



AMS PROPERTY RENOVATIONS LLC
A la Carte SERVICES AGREEMENT PACKET

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Address: 8630M Guilford Rd. STE 194, Columbia, MD 21046

Business Hours: Monday through Friday - 9:00am to 5:00pm

Saturday - By Appointment Only

Thank you for choosing and trusting AMS Property Renovations LLC. We will act as your representative to in accordance with your needs and selection of the following services. We can do as much or as little as is required.

OUR PRIMARY GOALS ARE TO:

- Maximize Your Cash Flow: We are committed to maximizing your income by obtaining the maximum amount of rent for your home that market conditions will bear.
- Minimize Your Vacancy Period: We are committed to minimizing the time that your rental is not generating income by designing and executing a targeted marketing plan to rent your property as quickly as possible.
- Protect Your Investment: We are committed to protecting your investment by thoroughly screening prospective tenants.
- Do The Work For You: We are committed to providing you service as selected by handling everything on your behalf, so you can spend your time on more important things!

Sincerely,
AMS Property Renovations LLC

OWNER CHECKLIST

Read and Sign:

- ☐ Read and Sign this **A la Carte Services Agreement Packet** which includes:
 1. Owner/Management Obligations
 2. Owner, Property, Tenant (if applicable), and Leasing Information
 3. IRS-W9 (if applicable)
 4. Mold Disclosure/Waiver (if applicable)
 5. Lockbox Addendum (if applicable)

Supply:

- ☐ Supply Keys (2 sets), Remotes, and Codes to all doors, gates, mailboxes, garage door, security alarm, and gates, etc.
 - ☐ Supply property owner(s) ID/Drivers License.
 - ☐ If applicable, supply a copy of the original Lease Agreement.
 - ☐ If applicable, supply a copy of the Tenant's Move-In Inspection.
 - ☐ If applicable, supply a copy of current ledger or rent payment history for tenant.
 - ☐ If applicable, supply a copy of the HOA Rules and Regulations where the property resides.
 - ☐ If applicable, supply a copy of the Home Warranty Policy.
1. **Owner/Management Obligations *Description:*** Clearly lays out the Owner's and Property Manager's obligations and responsibilities so that there are no misplaced or misrepresented expectations and so both parties clearly understand their responsibilities.
 2. **Owner, Property, Tenant, and Leasing Information *Description:*** The Owner, Property, Tenant, and Leasing Information Sheet gives us essential information about you, your property, your tenant(s), and your desired leasing policies. This detailed information allows us to efficiently manage your property.
 3. **IRS W-9 *Description:*** The IRS requires that we obtain a W-9 for each client. January of each year we forward a 1099 to each client based on the information provided in the W-9.
 4. **Mold Disclosure/Waiver *Description:*** This form is used to communicate the presence, or not, of any past or present cases of Mold in the premises.

5. **Lockbox Addendum Description:** We suggest placing a Lockbox on the property for the convenience of all parties involved. This form lays out the specific details and permissions of its use, or not.

Pricing Structure and Fee List

Depending on your needs please select from the following services. If you do not see a specific service please do not hesitate to contact us.

• **Leasing Services:** ☐

Leasing Fee- 100% of First Month's Rent. Properties will be listed to our website and syndicated to the top rental sites to include Zillow, Trulia, Craigslist, Hotpads, Postlets, MLS, etc. This leasing fee also includes showing the property, comprehensive applicant screening, lease execution, and delivery of Move-In funds/documents.

• **Maintenance Package:** ☐ One year ☐ Two Years

\$160.00 flat fee includes: One (1) Pre move-in Inspection & Report, Two (2) Safety & Preventative Maintenance Inspections done on a bi-annual basis. Reports and pictures will be provided detailing findings.

• **Eviction Services:** ☐

Eviction Fee- \$400.00 flat fee (Evictions are handled by a third party and/or by an attorney depending on the situation. The prices for notices, court hearings, and the actual eviction from the property vary depending on service used. Owner is responsible for all fees relating to an eviction. This does not include collections.

• **Large Scale Renovation Management** ☐

Fee- 25% of total cost of renovation. We will oversee renovation and schedule work with all contractors through project success.

• **Unpaid Invoice Fee-** 2% monthly of the unpaid balance.

• **Property Registration/Other (In person)** ☐

\$65.00 flat fee plus registration costs. (This applies to rental registrations, rental inspections, Section 8 inspections, or any other registration that is required by law or local regulation).

OWNER/MANAGEMENT OBLIGATIONS

During our relationship, AMS Property Renovations LLC will act as your liaison between you the owner and the selected required tasks and all those involved.

Manager Obligations during our relationship will include:

- Screen prospective renters to procure tenants.
- Inspect your property when vacant/occupied and manage your tenants during occupancy.
- Market the property.
- List your property using the Multiple Listing System (if applicable), classified advertising, electronic advertising, signing, and affiliated business partner relationships.
- Work diligently to keep your property leased by qualified and responsible tenants.
- Sign lease agreements, extensions and other addenda relating to the leasing of your property.
- Collect rent, deposits, and fees for your property.
- Initiate legal forcible detainers, collection activities, and tenant notices for non-payment of rent or lease violations.
- Provide owner with a 1099 form for your Federal income taxes.

Owner Obligations during our relationship will include:

- Meet all obligations to maintain services for the tenants' full legal use of the property per Maryland State Laws.
- Answer all management emails and phone calls in a timely manner.

In addition, AMS Property Renovations LLC wants our clients to be aware that:

- Due to matters not in our full control, we do not guarantee the leasing of your property or its tenancy, rent collection, proper tenant usage or behavior, and other matters outside of our control. We will of course do everything in our power to ensure that none of the aforementioned matters become an issue.
- We do not pay mortgage payments, HOA dues, property taxes, insurance payments, or utilities on the owner's behalf. These payments are the responsibility of the owner unless directed in writing.
- We will employ other professional businesses, contractors, and vendors on your behalf to repair, maintain, or replace necessary components to ensure your property stays in good condition and remains rented.
- Owners must comply with Maryland State Law, which requires owners to maintain property to code enforcement standards.
- Medium to large scale jobs (to be determined), that would typically call for the use of a contractor such as: the property needs a lot of work inside or out, a full or partial kitchen, bath, property wide remodel, or a large scale and/or multi-room repair issue.

OWNER/PROPERTY/TENANT INFORMATION

Please fill out the Owner/Property/Tenant information below completely and to the best of your knowledge so we may efficiently begin your account setup process. The detailed and accurate information you provide will help us manage your property to the full extent of our ability. Be sure to let us know if there is anything you are not clear on, or need further clarification with. We are here to help! *If you don't know the answer to any of the information requested, please notate with a question mark (?) on the form.*

OWNER #1 INFORMATION		
First Name:	Middle Name:	Last Name:
Name of LLC or LLP (If Applicable):		
Date Of Birth: ____/____/____	Social Security Number: ____ - ____ - ____	
Drivers License Number:		Email:
Cell Phone:	Home Phone:	Work Phone:
Preferred Contact Method? <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Email <input type="checkbox"/> Text Message		
Owners Home Address:		
City:	State:	Zip Code:
OWNER PREFERENCES		
<p>We communicate with you at the level at which you wish to be involved. What is your preferred amount of communication/involvement between us and you while we manage your property and its tenants? We will do our best to meet your expectations. Check which description best suits you....</p> <p><input type="checkbox"/> Average Joe Owner – You trust us to use our best discretion. You want us to handle the normal everyday type stuff behind the scenes and keep you unburdened by its stress. We will keep you in the loop on matters of importance but not in excess.</p> <p><input type="checkbox"/> Turn Key Owner – You hired us because you don't want to be bothered with all the little stuff. We will only involve you if it's absolutely necessary.</p>		
Property Maintenance/Repairs:		
<input type="checkbox"/> I want Management to schedule/handle all work performed.		
<input type="checkbox"/> I want Management to schedule/handle all the work but request My Vendors be used (list in OTHER		

VENDORS section below).

☐ **I Will** do the work myself and/or schedule my vendors do the work on my behalf.

SPOUSE/PARTNER INFORMATION

First Name:	Middle Name:	Last Name:
Date Of Birth: ____/____/____	Social Security Number: ____ - ____ - ____	
Drivers License Number:		Email:
Cell Phone:	Home Phone:	Work Phone:

OWNER #2 INFORMATION

First Name:	Middle Name:	Last Name:
Name of LLC or LLP (If Applicable):		
Date Of Birth: ____/____/____	Social Security Number: ____ - ____ - ____	
Drivers License Number:		Email:
Cell Phone:	Home Phone:	Work Phone:
Preferred Contact Method? <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Work Phone <input type="checkbox"/> Email <input type="checkbox"/> Text Message		
Owners Home Address:		
City:	State:	Zip Code:
NOTE: Owner #2 (if applicable) receives the same level of involvement/communication as that of Owner #1		
SPOUSE/PARTNER INFORMATION		
First Name:	Middle Name:	Last Name:
Date Of Birth: ____/____/____	Social Security Number: ____ - ____ - ____	
Drivers License Number:		Email:
Cell Phone:	Home Phone:	Work Phone:

PROPERTY INFORMATION

Subdivision/Complex Name:		
Street Address:		Unit #:
City:	State:	Zip Code:
Property Type: <input type="checkbox"/> House <input type="checkbox"/> Apt <input type="checkbox"/> Studio <input type="checkbox"/> Condo <input type="checkbox"/> Townhome <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> 4-8 Units		

Year Built:	Lot Size:	Square Feet:
How many stories is the unit? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Is the unit upstairs/downstairs? <input type="checkbox"/> Up <input type="checkbox"/> Down	
Is the unit attached/detached? <input type="checkbox"/> Attached <input type="checkbox"/> Detached	School District:	
Is the property currently for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, listing agent's phone? _____		
Do you have a website for the property? <input type="checkbox"/> Yes <input type="checkbox"/> No ... http://www._____		
Has a death occurred in the property within the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, why/how? _____ _____		
What are your long term plans for this property? _____ _____		

REMOTES/CODES/KEYS		
KEYS		
Keys needed for (check all that apply)? <input type="checkbox"/> Property <input type="checkbox"/> Mailbox <input type="checkbox"/> Pool <input type="checkbox"/> Storage <input type="checkbox"/> Other _____		
SECURITY SYSTEM		
Security System Name:	Security Code:	
Company:	Phone #:	
If the alarm goes off is the company alerted? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, what's the password? _____		
GARAGE DOOR/OPENER		
Is the garage door motorized? <input type="checkbox"/> Yes <input type="checkbox"/> No	Model:	
Number of motorized garage doors? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Number of remotes? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Is there a keypad on the outside of the garage? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, what's the code? _____		
SECURITY GATE		
Is the property in a gated community? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Gate Code:	Number of remotes? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
MAILBOX		
Does the mailbox require a key? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mailbox location?	Mailbox #:

GARAGE/PARKING/DRIVEWAY	
Is there a garage? <input type="checkbox"/> Yes <input type="checkbox"/> No	What size garage? <input type="checkbox"/> 1-car <input type="checkbox"/> 2-car <input type="checkbox"/> 3-car <input type="checkbox"/> 4-car

Is the garage attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are there remote openers? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If so, how many? _____	
Is there a carport? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the carport covered? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there RV parking? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any assigned parking spaces? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Covered? <input type="checkbox"/> Yes <input type="checkbox"/> No ... How many? _____			
Driveway: <input type="checkbox"/> Paved <input type="checkbox"/> Unpaved <input type="checkbox"/> Gravel <input type="checkbox"/> Combination		Is parking in driveway allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional parking info:			

ROOMS	
Bedrooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Bathrooms: <input type="checkbox"/> 1 <input type="checkbox"/> 1.5 <input type="checkbox"/> 2 <input type="checkbox"/> 2.5 <input type="checkbox"/> 3 <input type="checkbox"/> 3.5 <input type="checkbox"/> 4
Additional Rooms (check all that apply): <input type="checkbox"/> Living Room <input type="checkbox"/> Family Room <input type="checkbox"/> Loft <input type="checkbox"/> Den <input type="checkbox"/> Sitting Room <input type="checkbox"/> Bonus Room <input type="checkbox"/> Office <input type="checkbox"/> Great Room <input type="checkbox"/> Sunroom <input type="checkbox"/> Wine Cellar <input type="checkbox"/> Laundry Room	
Dining info (check all that apply): <input type="checkbox"/> Dining room <input type="checkbox"/> Formal dining room <input type="checkbox"/> Breakfast nook	

KITCHEN
Check all that apply: <input type="checkbox"/> Refrigerator <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Stovetop <input type="checkbox"/> Oven <input type="checkbox"/> Range (stovetop/oven combo) <input type="checkbox"/> Island <input type="checkbox"/> Trash Compactor <input type="checkbox"/> Granite Countertops
Additional Kitchen Info:

PROPERTY AMENITIES/ATTRIBUTES	
Property Amenities (Check all that apply): <input type="checkbox"/> Patio <input type="checkbox"/> Deck <input type="checkbox"/> Balcony <input type="checkbox"/> Fireplace <input type="checkbox"/> Dock <input type="checkbox"/> Wetbar <input type="checkbox"/> Skylights <input type="checkbox"/> Newly Remodeled <input type="checkbox"/> Blinds/Drapes <input type="checkbox"/> Ceiling Fan <input type="checkbox"/> Wine Cellar <input type="checkbox"/> Laundry Room <input type="checkbox"/> Vaulted Ceilings <input type="checkbox"/> Media Center <input type="checkbox"/> Whirlpool Tub <input type="checkbox"/> Spa/Jacuzzi <input type="checkbox"/> Sauna <input type="checkbox"/> Pool <input type="checkbox"/> Alarm System <input type="checkbox"/> Air Conditioner <input type="checkbox"/> Water Softener <input type="checkbox"/> Other _____	
Community Amenities (Check all that apply): <input type="checkbox"/> Park/Playground <input type="checkbox"/> Clubhouse <input type="checkbox"/> Fitness Center <input type="checkbox"/> Walking Trails <input type="checkbox"/> Golf Course <input type="checkbox"/> Spa/Jacuzzi <input type="checkbox"/> Sauna <input type="checkbox"/> Pool <input type="checkbox"/> Tennis Court <input type="checkbox"/> BBQ <input type="checkbox"/> Laundry Facilities	
Location (Check all that apply): <input type="checkbox"/> Mountain Views <input type="checkbox"/> Ocean View <input type="checkbox"/> Historic District <input type="checkbox"/> Lake Front <input type="checkbox"/> Ocean Front <input type="checkbox"/> Gated Community	
Exterior Walls: <input type="checkbox"/> Aluminum Siding <input type="checkbox"/> Wood Siding <input type="checkbox"/> Stucco <input type="checkbox"/> Other	
Roof Composition: <input type="checkbox"/> Asphalt Shingles <input type="checkbox"/> Wood Shake <input type="checkbox"/> Clay Tile <input type="checkbox"/> Slate <input type="checkbox"/> Concrete Tile <input type="checkbox"/> Metal Roof <input type="checkbox"/> Hot Mop	
Basement <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished	Crawl space? <input type="checkbox"/> Yes <input type="checkbox"/> No

Fireplace? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Type: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Wood Burning ... Location? _____	
Washer/Dryer hookups? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Location? _____ ... Type? <input type="checkbox"/> Gas <input type="checkbox"/> Electric	
Washer/Dryer in unit? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Who is responsible for maintaining? <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	
Handicap Accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security System? <input type="checkbox"/> Yes <input type="checkbox"/> No
Smoke Detectors? <input type="checkbox"/> Yes <input type="checkbox"/> No	Carbon Monoxide Detectors? <input type="checkbox"/> Yes <input type="checkbox"/> No
Automatic Sprinklers? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, where is the control panel located? _____	

FLOORING
Interior Flooring (Check all that apply): <input type="checkbox"/> Carpet Location(s) _____ <input type="checkbox"/> Vinyl Location(s) _____ <input type="checkbox"/> Laminate Location(s) _____ <input type="checkbox"/> Tile Location(s) _____ <input type="checkbox"/> Hardwood Location(s) _____ <input type="checkbox"/> Concrete Location(s) _____ <input type="checkbox"/> Travertine Location(s) _____

COOLING/HEATING
Cooling: <input type="checkbox"/> N/A <input type="checkbox"/> Central <input type="checkbox"/> Wall/Window Unit <input type="checkbox"/> Other: _____
Heating: <input type="checkbox"/> Central <input type="checkbox"/> Wall Heater <input type="checkbox"/> Other: _____

YARD/OUTSIDE
Backyard? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Fenced? <input type="checkbox"/> Yes <input type="checkbox"/> No Front yard? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Fenced? <input type="checkbox"/> Yes <input type="checkbox"/> No
Automatic Sprinklers? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If Yes, location of control panel? _____

UTILITIES/APPLIANCES/VENDORS
Appliances included for Tenant use (Check all that apply): <input type="checkbox"/> Washer/Dryer <input type="checkbox"/> Refrigerator <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> Stovetop <input type="checkbox"/> Oven <input type="checkbox"/> Range (stovetop/oven combo)
WATER
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays Water Source: <input type="checkbox"/> Public Utility <input type="checkbox"/> Private Well

Billing is currently in owner's name? <input type="checkbox"/> Yes <input type="checkbox"/> No		Billing is currently in tenant's name? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Main water shut off location?		Is the water currently on? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Water Company Name:			
Payment Address:			
Payment Amount: \$	Payment Due Date:	Account #:	
SEWER/SEPTIC			
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays		Is there a septic system <input type="checkbox"/> Yes <input type="checkbox"/> No	
When was the septic last pumped/emptied?			
Septic Service Company Name:			Phone:
POWER (ELECTRICITY/GAS)			
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays			
Billing is currently in owner's name? <input type="checkbox"/> Yes <input type="checkbox"/> No		Billing is currently in tenant's name? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fuse Box location?		Is the power currently on? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Main gas shut off location?		Is the gas currently on? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Power Company Name:		Phone #:	
Payment Address:			
Payment Amount: \$	Payment Due Date:	Account #:	
TRASH			
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays		Trash pickup day?	
Check all that apply: <input type="checkbox"/> Trash Pickup <input type="checkbox"/> Recycle Pickup <input type="checkbox"/> Green/Yard Pickup			
Trash Cans: <input type="checkbox"/> Trash Company Supplied <input type="checkbox"/> Owner Supplied <input type="checkbox"/> Tenant Supplied			
Trash Company Name:		Phone #:	
Payment Address:			
Payment Amount: \$	Payment Due Date:	Account #:	
LANDSCAPER/GARDENER			
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays <input type="checkbox"/> N/A		What day does the Gardener come?	
Gardener/Company Name:		Phone #:	
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly ... Day of Week if known? _____			

Payment Address:		
Payment Amount: \$	Payment Due Date:	Account #:
POOL GUY/SERVICE		
<input type="checkbox"/> Owner Pays <input type="checkbox"/> Tenant Pays <input type="checkbox"/> N/A	What day does the Pool Guy/Service come?	
Pool Guy/Service Name:	Phone #:	
Payment Address:		
Payment Amount: \$	Payment Due Date:	Account #:
OTHER VENDORS (Contractors/Handymen/Etc)		
Do you have any other longtime vendors you would like us to use? Note: They have to be Licensed, Insured, and Vetted prior to us working with them. <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, please list them below...		
Vendor 1 (Name/Type/Phone):		
Vendor 2 (Name/Type/Phone):		
Vendor 3 (Name/Type/Phone):		
Vendor 4 (Name/Type/Phone):		
Vendor 5 (Name/Type/Phone):		

INSURANCE/WARRANTIES		
Home Owner's Insurance Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Home Owner Insurance Name:		
Phone:	Fax:	Policy #:
BUILDER'S WARRANTY POLICY		
Builder's Warranty? <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name:	
Phone #:	Account #:	
HOME OWNER'S WARRANTY POLICY		
Home Owner's Warranty Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name:	
Phone #:	Account #:	
APPLIANCE WARRANTY POLICY		
Are appliances warrantied? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, which ones (check all that apply)...		
<input type="checkbox"/> Washer	Company:	Phone #:

<input type="checkbox"/> Dryer	Company:	Phone #:
<input type="checkbox"/> Refrigerator	Company:	Phone #:
<input type="checkbox"/> Dishwasher	Company:	Phone #:
<input type="checkbox"/> Oven/Range	Company:	Phone #:
<input type="checkbox"/> Microwave	Company:	Phone #:

PRESENT PROPERTY CONDITION	
<p>Is the property "Rent Ready"? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If no, please explain what needs to be fixed, cleaned, or replaced in order to have the place Rent Ready by the above listed date?</p> <p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p> <p>(4) _____</p> <p>(5) _____</p> <p>(6) _____</p> <p>(7) _____</p> <p>(8) _____</p> <p>(9) _____</p> <p>(10) _____</p>	
Date Interior last painted? ____/____/____	Date Exterior last painted? ____/____/____
Age of carpet?	Air Conditioner/Furnace filter last replaced?
Smoke Detectors? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Working? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Carbon Monoxide Detector <input type="checkbox"/> Yes <input type="checkbox"/> No ... Working? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PROPERTY DESCRIPTION
<p>Please use the area below to highlight any special features or details of your property. This description will help us advertise your property when it is available for rent. _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

SPECIAL INSTRUCTIONS
Please use the area below to tell us about anything you feel might be important, so that we will be better able to manage your property.. _____

ASSOCIATION (HOA) INFORMATION		
HOA Name:		
Name of Management Company for HOA:		
Street Address:		
City:	State:	Zip Code
Main Phone Number:		Fax Number:
Contact Person:		Phone Number:
Account Number:		Monthly HOA Fee: \$
Are For Rent signs allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
UTILITIES INCLUDED IN HOA DUES (Check all that apply)		
<input type="checkbox"/> Water <input type="checkbox"/> Trash <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Cable <input type="checkbox"/> Other _____		
SERVICES INCLUDED IN HOA DUES (Check all that apply)		

<input type="checkbox"/> Gardening ... <input type="checkbox"/> Front Only <input type="checkbox"/> Other (Specify) _____
<input type="checkbox"/> Roof <input type="checkbox"/> Exterior Building Maintenance <input type="checkbox"/> Plumbing <input type="checkbox"/> Other _____
AMENITIES INCLUDED IN HOA DUES (Check all that apply)
<input type="checkbox"/> Pool <input type="checkbox"/> Spa/Jacuzzi <input type="checkbox"/> Clubhouse <input type="checkbox"/> Tennis Court <input type="checkbox"/> Basketball Court <input type="checkbox"/> Park/Playground <input type="checkbox"/> Other _____

LEASING/TENANT INFORMATION		
Is the property currently leased to a tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, fill out this section. If no, skip to the next.		
Tenant's Name:	Email:	Phone #:
Tenant's Name:	Email:	Phone #:
Tenant's Name:	Email:	Phone #:
Tenant's Name:	Email:	Phone #:
Minors' Names (Under 18):		
Lease Term: <input type="checkbox"/> 1 Year <input type="checkbox"/> 6 Month <input type="checkbox"/> Month-To-Month <input type="checkbox"/> None <input type="checkbox"/> Verbal: _____		
Occupancy start date? ____/____/____	Date Lease will expire? ____/____/____	
Is there a Cosigner? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, what's their name/number? _____		
Do you have a Move-In Inspection for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, please forward us a copy.		
Monthly Rent: \$	Security Deposit: \$	Pet Deposit: \$
Does the tenant have a pet? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If so, what kind? _____		
Additional Pet Info:		
Are you happy with the current tenancy? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does the tenant pay rent on time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Tenant current on his/her Rent Payment? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If no, what is outstanding? \$_____		
Explanation: _____		
Is there anything you would like us to address with the current tenant once new management is in place?		

DESIRED LEASING POLICIES	
Desired Lease Term: <input type="checkbox"/> 1 Year <input type="checkbox"/> 6 Month <input type="checkbox"/> Month-To-Month	
Desired Monthly Rent: \$	Desired Security Deposit: \$
What day will the property be available for tenant move-in? ... Date: ____/____/____	
Desired Pet Policy: Pets Allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, desired Pet Deposit amount? \$ _____ ... If yes, which kind are permitted (check all that apply)? <input type="checkbox"/> Dog ... What size is allowed? <input type="checkbox"/> Small dog (5lbs - 25lbs) <input type="checkbox"/> Medium dog (25lbs – 50lbs) <input type="checkbox"/> Large dog (50lbs – 150lbs) <input type="checkbox"/> Cat ... Must be Declawed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Bird <input type="checkbox"/> Fish <input type="checkbox"/> Snake/Reptile <input type="checkbox"/> Rabbit <input type="checkbox"/> Hamster/Mouse/Rat <input type="checkbox"/> Spider/Tarantula/Scorpion	
Additional Pet Info: _____	
Will you accept a Cosigner if necessary because of primary tenant's bad credit or lack of? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Smoking allowed on Property? <input type="checkbox"/> Yes <input type="checkbox"/> No ... Inside Premises <input type="checkbox"/> Yes <input type="checkbox"/> No ... On Patio/Balcony? <input type="checkbox"/> Yes <input type="checkbox"/> No ... In designated area? <input type="checkbox"/> Yes <input type="checkbox"/> No ... If yes, which area? _____	
Owner(s) authorize management to re-key locks between tenants at owner's expense? <input type="checkbox"/> Yes <input type="checkbox"/> No (This is a necessary precaution to ensure the tenant's security and your/our liability exposure)	
Owner(s) authorize management to place a For Rent sign on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Once new management is in place, is there anything special you would like us to change, address, or focus on in regards to the Tenants, or your Property? _____ _____ _____ _____ _____	

After reviewing all materials in this packet, selecting the appropriate service, and completing the property/tenant information section please sign below. Your signature below states that you understand the services being offered and accept and agree with the terms of the agreement.

Owner: _____ Date: _____

Print Name: _____

Owner: _____ Date: _____

Print Name: _____

Management: _____ Date: _____

Print name: _____

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: <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) ▶	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (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:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

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.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.



MOLD DISCLOSURE/WAIVER

Owner (Print) _____

Tenant/s (Print) _____

Property Address _____

1. NOTICE: Fungal contaminants (molds) may exist in the Property of which the Owner or his Agent are unaware. These contaminants generally grow in places where there is excessive moisture, such as where leakage may have occurred in roofs, pipes, walls, plant pots, or where there has been flooding. A professional home inspection may or may not disclose fungal contaminants.
2. OWNER DISCLOSURE: To the best of Owner's knowledge:
Has the property had water damage? ☐ Yes ☐ No
If yes, has the water damage been repaired? ☐ Yes ☐ No
Has the property had a mold problem? ☐ Yes ☐ No
If yes, has the mold been remediated? ☐ Yes ☐ No
If there has been water damage or a mold problem, even if remediated, explain the problem and repair/remediation _____

3. TENANT(S) DUTY TO INSPECT: Tenant(s) hereby assumes responsibility to conduct whatever inspections Tenant(s) deems necessary to inspect the Property for mold contamination. Companies able to perform such inspections can be found in the yellow pages under "Environmental and Ecological Services".
4. RELEASE OF LIABILITY. Tenant(s) agrees to rely solely on inspections conducted by Tenant(s) and professionals retained by Tenant(s). Tenant(s) hereby releases and discharges all agents and brokers involved in this transaction from any liability in conjunction with mold contamination of the Property. Furthermore, except for any express misrepresentations by Owner in paragraph 2 herein, Tenant(s) hereby releases and discharges Owner from any liability in conjunction with mold contamination of the Property or any resulting damage the Tenant(s) may suffer. The Tenant(s) makes the decision to rent/lease the Property, independent of the Brokers/Property Managers involved in the transaction, and hereby agrees to hold Owner, and any brokers or licensees in this transaction harmless and to defend and indemnify them from any claim, demand, action or proceeding as a result of the presence or infestations of molds or other contaminants in or around the property.
5. PROFESSIONAL ADVICE. Owner and Tenant(s) execute this Disclosure/Waiver with the understanding that they should consult with a professional of their choice regarding any questions or concerns before its execution.

Owner Signature _____ Date _____

Owner Signature _____ Date _____

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

LOCKBOX ADDENDUM

OWNER SECTION

The undersigned (Owner) _____ agrees to have a Lockbox installed on the property located at (Address) _____.

The Lockbox SHALL be a door hanger type. The Lockbox SHALL be the type that installs securely on a wall, door, or fence located in a inconspicuous place on the property. The Lockbox SHALL only contain the keys to the Premises. The Lockbox code SHALL only be given to trusted Vendors in order to gain access to the Premises for necessary repairs/maintenance.

The Lockbox installation is for the convenience of all involved. However, Owners are fully within their right to refuse the installation of a Lockbox. In which case, if neither Tenant nor Owner can be present to allow Vendor access to Premises, then AMS Property Renovations LLC will meet Vendor at the Property. and subsequently, charge a \$50 trip fee per occurrence. In order to reduce owner costs, and alleviate the often times frustration of third party scheduling, a onsite Lockbox is highly recommended.

Owner Signature _____ Date _____

Owner Signature _____ Date _____

VENDER SECTION

The undersigned (Vendor) _____ agrees to use the Lockbox in secure, professional manner. The undersigned Vendor SHALL respect the privacy of the Tenant(s) and their Premises. Vender SHALL only use the key within the Lockbox to gain access to the Premises for the prior agreed upon repair/maintenance job. If a repair/maintenance job requires multiple trips to and from the Premises, Vender SHALL communicate such need with Management prior to comings and goings in and out of Premises. Vender SHALL securely lock the Premises upon completion of each repair/maintenance job. Vender SHALL return the key to the Lockbox and securely lock the Lockbox upon completion of each repair/maintenance job. Vendor SHALL NOT keep any written (or other) records of the Lockbox code. Vender SHALL be given the code upon request by management immediately preceding each repair/maintenance job. Upon completion of each repair/maintenance job, Vender SHALL contact AMS Property Renovations LLC in order to confirm proper execution of the above mentioned procedures. Vender SHALL be Liable for the Lockbox, its contents, and the Premises during the execution of his/her repair/maintenance job, and for the improper locking of either the Premises or the Lockbox.

Vender Signature _____ Date _____

TENANT SECTION

If the Owner approved the installation of a onsite Lockbox, the undersigned (Tenant(s)) _____ acknowledges the presence of a Lockbox located securely on a wall, door, or fence in a inconspicuous place on the property. The Lockbox houses a key to the Premises in order to allow access to the interior portion of the Premises, for the purpose of Vender repair/maintenance jobs, to be used during times of Tenant/Owner absence. Those Tenants that wish to be present for Vender approved jobs will always first be given the option to meet the Vender at the Premises at the agreed upon time in order to grant Vendor access to the Premises. If Tenants fail to show or cannot, the Vender is hereby authorized to gain access to the interior portion of the Premises by using the key within the onsite Lockbox.

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Management Signature _____ Date _____

AMS Property Renovations LLC

Privacy Policy

AMS Property Renovations LLC (referred to herein as 'AMS' 'we,' 'us,' or 'our') recognizes the importance of protecting the privacy of certain information including personally identifiable information ('Information') collected about our clients, tenants, and prospective tenants (referred to as 'Customers,' 'you' or 'your'). This Privacy Policy effective August 1, 2014 summarizes the policies and practices regarding the collection, disclosure, and confidentiality of information that we maintain. We are committed to protecting your privacy. We want you to understand what information we collect and how we use that information. Our information handling practices are regulated by law and this Privacy Policy describes those practices.

When do we collect information?

We may collect information about you anytime you interact with AMS such as when you (i) access or browse our website, (ii) transact business with us, (iii) communicate with us either by e-mail, over the telephone, or in any other manner, (iv) fill out any applications or forms available on our website, received from us by email, mail, or in person, (v) request information about our services.

What information do we collect?

Information we collect is generally of two types, personally identifiable information and non-personally identifiable information.

Personally identifiable information comprises any information that can help us identify or locate an individual including without limitation: an individual's name, address, e-mail address, telephone number, credit card number, social security number, or financial information not publicly available. Information obtained during conversations with you or observed during visits to your premises. Information gathered during the course of managing your property. Information gathered when collecting rental applications.

To collect customer information from the above-stated sources AMS may use the following means of communication to gather information: written, in-person, telephone, facsimile, electronically, and online.

Non-personally identifiable information comprises information that does not by itself identify an individual. This information generally includes anonymous information about an individual's use of our website that includes, among other things, information concerning date and time of visit, the pages of the website visited, path through the website, IP address, the type of browser and operating system used.

Background Checks (Rental Applicants)

We will use personal information disclosed by you to conduct background checks. We may verify any information that you submit to us in connection with your application for a lease through any means, including any consumer or criminal record reporting agencies, personal and professional references, employers, and other rental housing owners.

Correspondence

If you contact us by telephone, e-mail, or letter to provide feedback, comments, input, or for any other reason we may keep a record of that correspondence and collect your personal information to process your inquiries, respond to your requests, and improve our services.

How do we share or disclose the information that we collect?

The information that we collect, as described above, is used for managing our services to you. We do not share information about our customers, or former customers, with non-affiliated third parties other than as permitted or required by law. For example, AMS may share all of the information listed above with non-affiliated third parties for, including but not limited to, the following reasons:

Information that is necessary to protect the confidentiality or security of our clients' records.

Information that is necessary to investigate and resolve client disputes or inquiries.

Information that is required by individuals or entities who are assessing our legal compliance.

Information that is required by AMS to comply with the law.

Information that is necessary to protect against or prevent fraud, unauthorized transactions, claims, or other liability.

Securing Information

We use a secure Internet and e-mail provider to protect the confidentiality of electronic communications. Appropriate action would be taken against any employee who impermissibly shares client information. We regularly review our security measures and employee education programs to help protect this information and when we share information with nonaffiliated third parties, we require that they have standards to keep this information private.

AMS has undergone a site inspection to ensure it complies with all applicable laws regarding the securing of personally identifiable information and other data.

Children's Privacy

The website complies with the Children's Online Privacy Protection Act and all other applicable laws and regulations protecting children's privacy on the Internet. The website is not directed to children under the age of 18 and we do not allow persons under 18 years of age to create user accounts. Therefore,

except as may be required by law, the website does not knowingly collect, maintain, or disclose any personal information from children under the age of 18. If you are under the age of 18, please do not: (i) access or use the website, (ii) fill or attempt to fill any form on the website, or (iii) sign up for any service.

Integrity

We aim to keep our information about you as accurate as possible and encourage you to promptly update your information if it changes. You may, at any time notify us in order to update, modify, or delete any inaccuracies in your information. You may also request us to remove your account information from our databases and we will try to remove as much information as possible. However, as we generally keep information related to past transactions for our records, we will not be able to completely remove all of your information.

Changes to Privacy Policy

We may change our policy at any time by posting a new version of it on the website. We encourage you to check the website regularly for information about revisions to this Privacy Policy. In the event that we change our Privacy Policy, such changes will affect all of the information we collect after any such change. If you object to the change to our Privacy Policy, then you must contact us in writing regarding your objection.

Acceptance of these Terms

By using this site or providing information to us, you signify your agreement to our Privacy Policy. If you do not agree with this policy, please do not use the site or provide any information to us. In addition, your continued use of our site following the posting of changes to these terms will also signify your acceptance of those changes.

Questions and Comments

If you have any questions or comments about this Privacy Policy, you may contact us at 240-621-0193 or by email at info@agentshivers.realtor.



National Association of Residential Property Managers

