

VIP PROPERTY MANAGEMENT, INC.

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TENANT PROCUREMENT AGREEMENT

This agreement gives Valley Insured Property Management, Inc., the right to secure a tenant, sign rental/lease agreements, collect move-in funds, and give out keys for the below referenced property/property owner as of _____ (Date).

This contract represents the terms/conditions of the agreement between Valley Insured Property Management, Inc. and _____ (Owner).

Property Owner _____

Owner's Address _____

Owner's Phone # _____

Site address: _____

City: _____ Zip Code: _____

Rent _____ Security Deposit _____ Are Pets Allowed _____

For a fee of 50% of the rent amount on a month-to-month tenancy, or 6% of the total amount of the lease, we will provide the following services:

1. Show the property to prospective applicants, collect applications, verify applicant's information, run credit reports, run criminal background and present application(s) to the Owner of the property.
2. Prepare appropriate rental agreement/lease agreement – terms and conditions in accordance with the Owner's approval.

3. Upon Owner's acceptance of an applicant, Valley Insured Property Management, Inc. will collect any holding deposits/move-in fees required from the tenant. The placement fee will be deducted accordingly before processing the funds to the Owner. All funds received from a tenant will be in money order/cashier's check form so that they will be fully negotiable. Owner is aware that they assume full responsibility for holding/refunding the tenant's security deposit.
4. Owner will be provided the original rental/lease agreement and we will hold a copy on file.
5. As procuring agent only, Valley Insured Property Management, Inc. cannot guarantee full execution of any lease/rental agreement.

ADDITIONAL TERMS: Utilities included in the rent: _____

THE UNDERSIGNED OWNER(S) ACKNOWLEDGE THAT THEY HAVE READ AND ACCEPT THE ABOVE TERMS

OWNER'S SIGNATURE

DATE

OWNER'S SIGNATURE

DATE

OWNERS SOCIAL SECURITY # _____

VIP PROPERTY MANAGEMENT, INC.

DATE

Any controversy/claim relating to this contract shall be settled by arbitration in accordance with the uniform Rules for Better Business Bureau Arbitration.

VIP CONDITION REPORT

| | |
|------------------|-----------|
| Owner Name | Phone No. |
| Property Address | X-Street |

Please complete all questions.

- | | | |
|--|-----|----|
| 1. Is the house/unit vacant? | Yes | No |
| 2. Is the house/unit completely ready to be rented? | Yes | No |
| 3. Has the house/unit been re-keyed since the last tenant? | Yes | No |
| 4. Do you want us to have the house/unit re-keyed? | Yes | No |

Please use the last page for any explanation.

Interior:

- | | | |
|---|-----|----|
| 1. Does your Heating/AC unit work? _____ New Filter? | Yes | No |
| 2. Has the interior been cleaned recently? | Yes | No |
| 3. Are there any pest or bug control problems? | Yes | No |
| 4. Is there any current remodeling or work in progress? | Yes | No |
| 5. Is the interior free of all trash, furniture etc? | Yes | No |
| 6. Are there smoke alarms? __ Where? _____ | | |
| 7. Are there any interior keyed doors? _____ If so locks need to be replaced. | | |
| 8. Are there any un-permitted additions? | Yes | No |

| | | |
|-----------------------------------|-----|----|
| Has there ever been a mold issue: | Yes | No |
|-----------------------------------|-----|----|

Carpet/Flooring/Tile

- | | | |
|---|-----|----|
| 1. Has the carpet been professionally cleaned? | Yes | No |
| 2. Is it in decent condition (no holes, stains, etc)? | Yes | No |
| 3. Does it have excess wear and tear? | Yes | No |
| 4. Does flooring have any noticeable stains, cracks, etc? | Yes | No |
| 5. Are the baseboards in decent condition? | Yes | No |

Paint

- | | | |
|--|-----|----|
| 1. Has the interior recently been painted? | Yes | No |
| 2. Excess holes or dirt? | Yes | No |
| 3. Chips, cracks, etc? | Yes | No |

Windows/Doors/Hall Cabinets

- | | | |
|--|-----|----|
| 1. Are they all in correct working condition? (open/close) | Yes | No |
| 2. Are there any broken windows, doors or screens? | Yes | No |
| 3. Are all doors attached properly? | Yes | No |
| 4. Do all closet doors function properly? | Yes | No |
| 5. Do all window locks work? | Yes | No |
| 6. Do all windows and sliders have screens? | Yes | No |

Kitchen/Bathrooms

- | | | |
|--|-----|----|
| 1. Does all plumbing work? | Yes | No |
| 2. Are all faucet fixtures/toilets in place? | Yes | No |
| 3. Are all of the cabinets/drawers intact & working? | Yes | No |
| 4. Are the tubs/sinks in decent condition? | Yes | No |
| 5. Are counter tops in decent condition? | Yes | No |
| 6. List appliances included in rental _____ | | |
| 7. Are they in working condition? | Yes | No |

Exterior

- Any landscaping? _____
- Front landscaping _____ Sprinklers _____
- Back landscaping _____ Sprinklers _____
- Sprinkler timer? _____ Location? _____
- Current gardener? _____ Name & phone # _____
- Is the outside free of excess weeds/trash? Yes No
- Is the property fenced/walled? _____ Front _____ Back _____
- Any dangerous cracks in sidewalk or driveway? Yes No
- Large trees that may impact septic or water lines? Yes No
- Pool or Spa? _____ Decent condition? Yes No
- Who is to maintain pool/spa? _____
- Is pool fenced with locking gates? Yes No
- Is the exterior paint and trim in decent condition? Yes No

Roof

- Are the tiles/shingles intact? Yes No
- Any leaking that you are aware of? Yes No
- Are patio covers properly secured? Yes No

Garage

- Do you have a garage? _____ What size? 1__ 2__ 3__
- Garage door opener? _____ Does it work? _____ How many remotes? _____
- Location of remotes: _____
- Is there an entrance to the home from the garage? Yes No
- Do all doors and locks work? Yes No
- Is the garage free of all hazards and clean? Yes No

Utilities

- Are all the utilities on? Yes No
- Owner to pay what utilities? _____
- Tenant to pay what utilities? _____

- Any detached buildings or sheds? Yes No
- Do you have a home warranty? Yes No
- Provide all information for the company. _____