



PO Box 11986
St. Petersburg, FL 33733
727-323-4400
RussellPG.com

PROPERTY MANAGEMENT SERVICE AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____ (also known as the anniversary date) 20____, by and between _____ hereafter

referred to as "OWNER" and "Russell Property Group LLC d/b/a Russell Property Management" hereinafter referred to as "BROKER", WITNESSETH: For and in consideration of the mutual covenant contained herein, the parties hereto agree as follows:

EXCLUSIVE RIGHT TO LEASE AND MANAGE: The OWNER hereby employs the BROKER exclusively, giving the BROKER the exclusive right to Lease and Manage under the terms and conditions as hereinafter set forth for the OWNER's property described as:

_____, City _____, FL

_____ zip. It is understood and agreed that the BROKER is the sole procuring cause of any lease, written or oral that may be negotiated during this agreement, even if the OWNERS themselves may have negotiated lease either directly or indirectly. OWNER certifies that he has the legal authority and capacity to lease the Property and the Property to be leased as a legal rental unit and rental of this property will not violate any laws, ordinances or rules and that any mortgage on property is not in arrears in payments.

TERM: This Agreement shall be for an initial period of not less than one year. Thereafter, this Agreement will automatically renew for successive one-year terms. Either party may cancel agreement with sixty (60) days written notice prior to end of Anniversary Date without penalty. Excepting, however the parties agree that this contract and all fees for management, leasing or renewal, and sales commission, if applicable, will be due to BROKER for the term of possession of the Property by a tenant or person residing with tenant or relative of tenant. If OWNER cancels agreement before the first tenant is found for the property, OWNER will owe BROKER a termination fee of \$300.00. If OWNER opts to cancel this agreement other than stated above, OWNER must give a (60) sixty day written notice and pay a cancellation fee equal to one month's rent and all BROKER's unreimbursed cost and expenses including third party vendors and attorneys' fees, if any.

BROKER has the right to terminate management agreement with sixty (60) 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 violate the terms of this management agreement or are illegal, improper, jeopardize the safety or welfare of any tenants or other persons, and/or interfere with this management agreement and/ or foreclosure action is filed against OWNER.

Initials _____

MANAGEMENT COMPENSATION: In consideration of the services to be rendered by the BROKER, the OWNER agrees to pay the BROKER any and all of the following forms of compensation as may be applicable:

- A. **FOR MANAGEMENT:** Twelve percent (12%) of gross rentals, or \$100 whichever is greater, due during occupancy each month on the first of the month. The full monthly fee shall be assessed during any month that a tenant remains in full or partial occupancy, whether or not the tenant pays the rent due. For any vacant period, other than initial vacancy at listing, a vacancy fee of \$75.00 per month will be charged as a management fee. Owners with more than 4 properties in one portfolio with Broker will pay 10% management fee per property. Also, any rental amount over \$2000.00 per month at an individual property will receive 10% management fee.
- B. **ACCOUNT ACTIVATION:** OWNER shall pay BROKER a non-refundable transaction fee of \$150.00 at time of this agreement to cover photos for advertising, document storage, administrative, postage and other costs of leasing transaction incurred by BROKER.
- C. **FOR LEASING:** One month's rent for 8-12 month lease or 8.4% of gross income for all other durations paid to BROKER at lease inception. BROKER shall lease the premises each time a vacancy occurs, unless otherwise directed by OWNER in writing. A breach or failure to perform by tenant shall not entitle Owner to a refund of all or part of the fee stated herein. Broker does not guarantee any tenant's performance under their lease. Attorney lease preparation fee \$50.00 for leases to be charged to owner.
- D. **LEASE RENEWALS:** 50% of one month's rent for 8-12 month extension or 4.2% of gross income for all other durations paid to BROKER at lease inception. Any extension of the tenant occupancy shall be deemed a renewal of the previous rental term for the purpose of renewal compensation. BROKER may at BROKER's discretion renew or terminate existing tenants, unless otherwise directed by OWNER in writing.
- E. **ANNUAL PROPERTY CONDITION REVIEW-** OWNER shall pay \$75.00 for an annual property condition review report, which includes photographs of the property, a written review by the property manager and recommendations to preserve value.
- F. **REPAIRS & PROPERTY MAINTENANCE:** OWNER will pay BROKER 10% of the cost of repairs to maintain the property in good working condition, to put a property into rent ready condition after tenant damages the property, fire or natural disaster and may collect such oversight fee as part of Owner's insurance claim if any
- G. **FOR SALE:** If a sale or exchange of the managed property is effected to a tenant who occupies the property during the term of this agreement, or anyone acting on the tenant's behalf, BROKER shall be considered the procuring cause of such sale and BROKER shall be paid a commission of six percent (6%) of the gross sales price or valuation upon the close of the transaction. This provision for sales commission shall survive any termination of this agreement. BROKER shall have first right of refusal for listing property for sale during the course of this agreement and will enter into a separate listing agreement with OWNER prior to offering property for sale.

MANAGEMENT AUTHORITY: The OWNER expressly grants to the BROKER herein the following authority:

- A. Full management and control of said property with authority to collect all rent and other monies and securities from tenant in Property and issue receipts thereof. The OWNER shall be responsible for and shall reimburse, or pay in advance as requested by BROKER, all third party (vendor or repairman) expenses incurred or to be incurred by BROKER pursuant to this Agreement.
- B. To prepare and negotiate new leases and renewals and terminations of existing leases as deemed appropriate by BROKER, BROKER is authorized, for and on behalf of OWNER, to execute leases and lease renewals.
- C. To provide for any and all negotiating and contractual arrangement (in the name of the OWNER) by the BROKER's maintenance division or independent contractors for any and all repair

Initials_____

services deemed necessary by the OWNER and/or the BROKER, and to pay the BROKER's maintenance division or independent contractors for these services, repairs and improvement from the OWNER's funds. On each improvement and repair item that exceeds \$350.00 (except emergency repairs); OWNER's approval shall be obtained first. OWNER shall provide or bear cost of providing all keys to the premise.

D. To advertise the premises when vacant with additional advertising, if needed, paid by OWNER, but OWNER shall have the right to limit advertising expenditures at any time provided however, that OWNER reduces or discontinues advertising by written request.

E. To serve legal notices upon tenant and to prosecute in the name of the OWNER, or in the name of the BROKER, and at the OWNERs expense legal actions to evict tenants, recover rents and terminate tenancies, employing for these purposes a reputable Attorney. Such attorney shall be deemed to be the attorney of BROKER and OWNER and hereby specifically agrees that BROKER may use said attorney as BROKER's attorney in any dispute between OWNER and BROKER. OWNER acknowledges and agrees that any communication between OWNER and attorney shall not be deemed to be an attorney/client communication in any action between the OWNER and BROKER. OWNER further authorizes the BROKER to compromise and settle claims on the OWNER's behalf as may be necessary in the BROKER's judgment.

F. The OWNER agrees that BROKER, without accounting to OWNER, may collect as additional management fees, late fees, accrued interest, lease discounts (for early payment of rents), nonnegotiable check fees, application fees, vendor discounts (for early payment to repair/maintenance vendors) and administrative fees paid by tenant to BROKER and that these fees are the property of the BROKER to offset the Agent's expenses in enforcing the respective lease provisions. First funds collected from tenant each month shall be applied toward late fees; legal fees, court cost, NSF fees, and lease discount (if applicable) and lastly to rent. If the tenants do not pay these fees, BROKER may deduct these fees from the Tenant's security deposit and/or last month's rent.

G. Interest received on the BROKER's Trust Account, (if any) shall belong to the BROKER to assist in offsetting the expenses of maintaining the trust account. OWNER agrees that BROKER may require releases from all parties in the event of a controversy before dispersing trust funds.

H. To pay any homeowner association or condo association dues and deduct these dues from OWNERs monthly income statement.

MANAGEMENT RESPONSIBILITIES: The BROKER agrees to accept the following responsibilities:

A. To use diligence in the management of the premises for the period and upon the terms herein provided, and agrees to furnish the services of Russell Property Management, for the renting, leasing, operating, and managing of the herein described premises. However, BROKER does not guarantee the payment of rentals by the tenant, but will make every reasonable effort to collect it when and as they become due. OWNER hereby authorizes BROKER to employ collection agencies to assist in the collection of any outstanding tenant debt due.

B. To render monthly statements of receipt, expenses and charges and to remit to OWNER receipts less disbursement. In the event the disbursement shall be in excess of the rents that are collected by the BROKER, the OWNER hereby agrees to pay such excess promptly upon demand of the BROKER. If in the BROKER's sole discretionary judgment, it may be necessary or proper to reserve or withhold OWNER'S funds to meet obligations which are or may become due (including without limitation, the BROKERs compensation) thereafter and for which current income will not or may not be adequate, BROKER may do so. In the event of a breach of this agreement for any reason on the part of the OWNER, the BROKER may accelerate all fees due through the balance of the agreement. OWNER hereby assigns to BROKER all rents on the subject property as security for the obligations described herein. Said Agreement shall become absolute upon default by OWNER. If mortgage company files a foreclosure action due to non payment of mortgage, then BROKER shall (1) be paid all fees due under the current lease,

- accelerated, and may deduct such fees from rents collected; and (2) freeze all OWNERs funds on account for the express purpose of negotiating and settling any claim the rental tenants may have (if any) during their statute of limitations as a result of the property going into foreclosure.
- C. The OWNER hereby represents and warrants to BROKER that they are the sole OWNERs of fee simple title to the property or is fully authorized to enter into this agreement as a binding enforceable agreement of the OWNER(s) property. OWNER has full right, power and authority to engage and appoint the BROKER for the purposes and consideration herein set forth and to enter into this agreement. OWNER represents that the property is not currently subject to any outstanding default, foreclosure, contract of sale, option to purchase, contract for deed, nor any other contractual obligation which would conflict with, preclude, or prohibit BROKER from discharging its duties described herein. OWNER has no knowledge of any environmental hazards related to property and agrees that if any environmental hazards arise that the OWNER takes full responsibility of any cost in removing such hazards.
- D. BROKER assumes no responsibility for other services than agreed to unless specified in the terms of this Agreement or in writing at a later date. BROKER may assess an hourly fee for special services not specified in this agreement.
- E. To deposit all receipt collected for OWNER (less any sums properly deducted or otherwise provided herein) in a Trust Account separate from BROKER's operating account. However, BROKER will not be held liable in the event of bankruptcy or failure of a depository and shall not be liable for bad checks or money not collected. OWNER understands and agrees that rental disbursement will not be made until tenant funds have cleared BROKER's bank.
- F. Provide for authorized individuals to inspect the property as deemed necessary by BROKER and to provide security deposit evaluations at the expiration of a tenancy.

AGENCY AUTHORIZATION: OWNER hereby constitutes and appoints Russell Property Group LLC d/b/a Russell Property Management and specifically its BROKER Toni W. Russell, full power and authority to do and perform all and every act and things necessary for the specific purpose of eviction and/or collection of unpaid rents in regard to the subject property as fully as OWNER might or could do if personally represented with full power of substitution and revocation, hereby ratifying and confirming all that said Russell Property Management and its agents substitute shall lawfully do or cause to be done by virtue hereof. OWNER hereby grants BROKER the right to enter the property at any time BROKER deems necessary.

SAVE HARMLESS AND INDEMNITY-HOMEOWNERS POLICY: The OWNER further agrees to save the BROKER, it's agents, independent contractors, and employees, harmless from all damage suits or claims in connection with the management of said property, except in the case of gross negligence or illegal act by the BROKER, and from all liability for injuries to person or property suffered or sustained by any person whomsoever, and to carry, at OWNER's own expense, public liability insurance (homeowner insurance) in sufficient amounts to protect the interest of parties hereto, which policies shall so be written to protect the BROKER in the same manner and to the same extent as the OWNER. OWNER shall have liability insurance of not less than \$100,000/\$300,000 per occurrence and BROKER shall be designated on said policy as an additional insured. OWNER agrees to indemnify BROKER for any damages suffered as a result of any lapse in or failure by OWNER to maintain insurance coverage.

ATTORNEY FEES: The OWNER and the BROKER do hereby agree that in the event legal procedures are necessary to endure the provision of this agreement that the prevailing party shall be entitled to recover or receive an award for their reasonable legal fees. In the event BROKER successfully defends any action (including, but not limited to the Courts, the Board of Realtors, the Better Business Bureau, mediation or any administrative state agency) arising out of this transaction brought by others, including

OWNER, BROKER shall be reimbursed their attorneys fees and Court costs and for their time spent in defending such an action by OWNER.

WAIVER OF JURY TRIAL: The parties hereby waive their right to a jury trial on any issue arising from the subject matter of the Agreement regardless of whether or not the cause of action is a tort or contract action. The parties specifically agree that a Judge sitting without jury shall resolve all issues arising out of their relationship.

NOTICES: For purposes of this Agreement, all notices required herein shall be deemed to have been served upon the other party when mailed to the following addresses or to such other addresses as shall be changed in writing, properly notifying the other party:

OWNER

NAMES: _____

ADDRESS: _____

PHONE #: _____

E-Mail Address: _____ FAX _____

BROKER: Russell Property Management, PO Box 11986, ST PETERSBURG, FL 33733

RENT: BROKER will use its best efforts to lease or rent the property at a rental of \$ _____ per month. BROKER is given the right to rent as low as \$ _____ per month. BROKER will present all other offers for OWNERs consideration.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals on the date first above written. This agreement shall become binding upon the heirs, successors and assigns of the parties hereto, OWNER hereby acknowledges that they have read and signed this agreement.

OWNER(s):

BROKER/AGENT OF BROKER:

X _____

Russell Property Management

X _____

Tax ID No. _____

Initials _____

**ACKNOWLEDGEMENT, RECEIPT OF DOCUMENTS
AND PROPERTY OWNER HANDBOOK**

Because it is not practical to place all of BROKER policies and methods of leasing and management within the body of this agreement, BROKER has created a "PROPERTY OWNER HANDBOOK" outlining BROKER methodology, policies and practices. OWNER hereby acknowledges that they have received, read, understand and agree to BROKER's methods and policies as outlined in the handbook. BROKER reserves the right to change, modify, expand or delete any or all of the handbook, at any time and without notice. For the most up to date version of the handbook, please contact your Property Manager or refer to the online copy at RussellPG.com. OWNER(s), by their signature(s) above, also acknowledge that they have received a complete copy of the Management Agreement.

**CUSTOMARY PROCEDURES FOR
PROPERTY MANAGEMENT AND LEASING**

1. **ASSOCIATIONS.** When property is governed by a **CONDO OR HOMEOWNER'S ASSOCIATION.** OWNER needs to provide BROKER with a copy of community regulations and rules as well as any rental application form which may be required at time of leasing as a an attachment to this contract so BROKER can avoid breaches of the Association regulations. If rental unit is a condominium or is governed by a Homeowner's Association, any lease negotiated shall be subject to the Association Rules and Regulations.
2. BROKER will collect tax on any short /term leases less that 188 days and pay tax directly to the sate and local tax authorities.
3. **OWNERSHIP** OWNER will provide proof of ownership (i.e., Deed, copy of public records or HUD or closing statement) and personal Identification (driver's license, passport or other government issued picture ID) with this agreement.
4. **LEAD PAINT DISCLOSURE** is required when property was built prior to 1978.
5. **TAX IDENTIFICATION** requirement to be exempt from IRS withholding regulations: US citizens must provide a Tax ID number on a W-9 and a citizenship statement to be exempt from 31% IRS withholding tax. Non US citizens may provide a signed form W-8ECI with their ITIN number to be exempt from 31% withholding tax, but are advised to seek the advice of an accountant before signing IRS form W-8ECI which states that the signer is exempt from US back-up withholding because their rental property is a business.
6. **ADVERTISING** BROKER will make diligent and continued efforts to lease the Property through advertising the Property as BROKER deems advisable in newspapers, publications, computer networks, and other media. BROKER may place appropriate transaction signs on the Property and remove all other such rental or sales signs including OWNER's sign(s) during the term of this Agreement. BROKER will place the Property in a multiple listing service ("MLS"/ Association of Realtors®) (if available) and offer reasonable compensation to Cooperating BROKERS to be paid by OWNER. Such advertising may be general in nature and may not specifically describe the Property.
7. **ATTORNEY PREPARED LEASE** from an attorney of BROKER's choosing will be used for all managed properties. The cost of all leases is \$50.00 and will be charged to OWNER operating account. BROKER will work with OWNER to complete any

Initials_____

required Condominium or Homeowner Association required leases, renewals and extensions that are to be used in lieu of or in conjunction with the attorney prepared lease. BROKER will not give tenant possession of the property until the lease is fully executed and all monies collected. If OWNER has elected in writing to sign all leases, OWNER agrees to execute & return any such lease to BROKER by email or overnight mail within 24 hours of OWNER's receipt. A security deposit is required in the amount of one month's rent unless otherwise agreed upon in the lease document. Tenants are required to pay a Last Month Rent only if negative issues are discovered during the screening process. All funds due under the lease prior to occupancy will be collected and cleared prior to tenant access to the Property.

8. REPAIR AUTHORIZATION STANDARDS: OWNER will be asked to maintain \$300.00 in OWNER's operating account held by BROKER for all repairs and recurring expenses, but BROKER is not limited to such an amount when ordering emergency repairs to the property only limit is for repairs are of a non-essential or decorative nature. OWNER agrees to pay any balance due to BROKER within 15 days of receipt of a statement of account. If a repair is an emergency (water leaking, flood, septic back up, no running water, no hot water, electrical hazard, refrigerator failure, air conditioner or heat failure or some other condition which threatens the safety or health of your tenant), BROKER will order repair immediately to protect property and the tenant's rights. BROKER will order appliance repairs, AC/ Heat repairs, emergency water restoration service at time of leak or flood and other routine maintenance services in the name of OWNER and indebted OWNER for painting, carpet and other needed repairs as OWNER's agent. BROKER will notify OWNER to make an insurance claims for emergency water restoration work. OWNER will maintain all heating, cooling, plumbing, electrical systems, and all appliances in good working condition and OWNER shall be responsible for the maintenance or replacement of same. OWNER must maintain or replace the roof so that it is watertight and water does not enter living areas either from rain or subterranean sources. OWNER is presumed to have turned over to BROKER a Property that is in good habitable condition and in compliance with all applicable laws, ordinances and regulations of all governmental authorities.

9. INVENTORY, DAMAGES or MISSING ITEMS: OWNER shall provide BROKER with written inventory of personal items in the property. BROKER is not responsible for damage to the premises or missing, lost or damaged items or furnishings under any circumstances, including but not limited to, theft, switching out of items, vandalism or negligence of tenant(s), their guests or third parties.

10. MANAGEMENT SERVICE INCLUDES collection of rent, maintaining an OWNER operating account for expenses relating to the management of the property, publishing monthly statements for OWNERS on our website and an end of the year record with the *IRS Form 1099* mailed to OWNER. Services also include taking tenant requests for service needs, property inspections for move-in and move-out and disbursement of security deposits pursuant to Chapter 83, FL statutes. Pictures necessary due to damages by tenant may be billed to OWNER's operating account and recovered from the tenant's security deposit.

11. KEYS AND LOCK BOX AUTHORIZATION: BROKER will employ a key check out system or provide key box number codes to prospective tenants and or their real estate representatives. OWNER approves the use of a number coded lock box for showing access to the Property. Upon execution of this Agreement, OWNER will provide a minimum of 4 sets of keys for each door lock, plus any security keys, pool keys, mailbox keys, garage door openers, gate cards and security passes. OWNER authorizes BROKER to deliver the key to the Property to any cooperating real estate BROKER or salesperson for the purpose of showing the Property. If a lock box is approved

Initials_____

on the Property, OWNER is advised to secure or remove valuables. OWNER agrees that the lock box is for the OWNER's benefit and hereby releases BROKER, persons working through BROKER, and BROKER's local Realtor Board/ Association from all liability and responsibility in connection with any loss that occurs. OWNER agrees to hold BROKER harmless from any liability which may arise from damage, theft, negligence or loss which may occur in connection with the delivery of the key to the Property or utilization of a lock box system as stated herein. If Property is tenant occupied, Tenant must also give written approval before a lock box is used. BROKER will re-key after each Tenancy at OWNER's expense to avoid liability issues. Locks will be re-keyed after each tenancy prior to new tenant moving into property at OWNER's expense and may be passed on to the vacating tenant through the security claim process.

12. **OWNER FUNDS DISTRIBUTION** will be via ACH transfer or check by mail once tenant's check has cleared BROKER's bank account. Distribution is typically initiated within 15 business days after receipt of rent. BROKER's may charge an additional administrative fee to cover condition record, document storage, administrative, postage, bank transfer charges, online account access and other costs incurred by BROKER to maintain OWNER's account.

13. **LANDLORD CONTACT WITH TENANT(S)**: Landlord agrees and understands that if Landlord has any contact with the Tenant(s) in person, by mail, by email, by phone or otherwise, in the event of a legal dispute which results in litigation, the chances become extremely high that the Landlord will have to testify in person in court. BROKER strongly urges that all contact with Tenant(s) be made by and through the BROKER. Landlord agrees that contact directly with the Tenant(s) may be grounds for BROKER terminating this agreement

14. **TENANT HISTORY**: BROKER will obtain at a standard credit and background report as available on tenant applicants from a credit bureau of BROKER's choosing. The Tenant Report may not be all inclusive, may not provide information from all local jurisdictions within the United States, and will not provide information from jurisdictions outside the United States. Neither the company providing the Tenant Report nor BROKER warrant the completeness or accuracy of the information contained therein. OWNER understands that other than the Tenant Report, BROKER will not undertake any additional investigation of any tenant's suitability or creditworthiness. BROKER will charge for BROKER's sole benefit application fees from prospective tenant to include pet application fees.

15. **HOMEOWNERS LIABILITY POLICY**: OWNER will name BROKER as an additional insured on OWNER's liability insurance. OWNER agrees and understands that BROKER is not responsible for the placement of boards or shutters of any kind in case of severe weather. It is the OWNER's responsibility to contract directly with a handyman or other source of service provider for temporary window protection installation or provide permanent, pre-fitted and easy to install shutters for Tenant to attach.

DOCUMENTS REQUIRED FROM OWNER:

Proof of ownership: _____

Personal Identification:

Legible Copy Drivers License(S) or Legible Copy of Passport(S)

Initials_____

Property Amenities Worksheet

Address of Rental: _____ City _____ ZIP _____

Managed by Russell Property Management ☐ OR Managed by OWNER ☐ (must check one or the other)

Type _____ (House, Town house, Condo, Villa, Apt.) **Unfurnished** ☐ Furnished ☐

Annual/Long Term Lease Terms: **Rental Rate per Month \$** _____ **Date Available:** _____

Security Deposit required **Yes** ☐ No ☐ Last Month Rent Required Yes ☐ **No** ☐

Number of Bedrooms _____ Number of Baths _____ Square footage _____

Garage size _____ (1, 2, 3 or 4 car)	Garage Door opener	Yes <input type="checkbox"/> No <input type="checkbox"/>	Elevator	Yes <input type="checkbox"/> No <input type="checkbox"/>
Parking _____	COVERED	Yes <input type="checkbox"/>	OPEN	Yes <input type="checkbox"/>
			OFF STREET	Yes <input type="checkbox"/>
			ON STREET	Yes <input type="checkbox"/>
				Spot # _____
Pool	Yes <input type="checkbox"/> No <input type="checkbox"/>	H.O.A. Approval Req.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pool Service	Yes <input type="checkbox"/> No <input type="checkbox"/>	H.O.A interview Req.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Waterfront	Yes <input type="checkbox"/> No <input type="checkbox"/>	Required Time for HOA/Condo Approval		_____ Days
Smoking inside	Yes <input type="checkbox"/> No <input type="checkbox"/>	Window / Wall Air	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Central Heat & Air	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ceiling fans	Yes <input type="checkbox"/> No <input type="checkbox"/>	# of fans _____
Smoking on Porch area	Yes <input type="checkbox"/> No <input type="checkbox"/>	Space Heaters	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Separate Dining Room	Yes <input type="checkbox"/> No <input type="checkbox"/>	Oil Heat	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Den	Yes <input type="checkbox"/> No <input type="checkbox"/>	Refrigerator	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Great room	Yes <input type="checkbox"/> No <input type="checkbox"/>	Stove	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Living room	Yes <input type="checkbox"/> No <input type="checkbox"/>	Garbage Disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Family Room	Yes <input type="checkbox"/> No <input type="checkbox"/>	Washer/Dryer	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Florida Room	Yes <input type="checkbox"/> No <input type="checkbox"/>	Washer/Dryer hook-up	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Eat- in Kitchen	Yes <input type="checkbox"/> No <input type="checkbox"/>	Coin Laundry on site	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Screened Porch	Yes <input type="checkbox"/> No <input type="checkbox"/>	Dishwasher	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fireplace	Yes <input type="checkbox"/> No <input type="checkbox"/>	Microwave	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Fenced Yard	Yes <input type="checkbox"/> No <input type="checkbox"/>	Lawn Service included	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Security system	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sprinkler	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Deck	Yes <input type="checkbox"/> No <input type="checkbox"/>	Well for sprinkler only	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dock (Private)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Storm shutters affixed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dock rental available	Yes <input type="checkbox"/> No <input type="checkbox"/>	On market for sale	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Septic system	Yes <input type="checkbox"/> No <input type="checkbox"/>	Showings required	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Public water	Yes <input type="checkbox"/> No <input type="checkbox"/>	Being sold Subject to lease	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Well, no public water	Yes <input type="checkbox"/> No <input type="checkbox"/>	60 Day Clause to vacate if sold	Yes <input type="checkbox"/> No <input type="checkbox"/>	
City Gas	Yes <input type="checkbox"/> No <input type="checkbox"/>	Pets allowed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Max _____ lbs.

RESPONSIBILITIES FOR PAYMENT OF UTILITIES AND SERVICES:

	OWNER	Tenant		OWNER	Tenant		OWNER	Tenant
Electric	<input type="checkbox"/>	<input type="checkbox"/>	Softener Salt	<input type="checkbox"/>	<input type="checkbox"/>			
Water	<input type="checkbox"/>	<input type="checkbox"/>	Pest Control	<input type="checkbox"/>	<input type="checkbox"/>	Tennis Membership	<input type="checkbox"/>	<input type="checkbox"/>
Cable	<input type="checkbox"/>	<input type="checkbox"/>	Social Membership	<input type="checkbox"/>	<input type="checkbox"/>	Trash	<input type="checkbox"/>	<input type="checkbox"/>
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	Lawn Service	<input type="checkbox"/>	<input type="checkbox"/>	HOA App. Fee	<input type="checkbox"/>	<input type="checkbox"/>
Septic Pumping	<input type="checkbox"/>	<input type="checkbox"/>	Shrub Care	<input type="checkbox"/>	<input type="checkbox"/>	Security System	<input type="checkbox"/>	<input type="checkbox"/>
Gas	<input type="checkbox"/>	<input type="checkbox"/>	Pool Service	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Charges	<input type="checkbox"/>	<input type="checkbox"/>
Other:								

OWNER represents that the above information is true and accurate. OWNER authorizes BROKER to use the following information to market the property and to negotiate leases. OWNER indemnifies and holds BROKER harmless from any losses or damages from any incomplete or inaccurate information.

OWNER _____

DATE: _____

OWNER _____

DATE: _____

Initials _____