non-sufficient funds, etc.

F. **Owner agrees to pay Broker** a six (6%) per cent real estate fee, should the property be sold to the tenant secured by the Broker during term of this agreement, any extension thereof, and/or within six (6) months from termination of this Agreement and/or extension thereof.

4. **Management Authority and Responsibility:** The OWNER expressly grants to the BROKER herein the following authority:

A. **Showing Premises.** Broker is authorized to show and make available the Premises to all persons without regard to race, sex, color, religion, national origin, mental or physical handicap, familial status, elderliness and all other classes protected by any law or ordinance. Owner authorizes Broker to check out a key to prospective tenants or use lockbox system.

B. **Advertising Premises.** Broker is authorized to advertise the Premises or portions thereof for rent, using periodicals, signs, plans, brochures, displays, internet advertising, or such other means as Broker may deem proper and advisable. Broker is authorized to place signs and a MLS key safe/lockbox on the Premises advertising the Premises for rent, provided such signs comply with applicable laws and regulations. Broker is further authorized to photograph the Premises for use in Broker's advertising.

C. **Exclusive Agency.** Owner authorizes Broker to be its exclusive Broker to advertise the Premises for rent. As such, Owner agrees not to publish any advertisements offering the property for rent. This includes placing the property online, including but not limited to, Craigslist.

D. **Full management and control** of said property, except authority and responsibilities expressly retained in written form by the Owner, with authority to collect rents, securities and other monies from tenants and issue receipt thereof. Broker will set rents that in the opinion of the Broker at the time of the rent negotiations with the tenant, reflect the market conditions of that time and approximate rents of comparable rental properties, unless expressly instructed in writing by the Owner to the Broker to the contrary, as to the amount of the initial rent and any subsequent increases as may from time to time be appropriate. Broker shall collect all rents, charges and other amounts receivable on Owner's account in connection with the management and operation of the Premises. Such receipts shall be deposited in the Operating and/or Reserve Escrow Account(s) maintained by Broker for the Premises, except for those security deposit and advanced rents which will be maintained in accordance with section 83.49, Florida Statutes.

- E. **To prepare, negotiate and execute new leases** and renewals of existing lease. Broker agrees to rent and to lease the property; to sign, renew and to cancel rental agreements and leases for the property or any part thereof; to sue and recover for rent and for loss or damage to any part of the property and/or furnishings thereof; and, when expedient, to compromise, settle and release any such legal proceedings or lawsuits. Broker assumes no liability for any failure of or default by any tenant in the payment of any rent or other charges due Owner or in the performance of any obligations owed by a tenant to Owner pursuant to any lease or otherwise.
- F. **Security Deposits**. Broker shall collect a security deposit equivalent to a minimum of one (1) month's rent, deposit it into an escrow account and disburse it in accordance with the terms of each tenant's lease. Security deposits shall be held in accordance with section 83.49, Florida Statutes. Upon the commencement of this Agreement, Owner shall deliver to Broker a list of any current tenants who previously made tenant security deposits under existing leases and the amounts thereof. Simultaneously therewith, any such tenant security deposits shall be placed in a trust account in Broker's name in a Florida bank or savings and loan association, and shall thereafter be administered in accordance with this Agreement. Owner understands that Florida law does not permit Broker to deduct damages during the term of the lease and that claims against tenant's security deposit can only be made at time of lease termination.
- G. **To have minor repairs made**, to purchase necessary supplies and to pay all invoices and to charge same to Owner and pay from Owner's funds, all persons necessary to the maintenance and operation of the property.
- H. **To serve notices upon tenants** and to prosecute in the name of the Owner, and at the Owner's expense, legal actions to enforce lease agreements evict tenants and/or recover rents, employing for those purposes a reputable attorney, and circumstances permitting, such attorney as Owner may designate.
- I. **To deposit all receipts** collected for Owner (less any sums properly deducted) in a Trust Account separate from BROKER'S corporate account. It is understood that any and all interest monies obtainable from the maintenance of said Trust and/or Escrow Accounts shall accrue to the benefit of BROKER. BROKER shall not be liable for bad checks or monies collected. Security deposits will be held in a non-interest bearing account at Compass Bank. Gainesville Florida.
- J. **To approve tenants** over the age of 18 based on job security, creditworthiness and the advice of third party screening company.
- K. **To render monthly statements** of income, expenses and to remit funds to Owner less disbursements and reserve amount of \$300 within 20 days of receipt of funds. In the event present or future disbursements shall be in excess of the rents that are collected by Broker, Owner hereby agrees to pay such excess promptly upon notification by Broker. If in Broker's judgment it may be necessary or proper to reserve or withhold Owner's funds to

meet obligations which are or may become due thereafter and for which current income is or may not be adequate, Broker may do so.

- L. **Broker assumes no liability** whatsoever for damage to property resulting from vandalism, natural disaster and/or acts of God, whether vacant or tenant occupied. Broker assumes no liability whatsoever for any acts or omissions of Owner, or any previous management or other Brokers of either. Nor does Broker assume any liability for previously unknown violations of environmental or other regulations which may become known during the period this Agreement is in effect. Any such regulatory violations or hazards discovered by Broker shall be brought to the attention of Owner in writing, and Owner shall promptly cure them.

## 5. OWNER'S AUTHORITY AND RESPONSIBILITIES

- A. **Owner agrees to delegate** all responsibility for rent collection and executing leases and renewal leases to Broker.
- B. **To approve any non-emergency** repair(s) that exceeds \$300.00 per item
- C. **Owner agrees to contribute and maintain a \$300.00 expense fund.** This fund will be maintained by BROKER. Fund to be collected at signing and acceptance of the Full Service Management Agreement. The fund will be automatically replenished from the rent received or from a contribution from Owner
- D. **In the event that the tenant pays the rent with a non-sufficient funds** check and the tenant does not replace the NSF check within 30 days, the Owner will promptly reimburse the BROKER the funds that were disbursed to the Owner based on the original NSF receipt.
- E. **Owner shall execute and maintain at Owner's expense** any and all termite bond warranties with a licensed, bonded Termite Bond Company for the property and pay directly all renewal, annual, bi-annual, quarterly or monthly fees associated in order to maintain termite bond coverage.
- F. **If property includes an in-ground or above-ground pool,** Owner will provide regular pool maintenance at their expense through a licensed/bonded pool service company.
- G. **Entry by Owner when Premises is Leased.** Owner agrees that neither Owner nor any third party acting at Owner's direction, shall enter Premises for any purpose whatsoever during any time that it is occupied by a tenant in the absence of reasonable notice to Broker and scheduling by Broker of an appropriate time for any such entry.

- H. **UTILITIES AND SERVICES.** Owner agrees to maintain a Utility account for the property and keep the account in a "Revert to" status (utilities revert back into the Owners account when service is terminated by occupant so the property can be inspected and made ready for the new occupant).
- I. **INSURANCE** Owner shall obtain and keep in force adequate insurance against physical damage and against liability for loss, damage or injury to Premises or persons which might arise out of the occupancy, management, operation or maintenance of the Premises. The deductible required under such insurance policies shall be Owner's expense. Broker shall be covered as an additional insured on all liability insurance maintained with respect to the Premises. Liability insurance shall be adequate to protect the interests of both Owner and Broker and in form, substance and amounts reasonably satisfactory to Broker in an amount not less than \$300,000.00 per occurrence. Owner shall furnish Broker with certificates evidencing fire and liability insurance or with duplicate copies of such policies within seven (7) days after the date of this Agreement and also within seven (7) days of policy renewal date.
- J. **INDEMNIFICATION.** Owner agrees to and does hereby indemnify, defend and hold harmless Broker, its owners, officers, employees, Brokers, and assigns, from any and all claims, suits, damages costs, losses, investigation, suits, expense (including attorneys' fees), liability or claims for personal injury or property damage incurred or occurring in, on or about the Premises, arising from the management of the Premises. Owner agrees to indemnify Broker for any damages suffered as a result of any lapse in or failure by Owner to maintain insurance coverage. This indemnification shall survive the termination of this Agreement.
- K. **CONDOMINIUM/HOMEOWNER'S ASSOCIATIONS:** Should the Premises be subject to condominium or homeowner's association rules, then Owner shall be responsible for providing Broker all applicable documents, including but not limited to, the Declaration of Condominium, Bylaws, Declaration of Covenants, Conditions and Restrictions pertaining thereto and the rules and regulations of the Association and Board of Directors there under and, further, any additional applicable covenants pertaining to the Premises. The lease agreement shall be subject to any and all rules that pertain to the Premises. Owner is responsible for payment of any recreation, land, and/or other fees, fines levied by the association, or assessments and Owner agrees to indemnify Broker for payment of same. In the event the tenant(s) fail to comply with the rules and regulations and the association or board levies fines or assessments against Owner, Owner agrees that Broker is in no way liable for the payment of any fees, fines, or assessments.
- L. **FURNISHINGS/WARRANTIES:** The Premises shall be vacant at time of lease execution. However, should Owner have furnishings and/or other personal property in the Premises, then Owner shall deliver a copy of the furnishings inventory if furnished. It is Owner's responsibility to keep the inventory current. All personal property not to be

included in any lease, shall be removed and/or stored at Owner's expense prior to lease commencement. Owner is also to deliver copies to Broker of any Service Contracts or Warranties for the Premises are any contents therein that exist, if any. If no Warranties or Service Contracts are received at the time this agreement is executed, Broker shall assume none exist.

6. **Damages or Missing Items:** Broker is not responsible for damage to the premises or items missing, switched out, lost or damaged under any circumstances, including but not limited to, theft, vandalism or negligence of tenant(s) or their guests. In furnished units, an inventory will be inspected by Broker at tenant's departure. In the event tenant damages the premises or owes any monies to Owner, Broker is given the exclusive authority to determine in its professional judgment the amount due, charge the tenant(s) accordingly and/or settle with the tenant(s) upon advice of Broker's legal counsel. Broker is authorized to make claims upon the security deposit on behalf of Owner and Broker shall not be held liable for any failure to make claim(s) on any damages that were not readily apparent to Broker. Owner authorizes Broker to make the final determination as to the amount and extent of any damage to the Premises claimed against a security deposit. Broker shall not be responsible to take any precautionary measures to avoid any damages from any acts of God unless agreed to in writing between Broker and Owner.
7. **COMPLETE AGREEMENT.** This Agreement shall be binding upon the parties, and each of their respective heirs, executors, administrators, successors and assigns. This Agreement, unless amended in writing and signed by the parties, contains the final and entire Agreement of the parties and the parties shall not be bound by any terms, conditions, oral statements, warranties or representations not herein contained. The completed Property Information Form, Owner's Handbook, and all other addenda, is incorporated by this reference. Time is of the essence as to all terms of this Agreement.
8. **RIGHTS CUMULATIVE; NO WAIVER.** The exercise of any right or remedy provided in this Agreement shall not be an election of remedies, and each right and remedy shall be cumulative. The failure of either party to this Agreement to insist at any time upon the strict observance or performance of any of the provisions of this Agreement, or to exercise any right or remedy provided in this Agreement, shall not be construed as a waiver of such right or remedy with respect to subsequent defaults. Every right and remedy provided in this Agreement may be exercised from time to time and as often as may be deemed expedient by the parties exercising such right or remedy.
9. **APPLICABLE LAW** The interpretation of this Agreement shall be governed by the laws of the State of Florida. Any action arising under this Agreement shall be brought in a court of competent jurisdiction in Alachua County, Florida.
10. **DEFAULT** If either party defaults in the performance of any of its obligations hereunder, in addition to any other remedies provided herein or by applicable law, the non-defaulting

party shall have the right to terminate this Agreement if, within thirty (30) days after providing the defaulting party with written notice of the default and the intent to terminate, the default remains uncured.

11. **ATTORNEY'S FEES** If legal proceedings are brought by a party to enforce the terms, conditions or provisions of this Agreement, the prevailing party shall be entitled to recover all expenses (including, but not limited to, reasonable attorney fees, legal expenses and reasonable costs of collection) paid or incurred by such prevailing party in endeavoring to enforce the terms, conditions, or provisions of this Agreement and/or collect any amount owing in accordance with this Agreement. The fact that the attorney who drafted any lease for Owner shall not preclude that attorney from representing Broker.
  
12. **NOTICES** Any notices, demands, consents and reports necessary or provided for under this Agreement shall be in writing and shall be addressed and mailed to the recipient as follows, or at such other address as Owner and Broker individually may specify hereafter in writing: Secure Investments Realty & Management Corp 3520 NW 43<sup>rd</sup> Street, Gainesville, Fl. 32606. In the event that Owner's contact information (address, email, telephone, cell phone) changes during the term of this Agreement, Owner agrees to provide Broker with Owner's new contact information within five (5) business days.
  
13. **ASSIGNMENTS BY BROKER; CHANGE OF OWNERSHIP** Owner agrees that at any time during the term of this Agreement, Broker may either assign Broker's rights and responsibilities hereunder to another real estate agency, or transfer to another person or entity all or part of Ownership of Broker's real estate agency, and that in the event of any such assignment or transfer, this Agreement shall continue in full force and effect; provided, that any assignee or transferee must be licensed to engage in the business of real estate brokerage in the State of Florida.
  
14. **OTHER PROFESSIONAL SERVICES** Owner acknowledges that Broker is being retained solely as a real estate professional, and understands that other professional service providers are available to render advice or services to Owner at Owner's expense, including but not limited to an attorney, insurance Broker, tax advisor, engineer, home inspector, environmental consultant, architect, or contractor. If Broker procures any such services at the request of Owner, Owner agrees that Broker shall incur no liability or responsibility in connection therewith.
15. **SIGNATURES** The parties agree that this agreement may be executed by facsimile and or digital signature and such facsimiles and/or digital signatures shall be binding as if originals.

**IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the date first set forth above.**



EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
Owner SSN#

\_\_\_\_\_  
OWNER HOME PHONE

\_\_\_\_\_  
MOBILE PHONE

\_\_\_\_\_  
Email address

\_\_\_\_\_  
OWNER ADDRESS: STREET

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
CONTACT PERSON IN CASE OF EMERGENCY

\_\_\_\_\_  
RELATIONSHIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
Owner SSN#

\_\_\_\_\_  
OWNER HOME PHONE

\_\_\_\_\_  
MOBILE PHONE

\_\_\_\_\_  
Email address

\_\_\_\_\_  
OWNER ADDRESS: STREET

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
CONTACT PERSON IN CASE OF EMERGENCY

\_\_\_\_\_  
RELATIONSHIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
BROKER Signature

\_\_\_\_\_  
Date

# Property Information Form

Owner: \_\_\_\_\_  Individual  Partnership  Corporation

Property Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Property Type: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Yr. Built: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Elementary: \_\_\_\_\_ Middle: \_\_\_\_\_ High: \_\_\_\_\_

Horses permitted:  Y  N Pets:  Y  N Pet Restrictions: \_\_\_\_\_ Pet fee: \$30/month per pet

Date Available: \_\_\_\_\_ Current Occupant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If currently on Market: List Price: \$ \_\_\_\_\_ Firm Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Please Note: Property must be taken off the active sales market once the property is leased until the last three months of the lease.

## Exterior Information

Property Construction	Parking	Miscellaneous	Water	Sewer
<input type="checkbox"/> Aluminum/Vinyl <input type="checkbox"/> Brick <input type="checkbox"/> Concrete Block <input type="checkbox"/> Frame <input type="checkbox"/> Hardie Board/Plank <input type="checkbox"/> Metal <input type="checkbox"/> Stucco	<input type="checkbox"/> Carport <input type="checkbox"/> 1 car <input type="checkbox"/> 2 cars <input type="checkbox"/> +3 cars <input type="checkbox"/> Garage <input type="checkbox"/> 1 car <input type="checkbox"/> 2 car <input type="checkbox"/> +3 cars <input type="checkbox"/> Unit Space <input type="checkbox"/> 1 space <input type="checkbox"/> 2 spaces <input type="checkbox"/> +3 spaces <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Driveway <input type="checkbox"/> Open Parking Lot	<input type="checkbox"/> Attic/Roof Ventilator <input type="checkbox"/> BBQ Pit/Grill <input type="checkbox"/> Covered Patio <input type="checkbox"/> Fenced Yard <input type="checkbox"/> Chain link <input type="checkbox"/> Wood <input type="checkbox"/> Open Patio <input type="checkbox"/> Recreation Facility <input type="checkbox"/> Screened Porch <input type="checkbox"/> Storage Building <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Wood Deck <input type="checkbox"/> Wooded Lot	<input type="checkbox"/> Metered <input type="checkbox"/> Well <input type="checkbox"/> Other	<input type="checkbox"/> Septic <input type="checkbox"/> Well <input type="checkbox"/> Other

## Interior Information

Floors	Interior Layout	Other Rooms	
<input type="checkbox"/> Brick/Stone <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> Concrete <input type="checkbox"/> Laminate Wood <input type="checkbox"/> Marble <input type="checkbox"/> Parquet <input type="checkbox"/> Quarry Tile <input type="checkbox"/> Slate <input type="checkbox"/> Terrazo <input type="checkbox"/> W/W Carpet <input type="checkbox"/> Wood	<input type="checkbox"/> Bonus Room <input type="checkbox"/> Breakfast Bar <input type="checkbox"/> Breakfast Room <input type="checkbox"/> Breezeway <input type="checkbox"/> Eating Space in Kitchen <input type="checkbox"/> Family Room <input type="checkbox"/> Florida Room <input type="checkbox"/> Formal Dinig Room <input type="checkbox"/> Formal Living Room <input type="checkbox"/> Foyer <input type="checkbox"/> Game Room	<input type="checkbox"/> In-Law/Rental Apartment <input type="checkbox"/> Inside Utility <input type="checkbox"/> Kitchen/Dining Room Combo <input type="checkbox"/> Kitchen/Family Room Combo <input type="checkbox"/> L Dining Room <input type="checkbox"/> Living Rm/Great Room <input type="checkbox"/> Separate Dining Room <input type="checkbox"/> Volume Ceiling <input type="checkbox"/> Waterfront	<input type="checkbox"/> Study/Den <input type="checkbox"/> Family Room <input type="checkbox"/> Foyer <input type="checkbox"/> Great Room <input type="checkbox"/> In-Law Suite <input type="checkbox"/> Laundry/Utility room <input type="checkbox"/> Living Room

### Interior Information Continued

Equipment/Appliances		Heating/Fuel	Miscellaneous
<input type="checkbox"/> Burglar Alarm – Code_____ <input type="checkbox"/> Central Vacuum System <input type="checkbox"/> Compactor <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Dryer <input type="checkbox"/> Gas appliances <input type="checkbox"/> High Speed Internet <input type="checkbox"/> Home Stereo System <input type="checkbox"/> Hot tub <input type="checkbox"/> Microwave <input type="checkbox"/> Portable <input type="checkbox"/> Built-in	<input type="checkbox"/> Oven/Range <input type="checkbox"/> Ceramic <input type="checkbox"/> Gas <input type="checkbox"/> Refrigerator <input type="checkbox"/> Sauna <input type="checkbox"/> Separate Freezer <input type="checkbox"/> Solar Hot Water <input type="checkbox"/> Sprinkler System <input type="checkbox"/> TV Antenna <input type="checkbox"/> TV Cable <input type="checkbox"/> Washer <input type="checkbox"/> Washer/Dryer Connections <input type="checkbox"/> Water Softener <input type="checkbox"/> Whole House Fan	<input type="checkbox"/> Bottled Gas <input type="checkbox"/> Central Electric <input type="checkbox"/> Fireplace <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> Burning <input type="checkbox"/> Heat Pump <input type="checkbox"/> Heat Recovery Unit <input type="checkbox"/> Natural Gas <input type="checkbox"/> Oil <input type="checkbox"/> Radiant <input type="checkbox"/> Baseboard <input type="checkbox"/> Ceiling <input type="checkbox"/> Solar <input type="checkbox"/> Space heater <input type="checkbox"/> Wall Furnace <input type="checkbox"/> Wall/Window Units <input type="checkbox"/> Wood Burning Stove	<input type="checkbox"/> Auto Garage Door Opener <input type="checkbox"/> Fireplace <input type="checkbox"/> Handicap Modifications <input type="checkbox"/> Insulated Windows <input type="checkbox"/> Laundry inside outside <input type="checkbox"/> Paddle Fan <input type="checkbox"/> Sauna/Hot Tub <input type="checkbox"/> Storage Area <input type="checkbox"/> Vaulted Ceiling <input type="checkbox"/> Wet Bar <input type="checkbox"/> Window Coverings <input type="checkbox"/> Workshop
<b>Cooling</b>		<b>Hot Water</b>	
<input type="checkbox"/> Central Unit <input type="checkbox"/> Wall/Window Unit <input type="checkbox"/> None <input type="checkbox"/> Other		<input type="checkbox"/> Electric <input type="checkbox"/> Solar <input type="checkbox"/> Gas <input type="checkbox"/> Other	

### Land Information

Lot Size (acres):		
Community Amenities	Property Location	Services Included in Rent
<input type="checkbox"/> Community Pool <input type="checkbox"/> Dock/Boat Slip <input type="checkbox"/> Elevators <input type="checkbox"/> Fitness Center <input type="checkbox"/> Gated Community <input type="checkbox"/> Golf Course Community <input type="checkbox"/> Horse Stables <input type="checkbox"/> Laundry Facility on Premises <input type="checkbox"/> Lawn Service Included <input type="checkbox"/> Pest Control Included <input type="checkbox"/> Playground <input type="checkbox"/> Raquetball <input type="checkbox"/> Recreation Building <input type="checkbox"/> Security <input type="checkbox"/> Shopping Center <input type="checkbox"/> Shuffleboard <input type="checkbox"/> Storage <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Wheelchair accessible	<input type="checkbox"/> Beach Area <input type="checkbox"/> Close to Bus Line <input type="checkbox"/> Conservation Area <input type="checkbox"/> Corner Lot/Unit <input type="checkbox"/> Cul-de-sac <input type="checkbox"/> Downtown business district <input type="checkbox"/> Golf Course Frontage <input type="checkbox"/> Highway Frontage <input type="checkbox"/> Historic District <input type="checkbox"/> In City Limits <input type="checkbox"/> In County <input type="checkbox"/> Near Airport <input type="checkbox"/> Pool View <input type="checkbox"/> Private Deck <input type="checkbox"/> Sidewalks <input type="checkbox"/> Waterfront <input type="checkbox"/> Zoning Permits Horses	<input type="checkbox"/> Alarm Monitoring <input type="checkbox"/> Cable TV <input type="checkbox"/> Community Rec Center <input type="checkbox"/> Electric <input type="checkbox"/> Garbage <input type="checkbox"/> Internet <input type="checkbox"/> Lawn <input type="checkbox"/> Other <input type="checkbox"/> Phone <input type="checkbox"/> Pool <input type="checkbox"/> Water Sewer

**Additional Information about the property**

**Additional Property left for tenant use**

If items left on property, please list them below or attach an inventory list.

**Special Lease Terms**

**Home Service Providers**

Electric: \_\_\_\_\_

Water: \_\_\_\_\_

Garbage: \_\_\_\_\_

Well/Septic: \_\_\_\_\_

Water Softener: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cable: \_\_\_\_\_

Internet: \_\_\_\_\_

Pest Control: \_\_\_\_\_

Mailbox on Property:  Y    N

Central Mail box: # \_\_\_\_\_

**Association Information**

HOA Name: \_\_\_\_\_ Address: \_\_\_\_\_ HOA Docs provided  yes  no

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ HOA Tenant Approval Required? \_\_\_\_\_ Fee  
\$ \_\_\_\_\_

Community Amenities included in rent: \_\_\_\_\_

**Keys Provided**

We need 4 sets of keys and Two garage remotes (if applicable) turned in with Full Service contract:

Keys provided: Front door: \_\_\_\_\_ Mail Box: \_\_\_\_\_ Gate Keys: \_\_\_\_\_ Garage Remotes:  
\_\_\_\_\_

Security Gate: \_\_\_\_\_ Misc \_\_\_\_\_

Please make the needed keys or provide funds: (Keys run about \$1.50 plus tax)

**Cleaning Needs**

If the property needs paint and cleaning please provided funds. Maid service and carpet cleaning is approximately 13 cents per sq ft each. Check enclosed  \$ \_\_\_\_\_

**Landlord Permit**

If your property is within the Gainesville City limits and is a single family home or planned unit development you will need to apply for a Owner permit and pay the permit fee of \$185.75 Submit the application directly to the City of Gainesville Codes enforcement department. 352-334-5030  
<http://www.cityofgainesville.org/GOVERNMENT/CityDepartmentsAM/CodeEnforcement/OwnerPermit sFees/tabid/232/Default.aspx>

**Attorney Prepared Lease Program (Full Service Only)**

We highly recommend taking advantage of our Attorney prepared lease program that provides reduced cost legal services for eviction due to non-payment of rent. The cost is \$100 and will provide that a Secure Investments Realty & Management Corp. approved and trusted Attorney will handle evictions. The current cost for evictions runs between \$870 to \$1200 uncontested.  Yes, I would like Attorney prepare the lease. Check enclosed  \$ \_\_\_\_\_  No, I do not want attorney prepared leases.

Please include the following items when returning the management contract:

Reserve for property \$300.00

Attorney Prepared Lease \$100.00

Cleaning  Approximately 0.26 per sq. ft. for both carpet and maid combined \$ \_\_\_\_\_

4 complete sets of Keys or  check enclosed \$ \_\_\_\_\_

Total Amount of Check enclosed \$ \_\_\_\_\_ (Only one check needed)

How did you hear about our Company: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

Please print or type	Name (See <b>Specific Instructions</b> on page 2.)	
	Business name, if different from above. (See <b>Specific Instructions</b> on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		

<p><b>Part I Taxpayer Identification Number (TIN)</b></p> <p>Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the <b>Part I instructions on page 2</b>. For other entities, it is your employer identification number (EIN). If you do not have a number, see <b>How to get a TIN on page 2</b>.</p> <p><b>Note:</b> If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p> <div style="text-align: center;"> <table border="1" style="margin: 0 auto;"> <tr><td colspan="9">Social security number</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> <p style="text-align: center;">or</p> <table border="1" style="margin: 0 auto;"> <tr><td colspan="9">Employer identification number</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table> </div>	Social security number																											Employer identification number																											<p>List account number(s) here (optional)</p> <hr/> <p><b>Part II For U.S. Payees Exempt From Backup Withholding</b> (See the instructions on page 2.)</p>
Social security number																																																							
Employer identification number																																																							

**Part III Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**Purpose of Form**

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See **Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.**

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

- You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the **Part II instructions** and the separate **Instructions for the Requester of Form W-9.**

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH CREDITS)**

Owner Name(s) \_\_\_\_\_

I (we) hereby authorize Secure Investments Realty & Management Corp. to initiate credit entries to my (our) Checking Account / Savings Account (select one) indicated below at the depository financial institution Community Bank & Trust of Florida, hereafter called DEPOSITORY, and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository  
Name \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Routing Account  
Number \_\_\_\_\_ Number \_\_\_\_\_

This authorization is to remain in full force and effect until Secure Investments Realty & Management Corp. has received written notification from me (or either of us) of its termination in such manner as to afford Secure Investments Realty & Management Corp. and DEPOSITORY a reasonable opportunity to act on it.

Name(s) \_\_\_\_\_ SS Number \_\_\_\_\_  
Please Print

Date \_\_\_\_\_ Signature \_\_\_\_\_

NOTE: WRITTEN CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.