



**BAHIA PROPERTY MANAGEMENT**  
**EXCLUSIVE RENTAL LISTING AGREEMENT**  
Lease Only (without Property Management)

This agreement is made between *BAHIA PROPERTY MANAGEMENT* (Agent) and OWNER (as listed below). The OWNER contracts with Agent to find and solicit potential residents for their property.

**Property Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

- 1- **Term:** This Agreement shall remain in effect for a period of 90 days. This agreement will automatically renew thereafter, unless a written 30 day notice has been given at the end of the initial 90 day term.
- 2- **Termination:** Should owner wish to terminate this agreement prior to the end of initial 90 day term, owner agrees to provide 30 day written notice along with a termination fee of \$150.00.
- 3- **Rental Fee:** The Owner agrees to pay Agent a rental fee equals to one (1) full month's rent (not exceeding \$1500). First month's rent will be retained by Agent.
- 4- **Payment:** All subsequent monthly rent and all deposit shall be paid to owner.
- 5- **Bahia Property Management:** Broker has the exclusive right to screen the potential resident(s), perform credit checks, rental verification, employment verification and criminal background checks prior to lease preparation.
- 6- **Purchase:** Owner agrees to pay Agent a commission equal to a 2.5% of sale price if renter purchases this unit.
- 7- **Hold Harmless:** Owner shall indemnify and save the Agent harmless from any and all costs, expenses, attorney's fees, suits, liabilities, damages from or connected with the leasing of the property by Agent, or the performance or exercise of any of the duties, obligations, powers, or authorities herein or hereafter granted to agent.
- 8- **Signatures:** All legal owners of this property must sign this agreement.
- 9- **Entire Agreement:** This Agreement constitutes the entire agreement between the parties hereto, and no modification shall be binding unless signed by all parties.

**Owner's Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone # Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax # :** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
OWNER

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
OWNER

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
OWNER

**Owner's Social Security Number(s) must be included for tax purpose**

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Bahia Property Management



**BAHIA**  
PROPERTY MANAGEMENT

**ALL FIELDS ON  
THE FOLLOWING  
FORMS MUST BE  
FILLED OUT.**

***NOTE: FILLING OUT THE FORMS  
COMPLETELY WILL HELP PREVENT  
DELAYS IN RENTING YOUR PROPERTY.***



**BAHIA PROPERTY MANAGEMENT**  
**LANDLORD PROPERTY SPECIFICATION SHEET (1/2)**

Owner(s): \_\_\_\_\_

Property Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Find a Renter? *Y or N*      Property Management? *Y or N*      Length of Lease Details: \_\_\_\_\_      Date: \_\_\_\_\_

Type: (SFH, Condo): \_\_\_\_\_      Location: \_\_\_\_\_

Date Available:	Min. Monthly Rent: \$	Min. Security Deposit(s): \$
Date to Show:	Showing Notes:	
Is the Property Vacant? <i>Y or N</i>	Tenant Name and Phone #:	

Owner's Address: \_\_\_\_\_      Owner's Phone: \_\_\_\_\_

Agent's Name and Address: \_\_\_\_\_      Agent's Phone: \_\_\_\_\_

***Best Directions to Property:***

\_\_\_\_\_

***Your Suggested Description of the Property:***

\_\_\_\_\_

**Showing Your Property:** To show and rent your property, we will need 2 sets of door keys, a set of gate openers (and/or gate code) and a set of garage openers as appropriate. We will need instructions (including alarm codes, passwords and telephone numbers) regarding the operation of any alarm systems and how to disable false alarms if needed.

**Notes:**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature



BAHIA PROPERTY MANAGEMENT
LANDLORD PROPERTY SPECIFICATION SHEET (2/2)

Owner: \_\_\_\_\_

Property Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Community/Subdivision: \_\_\_\_\_ HOA Approval Req'd: Y or N

HOA Name: \_\_\_\_\_ Contact: \_\_\_\_\_ HOA Phone #: \_\_\_\_\_

Rooms section: Year Built, Total Sq. Feet, Bedrooms, Bathrooms, Living Room, Great Room, Family Room, Den, Dining Room, Eat-In Kitchen, Rec Room, What Floor is unit on:

Appliances section: Refrigerator, Stove, Trash Compactor, Microwave, Dishwasher, Disposal, Washer (Electric), Dryer (Electric), W/D Hookups, Public Laundry:

Pet Information section: Pets Allowed?, Breed Restrictions, Weight Limits, Pet Deposit, Pet Fee, Max Allowed:

Important Dates section: Date Available, Date to Show, Monthly Rent, Security Deposit, Is property Vacant?, If occupied, how do we show:

Interior section: Fireplace, Garden Tub, Bathroom Tiled, Kitchen Tiled, Ceramic Tiled, Hardwood Floors, Carpet, Blinds, Vaulted/Cathedral, Ceilings:

Exterior section: Patio, Covered Patio, Deck, Lanai or Balcony, Screened Space, Fenced yard, Private pool, Sprinkler, Exterior Storage, Boat Dock, Waterfront/Pond, Conservation:

Parking section: Attached Garage, Detached Garage, Garage - #, Garage Openers, Covered parking, Un-covered #, Gated?, Gate remotes #, Gate Code, Security Code, Auto Garage Opener:

Included In Rent section: Water/Sewer, Electricity, Interior Pest Control, Exterior Pest Control, Alarm Monitoring, Alarm Code, Pool Care, Lawn Care, Basic Cable, Phone Service, Internet Service:

Mail section: Mail Box #, Mail Box Key:

Misc section: Furnished Home, Non Smoking Unit:

Utilities Information section: Electric Heat, Electric Company, Electric Co Phone #, Gas Heat, Gas Company, Gas Co Phone #, Central Air, Air Conditioner-Window, Water Company, Water Co Phone #, Trash Company, Trash Co Phone #, Cable Company, Cable Co Phone #:

Community Amenities section: Check all that apply. Pool, Tennis, Playgrounds, Fitness Center, Clubhouse, Volleyball, Recreation Fields, Activities, Hiking, Picnic, Parks, Golf Course, Pond, Biking, Lakefront, Access to Gulf, Access to Bay, Handicap Access:

Signature of Owner

Please Print Name

Date

Signature of Owner

Please Print Name

Date