



OWNER CHECKLIST

- _____ SIGNED MANAGEMENT AGREEMENT
- _____ APPROVED VENDOR FORM
- _____ PROPERTY PROFILE SHEET
- _____ PROOF OF INSURANCE
- _____ KEYS # _____ OF SETS (4 MINIMUM)
- _____ GARAGE REMOTES # _____ (LEFT IN KITCHEN DRAWER)
- _____ ASSOCIATION APPLICATION
- _____ ASSOCIATION RULES AND REGULATIONS
- _____ DIRECT DEPOSIT FORM

THANK YOU!

RE/MAX ANCHOR REALTY

150 Laishley Ct. #114

Punta Gorda, FL 33950

Phone (941) 205-2004 OR Fax (941) 205-2012

PROPERTY LEASING/MANAGEMENT CONTRACT State of Florida

1. PARTIES: This agreement between the owner or legally appointed representative of the premises, hereafter called LANDLORD' and RE/MAX Anchor Realty hereafter called the BROKER, wherein the LANDLORD appoints the BROKER its agents, successors, and assigns EXCLUSIVE AGENT - to rent, lease, operate, control and manage the following property;

PROPERTY ADDRESS: _____

CONDOMINIUM NAME _____

UNIT PHONE# _____

FURNISHED _____ UNFURNISHED _____ # BEDROOMS _____ BATHS _____ GARAGE _____
POOL? YES _____ NO _____ SOLAR HEATED _____ GAS HEATED _____ ELECTRIC HEATED _____

2. TERM: It is mutually agreed by the parties that this Management Agreement shall be binding upon the parties' successors, estate and assigns and shall remain in full force and effect until termination pursuant to the terms of this paragraph. The term shall begin on the _____ day of _____ 2016 and will be in effect for one year and will automatically renew for successive year periods at the anniversary date so long as there has not been at least a thirty (30) day written notice, delivered by certified mail, prior to the new term given by either party to terminate.

Termination by LANDLORD is effective when actually physically received by BROKER. In the event this agreement is terminate by LANDLORD, the BROKER shall continue to receive the rental commission set forth below as long as the tenant(s) placed on the property by BROKER shall remain in the unit. In the event this agreement is terminated by LANDLORD, the BROKER'S rights provided for in paragraph 14 THROUGH 17 shall survive such termination. All monies expended by BROKER shall be paid to BROKER prior to this cancellation and BROKER is authorized to withhold any sums owed to BROKER from monies held prior to the final disbursement to LANDORD. An additional cancellation fee of \$100.00 per unit will be charged to LANDLORD should LANDLORD terminate this agreement, BROKER reserves the right to terminate this agreement with 30 days written notice delivered by certified mail to LANDLORD at any time or, immediately with written or verbal notice if in the opinion of BROKER'S legal counsel that LANDLORD'S actions or inactions are illegal, improper, or jeopardize the safety or welfare of any tenants or other persons. BROKER may at its option continue to hold LANDLORD liable for any commissions due, fees due or monies owed BROKER if the tenant(s) remain in the property after such termination by BROKER.

3. RENTALS: BROKER will use his best efforts to lease or rent with the following terms:

Long Term Annual Agreements (6 months or longer) : The tenant, before occupancy, shall have to pay any prorated rent or first month's rent, plus Good faith and/or Security Deposit, If BROKER feels more security deposit is necessary, then those figures may be worked on at the sole judgment of the BROKER. Short Term Seasonal Agreements (less than 6 months); All utilities are to be paid by the LANDLORD. Short term tenants, before occupancy, shall have paid at least a Good Faith Deposit of \$ 1000.00, Any deviation from these terms must be agreed upon by all parties with written or verbal notice. LANDLORD agrees to hold BROKER harmless for any failure to secure tenant(s) for the LANDLORD, any cancellation by the tenant(s), and/or failure to collect any rents or monies due from the Tenant for any

reason. Late charges or fees owed by any tenant(s) shall be collected at the discretion of the BROKER and BROKER shall retain any charges or fees.

4. LEASING and MANAGEMENT: BROKER or BROKER'S agent is given authority to sign all lease(s). BROKER is given the Exclusive Right to screen and approve or disapprove prospective tenant(s), to deliver, on LANDLORD'S behalf, any default notices to tenant(s) as may be necessary. Any legal notices or institution of eviction or damage proceedings against tenant(s), through the courts or otherwise, must be taken by the LANDLORD individually and, BROKER shall hire an attorney to perform the eviction, Costs and Attorney's Fees to evict tenant(s) or otherwise will be paid by LANDLORD in advance and LANDLORD agrees to hold BROKER harmless for same. In the event tenant(s) vacate voluntarily or involuntarily owing rent monies due under the terms of the lease or any renewals, and, if these monies are collected in whole or part in the future, LANDLORD agrees that BROKER is entitled to a commission on any monies received in the percentage as set forth below and agrees to remit same to BROKER. LANDLORD warrants that the unit to be managed is a legal rental unit and rental of same will not be in violation of any rules, laws, or ordinances BROKER or BROKERS AGENTS IS GIVEN AUTHORITY TO SIGN ALL LEASE(S)

5. RENTAL RATES:

a. To display signs thereon, and to lease and rent the same; to sign, renew, extend and/or cancel leases for the premises or any part thereof, to institute and prosecute actions to oust tenants and recover possession; to sue for and recover rent and other sums due; and when expedient, to settle, compromise and to release such action or suits.

b. To make every effort to collect rents due or to become due, and to raise or lower rents as conditions may warrant and to require security deposits in the amount equal to one month's rent plus \$200.00. Agent may run specials at times requiring no last month's rent being collected. If last month rent is collected, it will be equal to monthly rental amount.

6. FURNISHED SEASONALLY: this property is to rent for no less than _____
(please fill in below) with the tenant paying long distance telephone calls and anything over \$150.00 per month on the electric and water. Seasonal months are January, February, and March
Winter December 1 St - April 30th \$ _____
Summer May 1st - November 30th \$ _____

7. CONDOMINIUM / HOMEOWNERS ASSOCIATION: In a condominium unit, LANDLORD shall furnish BROKER with a copy of the declaration page, and the rental agreement shall be subject to the Declaration of Condominium pertaining thereto the rules and regulations of the Association and Board of Directors there under and further, the LANDLORD shall be responsible for payment of any recreation, land, and/or other fees, fines levied by the association, or assessments and LANDLORD 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 the LANDLORD, LANDLORD agrees that BROKER is no way liable for the payment of any fees, fines, or assessments.

8. INSURANCE/FEES/TAXES/CHARGES: LANDLORD shall pay direct any condominium maintenance fee, taxes, insurance, mortgages, and other charges. LANDLORD agrees that they shall maintain public liability insurance coverage on the property at all times in an amount not less than \$100,000.00 per person and \$300,000.00 per occurrence and shall furnish BROKER with proof of insurance and a copy of the declaration page. LANDLORD agrees to name BROKER as an additional insured on all policies. LANDLORD agrees to and does hereby indemnify and hold harmless BROKER, its employees, agents and assigns, from any and all claims, suits, damages costs, losses and expenses arising from the management of the property and from any injury to persons and/or property occurring on or about the premises. LANDLORD agrees to indemnify BROKER for any damages suffered as a result of any lapse in or failure by LANDLORD to maintain insurance coverage.

9. UTILITIES:

a. ANNUALLY (Unfurnished) PROPERTY: Tenant(s) are required to have all utilities in their own name. LANDLORD agrees that the BROKER shall be in no way responsible for nonpayment of or theft of any utility service by tenant(s).

b. SEASONAL (Furnished) PROPERTY: A telephone is required in all furnished units BROKER manages. Any rental agreement where the tenant(s) shall have use of the LANDLORD'S phone, electric or any other utilities and be responsible for all or part of the bill, LANDLORD shall pay the entire bills in a timely manner and forward all copies to this office by the 25TH of the following month for reimbursement. Broker will diligently collect funds from tenant(s) and LANDLORD agrees that BROKER shall be in no way responsible for nonpayment of or theft of any utility service by tenant(s).

10. FUNDS: Any monies collected or received by Broker will be held in the BROKER'S bank account(s) and interest, if any earned, and permitted by law to be retained by BROKER, shall be paid to BROKER for Administrative services and partial escrow agent's fee.

11. ATTORNEYS FEES - LEASE DRAFTING: In the State of Florida, a BROKER is not allowed, by law, to draft a lease, therefore, there will be a charge to the LANDLORD of \$45.00 for Attorney's fees, for preparation of the lease and any renewal leases. The charges to cover attorney's fee(s) will be collected from first monies received, (Fee charged may change without notice.)

12. TIME PERIODS: SEASONAL. To avoid booking conflicting occupancies for seasonal properties. LANDLORD must specify in writing those time periods for his own and/or LANDLORDS guests use of the premises, prior to the BROKER having negotiated a rental. In the event LANDLORD places a Tenant in the premises or moves into the premises while this agreement is in effect and this action results in a conflict with a prior booking by BROKER, LANDLORD agrees to be held liable for any and all damages suffered by the displaced Tenant and agrees to pay for any rent or fee amounts displaced Tenant may pay in another unit over and above what that Tenant would have paid had the LANDLORD not created a conflict, LANDLORD agrees to indemnify BROKER and/or its agents for all damage and attorney's fees in the event Tenant institutes any litigation over a LANDLORD caused booking conflict.

Please mark the dates your unit will not be available

JAN. _____	FEB. _____	MAR. _____	APR. _____	MAY _____	JUNE _____
JULY. _____	AUG. _____	SEPT. _____	OCT. _____	NOV. _____	DEC. _____

13. FURNISHINGS / WARRANTIES: The LANDLORD shall deliver a copy of the inventory to the BROKER, It is LANDLORD'S responsibility to keep the inventory current. LANDLORD is also to deliver copies to BROKER of any Service Contracts or Warranties that exist, if any. If no Warranties or Service contracts are received, BROKER shall assume none exist.

The LANDLORD is required to provide four (4) full sets of keys, two (2) mail box keys plus one (2) garage door openers, if applicable, to the BROKER. In unfurnished units, LANDLORD will provide window treatments and their hardware or authorize BROKER to purchase and install same.

a. Annual (Unfurnished): All locks will be changed in between tenant(s) with a charge to the owner.

14. INVENTORY: An inventory and inspection is not taken on rentals six (6) months or less. BROKER relies on housekeeping to report any obvious damages, but not missing Items. BROKER is not responsible for items missing, lost or damaged under any circumstances, including but not limited to theft, vandalism or negligence of tenant(s) or their guests.

15. FEE BROKER shall be entitled to a rental commission from all rent monies collected and LANDLORD agrees to pay BROKER as management fee:

a. LONG TERM RENTALS All leases over six months and one day: BROKER shall be entitled to the equivalent of one half of first month's rent and 10% monthly thereafter on gross rental amount,

b. SHORT TERM RENTALS: All leases under six (6) months: Broker shall be entitled to 15% of gross rents collected.

c. MANAGEMENT FEES: BROKER shall be entitled to a \$100.00 new account set-up fee at the time the management agreement is signed. In addition, as compensation for its services to be rendered under this agreement, Rental Agent may collect late fee from tenants who do not promptly pay their rent when it is due, said late fees will be retained by Property Manager as a collection expense.

THIS IS A MANDATORY FEE which covers a wide variety of services such as, fully computerized system, arranging for and supervising repairs, inspection, collection and payment of applicable Florida state and local taxes from funds received from tenant(s), preparation of Federal Form # 1099, etc., LANDLORD agrees to pay an additional fee of \$45.00 each time the lease is renewed.

LANDLORD agrees to pay BROKER according to the above schedule during the tenant(s) continuing occupancy together with any renewals or extensions thereof or for any new lease or rental between the pates.

16. MANAGEMENT FEES: LANDLORD agrees to pay Company according to the above schedule during the tenant's continuing occupancy together with any renewals or extensions thereof or for any new leases or rental between the parties. All Short Term Rental Agreements must be honored by LANDLORD including, but not limited to the sale of the unit as well as termination of the Exclusive Rental Management Agreement after the LANDLORD has accepted future bookings. During the aforesaid time period, should tenant purchase the Property; LANDLORD will pay the Company at least 6% percent of the gross sales price, or any greater commission LANDLORD agrees to pay to any third party, whichever is higher. Any subsequent lease by LANDLORD or listing agreement with any other Real Estate Broker will not modify this sales commission between LANDLORD and Company; except for the amount of the sales commission which has been set out above. Should you decide to list your unit for sale with another Real Estate Firm, you should exclude in your listing agreement any tenant(s) we have secured for you in the past one year or future tenant(s) that will be occupying your unit during the term (s) of your listing agreement. FAILURE TO DO SO WILL RESULT IN YOU POSSIBLY PAYING A DOUBLE SALES COMMISSION.

17. PROCEEDS: BROKER shall send LANDLORD the proceeds collected from the rental of property minus the rental commission, fees and any costs and expenses provided for in this agreement, It is understood that no funds will be released until such time as monies have cleared the BROKER'S bank and will be sent to the owner between the 12th and the 15th' of the month. In the event a prospective Tenant places a good faith or holding deposit with BROKER and fails to take possession, said deposit, if retained, shall be disbursed 50% to LANDLORD and 50% to BROKER. BROKER retains the right to refund this deposit to prospective Tenant in full or part upon the advice of legal counsel.

IT REPAIRS / ADDITIONAL INVENTORY: BROKER is given the right to spend in the amount not to exceed \$200.00 in any month to purchase items, make repairs, and housekeeping and pay for same out of LANDLORD'S funds, and if inadequate, LANDLORD shall be billed for the difference. In case of emergency, i.e. air conditioning, heat, refrigerator, range, plumbing or any other repair the BROKER deems an emergency and/or necessary in BROKERS sole judgment for the safety of the tenant(s), or the welfare of the property.

BROKER has authority to institute repairs even if over \$200.00. In the event repairs are made, BROKER shall withhold the amount disbursed from the next ensuring rent payment or from any rents received but not yet forwarded to LANDLORD, BROKER will arrange for all repairs, inspections, maintenance and cleanings, unless LANDLORD has notified BROKER in writing prior to the commencement of repairs to use someone else that LANDLORD has selected, and LANDLORD makes arrangements with third party direct. LANDLORD agrees that they shall pay third party direct and shall indemnify and hold BROKER harmless for payment of same. LANDLORD agrees that they shall hold BROKER harmless for any and all damages caused by TENANT.

a. In the event that disbursements are in excess of rents collected by the BROKER, the LANDLORD agrees to pay all such excess to the BROKER immediately upon receipt of the monthly statement provided that nothing herein shall obligate the BROKER to advance money for expenses.

b. The BROKER shall not be liable for any willful neglect or abuse to the LANDLORD'S property by the tenants, vandals or others.

c. The BROKER shall not be liable for loss or personal property left on the premises by the tenants or the LANDLORD either by exchange or theft by the tenant(s) or third party.

d. The BROKER shall not be liable for vandalism or deteriorating of property during a vacancy period.

18. 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 the tenant(s) or their guests. In the event tenant(s) damage the premises or owes any movies to the LANDLORD, BROKER is given the exclusive authority to determine in its professional judgment the amount due, charge the Tenant accordingly and/or settle with the tenant(s) upon advice of legal counsel. BROKER is given the power to make claims upon the security deposit on behalf of LANDLORD and BROKER shall not be held liable for any failure to make claim (s) on any damage which were not readily apparent to BROKER. LANDLORD grants BROKER the full authority to make damage cost assessments and to charge tenant accordingly AND hereby releases BROKER for any liability for unclaimed or undiscovered damages.

19. HURRICANES, TROPICAL STORMS, ACTS OF GOD: 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 LANDLORD.

20. KEYS: Keys will be issued during office hours, for LANDLORD or his guests or tenant(s), are services included in our management fee. Issuing keys after hours for LANDLORD or LANDLORD'S guests (not tenant(s)), and activation's of unit requested by LANDLORD will result in a \$50.00 fee being charged.

21. BROKER'S AUTHORITY: BROKER is granted by the LANDLORD the right to manage the property as the BROKER deems necessary, to collect all rental or other funds that may be due to LANDLORD, to cooperate with other BROKER'S or assign or sell the management account as BROKER may see fit, to require releases from all parties in the event of a controversy before disbursing funds and to do all those things BROKER deems necessary for the efficient management of the property with the exception or authority or responsibilities expressly retained by LANDLORD in writing.

22. NOTICE: Whenever any notice is required in this agreement or desire to communicate formally or legally by LANDLORD to BROKER, notice must be in writing and mailed certified or return receipt requested to the address as indicated hereafter, and deemed delivered upon actual physical receipt thereof, not date of mailing.

23. RADON GAS: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities may present health risks to persons who are exposed to it over a time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida, additional information regarding radon and radon testing may be obtained from your public health unit.

24. LEAD PAINT DISCLOSURE: attached for all properties built before 1978, to be signed. Pamphlet enclosed. (As an owner of a building the undersigned certifies that they were provided with copies of the foregoing Notification at the time of or prior to the execution of this CONTRACT.)

25. PETS: We are required to allow service animals in any rental property. If not a service animal will you allow any kind of pets please mark Y for Yes - N for No

Dogs ___ Cats ___ Birds ___ Spiders ___ Reptiles ___ Fish ___

Ferrets ___ Gerbils ___ Guinea Pigs ___ Mice/rats ___

Other

If yes - the tenant is charged a \$200.00 refundable pet fee for each approved pet.

26. SMOKING: Will smoking be allowed in your property? Yes ___ No___

***** IMPORTANT NOTICE *****

IN COMPLIANCE WITH THE FEDERAL FAIR HOUSING ACT: Please do not ask or expect us to place any restrictions on your property based on a prospective tenant's racial, religious, handicap, sex, national origin or familial status. FEDERAL AND STATE LAWS prohibit us from placing any such restrictions on the properties we handle for rent.

FACSIMILE SIGNATURES: THE PARTIES AGREE THAT THIS AGREEMENT MAY BE EXECUTED BY FACSIMILE AND SUCH FACSIMILES SHALL BE BINDING AS IF ORIGINALS.

*** IMPORTANT NOTICE ***

THIS IS A LEGAL BINDING CONTRACT READ CAREFULLY BEFORE SIGNING AND INITIALING EVERY PAGE I THROUGH 7.

Please check which of the following the property is owned by: OWNER _____ PARTNERSHIP _____

If owned by a partnership, please have everyone fill out and sign this agreement. If it is owned by owner with only one person requiring a 1099 we only need appropriate social security number but will have to have name, address and telephone numbers in case of emergency.

EXECUTED THIS DAY OF _____, _____, 2016

PLEASE PRINT

OWNER/LANDLORD _____

OWNER/LANDLORD _____

SOCIAL SECURITY

(Used for 1099 tax purposes only) _____

SOCIAL SECURITY

(Used for 1099 tax purposes only) _____

MAILING ADDRESS _____

HOME TELEPHONE NUMBER _____ WORK TELEPHONE NUMBER _____

FAX TELEPHONE NUMBER _____ EMAIL ADDRESS _____

OWNER SIGNATURE _____

OWNER SIGNATURE _____

BROKER OR AGENT SIGNATURE _____



SUMMARY OF AMOUNTS DUE

\$100.00	INITIAL SET UP FEE / USED TO START OWNER ACCOUNT (Please make check payable to RE/MAX Anchor Realty)
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\$45.00 CHARGE FOR LAWYER TO DRAW UP LEASE FOR ANNUAL RENTAL.
(Will be taken out of 1st Month's Rent.)

IMPORTANT: This fee is subject to change if Attorney's fees increase.

\$30.00	CHARGE FOR LAWYER TO DRAW UP LEASE FOR SEASONAL RENTAL. (Will be taken out of 1st Month's Rent.) NO CONSISTENT PROPERTY MANAGEMENT (CHECKING ON HOUSE, COORDINATING REPAIRS, ECT.) Is provided while the property is vacant unless agreed by Broker and a \$25.00 per month fee is charged to Owner/Landlord.
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IMPORTANT: This fee is subject to change if Attorney's fees increase.

Owner A: _____ Owner B: _____
Print Name Print Name

Date: _____, Owner Signature: _____

Owner Signature: _____

THANK YOU!

SPECIFIC POWER OF ATTORNEY TO SIGN LEASE

Landlord/Owner(s), hereinafter Owner(s), hereby grants Broker or Broker's agent(s) _____ **(INSERT NAME)** who hold a current, valid real estate Sales persons or Brokers license, hereinafter Agent(s), the specific power of attorney to sign lease(s) and/or lease renewals (unless specifically not authorized by Owner(s) in writing by certified mail at least 60 days prior to any renewal period) on managed or finder fee rental properties on behalf of Owner(s) and thus bind Owner(s) to the terms of the lease agreement(s). Owner(s) agree that they alone own the managed properties and that there are no other undisclosed owners of the properties. Agent(s) are given the exclusive right to screen and approve or disapprove prospective tenant(s). Owner(s) warrant that the unit to be managed is a legal rental unit and rental of same will not be in violation of any rules, laws, or ordinances. Owner(s) agree to indemnify agent(s) in the event that the unit managed is not a legal rental unit or is in violation of any rules, codes, ordinances or laws.

Property Address _____

OWNER NAME PER DEED _____

Owner

Owner

Witness

Witness

Witness

Witness

_____/_____/_____
DATE

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF ____ 20__ THE ABOVE
SIGNATORIES WHO DID NOT TAKE AN OATH AND ARE ____ PERSONALLY KNOWN TO ME OR
____ PRODUCED THE FOLLOWING FORM OF ID _____

NOTARY PUBLIC SIGNATURE

(SEAL HERE)

PRINTED NAME

COMMISSION # _____ COMMISSION EXPIRATION DATE ____/____/____

**Authorization Agreement
Automatic Deposit ACH Credits
Into A Single Account**

I _____ hereby authorize Anchor Realty Group, LLC hereinafter called COMPANY, to initiate credit to my (our) account indicated below and the financial institution names below, Hereinafter called FINANCIAL INSTITUTION, 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.

Financial Institution	Name of Deposit	Branch
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Address	City / State	Zip
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Routing Number	Account Number
----------------	----------------

Social Security Number

Type of Account: Checking _____ Savings _____

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

X _____

Print Individual Name(s)

X _____

Signature(s)

I authorize statements e-mailed to: _____

Date: _____

↓ **PLEASE ATTACH A COPY OF A VOIDED CHECK TO THIS FORM** ↓

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Employer identification number								
				-				

Part II 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. citizen or other U.S. person (defined below).

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 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain 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 provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



150 Laishley Ct. #114 Punta Gorda, FL 33950

Phone: 941-205-2004 Fax: 941-205-2012

Owner Approved Vendor List

AIR CONDITIONING: _____

PHONE: _____ CONTRACT: _____ YES _____ NO _____

PLUMBING: _____

PHONE: _____ CONTRACT: _____ YES _____ NO _____

PEST CONTROL: _____

PHONE: _____ CONTRACT: _____ YES _____ NO _____

LAWN CARE: _____

PHONE: _____ CONTRACT: _____ YES _____ NO _____

POOL SERVICE: _____

PHONE: _____ CONTRACT: _____ YES _____ NO _____

HOME WARRANTY: _____ YES _____ NO _____

PHONE: _____ CONTRACT #: _____

LIST ANY OTHER SERVICE CONTRACTS OR WARRANTIES:

THANK YOU!



WHY YOU SHOULD CONSIDER A PET

A good percentage of renters have pets. So, renting to pet owners increases the marketability of rental property. It increases the number of qualified prospective tenants. People who have pets tend to stay longer to avoid the hassle of finding another pet friendly place.

We can only suggest considering a pet. The final decision remains with the property owner. We never approve a dog that is considered to be among the vicious breeds. Examples: Rottweiler, Pit Bull, show, Akita, Doberman, Husky or any mix thereof. This could result in the cancellation of the property owner's insurance due to liability exposure.

Always check with your insurance to verify if it would even allow a tenant to have a pet.

We would always discuss with you first the type of pet the prospective tenant may have. Each pet will be considered on an individual basis.

If the pet is a mix breed we ask that the tenant provide us with a picture and a statement from their veterinarian as to what mixture the animal is. References can be requested.

We take a \$200 refundable pet deposit. I have found that making the deposit refundable helps the tenant be more responsible for their pet. They would like to get the deposit returned when they move.

This does not apply to condominium owners. Most associations do not allow a tenant to have a pet.

Is your property ready to rent?

In order to attract the best tenant and get the highest rent possible, it is necessary for the property to be in the best possible condition it can be in. Think of it as if you were the one moving into the home. You would want it to be in perfect condition.

	YES	NO		YES	NO
Carpets are in good shape			Garage is swept clean		
Carpets have been cleaned			Garage shelving/cabinets are clean		
All walls are free of nails/holes			Garage walls, shelving/cabinets are in good shape		
All walls/doors freshly painted or touched up if needed			Automatic garage door opener works		
Outdated/peeling wallpaper removed/replaced			Garage door openers available for tenant		
All appliances are clean inside/out			AC filter changed		
All appliances are free of rust inside/out			AC is regularly serviced (every six months)		
All appliances are in working order			Exterior of home is mildew free		
Bathrooms are clean			Exterior has been pressure washed		
Shower doors open & close properly			Pool deck has been pressure washed		
All light fixtures/ceiling fans work			Front entry clean, door free of soiled spots		
Outdated light fixtures replaced			Lawn is in good shape		
All doors/woodwork are free of marks			Lawn is free of fire ants and lawn destroying insects		
All kitchen and bath cabinets are clean inside/out			Timer for sprinkler system is set for designated watering days		
All windows have blinds or drapes			Plant beds are weed free and shrubs trimmed		
All blinds/drapes are in good shape & in working order			Homes is free of insects		
Smoke detectors are in working order			All keys work without any problems		



RE/MAX Anchor Realty Rental Dept.

BASIC HOUSEWARES REQUIRED FOR SEASONAL RENTALS

KITCHEN			
Item	Qty.	Item	Qty.
Dinnerware – Service for 8		Bottle Opener	
Glassware – Service for 8		Telephone	
Flatware – Service for 8		Casserole Dish & Lid	
8 Extra Teaspoons		Utensil Tray in Drawer	
Steak Knives		Answer Machine	
Sugar Spoon & Butter Knife		2 Serving Bowls	
Table/Breakfast Bar & Chairs		Serving Tray	
Range		Cutting Board	
Exhaust Hood		Platter	
Microwave		Wastebasket	
Refrigerator		Electric Mixer	
Egg Tray		3 Dish Towels & Dish Cloths	
Ice Trays If No Ice maker		Can Opener	
Electric Dishwasher		10" Skillet	
Electric Garbage Disposal		Hot Pads/Trivets/Pot Holder	
Cookie Sheet		Electric Coffee Maker	
Colander		2 Sauce Pans & Lids	
Kitchen Tool Set (6 Pieces)		Vegetable Peeler	
Potato Peeler		Salad Set	
Grater/Shredder		Toaster	
Tongs (10")		Place Mats/Tablecloth	
Basting Brush		Carving & Paring Knives	
Salt and Pepper		Corkscrew	
Measuring Cups & Spoons		Plastic Storage Containers	
Creamer & Sugar		Cereal/Soup Bowls	
Dish Pan		Dish Drainer/Dish Mat	
Baking Dish (8x12x2)		Dutch Oven – 5 Qt.	
Pitchers		Bowl Scraper	
Juice Squeezer		Dish Scrub Sponge	
Ice Bucket		Paper Towel Holder	
Mixing Bowl Set (3)		Sink Strainer/Stopper	
Kitchen Rug/Mat		Pie Plate –9 ½"	
Door Mat		Loaf Dish-1 ½"	