



## RESIDENTIAL MANAGEMENT AGREEMENT

This agreement is made by and between Marchant Property Management, LLC hereinafter referred to as BROKER and, \_\_\_\_\_ hereinafter referred to as OWNER to secure the services of BROKER in the management of real property know as: \_\_\_\_\_ hereinafter referred to as the PREMISES, for a period beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ and subject to the following terms and conditions.

### 1. APPOINTMENT AND AUTHORITY OF BROKER

- a. OWNER hereby appoints BROKER as the sole and exclusive BROKER to rent, lease, manage, collect and receipt for rents and operate the PREMISES. The OWNER, however, retains the right to make all management decisions concerning establishing parameters for new tenants, rental terms, and capital expenditures in excess of \$ 500 and must advise BROKER of these terms at onset of Agreement.
- b. BROKER is authorized to secure the services of other real estate agents and conduct other marketing activities for the purposes of securing a new tenant.
- c. It is agreed that the BROKER is entitled to compensation as provided herein in connection with any lease that may be executed during the term of this agreement, even if said lease was negotiated by the OWNER or any other party. BROKER shall be paid compensation at the rate as provided herein in connection with any lease which is being negotiated at the time of termination of this agreement if the tenant was introduced to the PREMISES by BROKER.

- 2. **TERMS: IN THE EVENT THAT THE PREMISES ARE RENTED OR LEASED THROUGH THE EFFORTS OF BROKER, AND THE LEASE TERM RUNS LONGER THAN THE TERMS OF THE AGREEMENT, BROKER SHALL CONTINUE TO BE COMPENSATED AS STATED IN PARAGRAPH 5.** In the event that the PREMISES is not rented or leased within sixty (60) days of the date of this Agreement, or remains vacant without being subject to a lease for any sixty (60) day period, either party may terminate this Agreement upon thirty (30) days written notice to the other party of such intentions to terminate, provided that such written notice is delivered to the other party prior to the rental or lease of the premises through the efforts of BROKER. If the PREMISES contain multiple rental units, the termination provisions of this section will only apply if all units were not rented or leased within sixty (60) days of the date of this Agreement, or all units remained vacant for any sixty (60) day period. Termination of this Agreement shall not adversely affect the rights of tenants under the existing leases.

### 3. BROKER'S COMPENSATION

- In consideration of the services rendered by BROKER, OWNER agrees to pay BROKER the following forms of compensation:
- a. FOR SET-UP/ORIGINATION – a fee of \$ N/A to be paid at the time of execution of the contract.
  - b. FOR MANAGEMENT – a fee equal to 10% of gross receipts collected including all sums collectible under any leases, with a minimum monthly fee of \$ 75 Per Unit.
  - c. FOR LEASING – a fee equal to 25% of the first full month's rent for each new tenant's lease shall be paid to BROKER, in addition to the management fee provided for in paragraph 3b above but shall not be payable in connection with renewals.
  - d. **FOR LEASE RENEWAL – A FEE EQUAL TO 10% OF THE FIRST FULL MONTH'S RENT FOR EACH NEW TENANT'S LEASE RENEWAL SHALL BE PAID TO BROKER, IN ADDITION TO THE MANAGEMENT FEE PROVIDED FOR IN PARAGRAPH 3b ABOVE.**
  - e. CHARGES TO TENANTS – Late Fees, Administrative Fees, Returned Check Fees, Lease Break Fees, Application Fees, or any other fees including insurance to protect accidental damage to real property by tenant paid by tenants under and lease, excluding rent, are the property of BROKER to offset expenses in enforcing the respective provisions.
  - f. SALE TO TENANT. If a sale or exchange of the PREMISES to the Tenant, or to anyone acting for or on behalf of a tenant or to any member of a tenant's immediate family is contracted for or effected during the term of this Management Agreement or within 6 months of its termination, the BROKER will be paid by the OWNER promptly a commission of 3% of the sales price, if the BROKER has a valid South Carolina real estate license for the sale of real property in effect on the date such sale or exchange is closed.
  - g. SUPERVISION OF RESTORATION/IMPROVEMENTS; BROKER shall be paid 10% of the cost of any and all new construction, substantial repairs and capital improvements made to premises during the term of this agreement in excess of \$ 1,000 provided that BROKER receives written authorization from OWNER for each specific project. Any such construction shall be scheduled, coordinated and supervised by BROKER on behalf of OWNER. No fee will be charged for routine maintenance and repairs.
  - h. OWNER further agrees to pay BROKER actual costs for advertising of not more than \$ N/A per N/A and for all long distance phone calls and other out-of-pocket expenses actually and reasonably incurred in connection with said PREMISES.
  - i. EARLY TERMINATION – OWNER further agrees to pay BROKER a one time fee of \$ 300 to cancel the Management Agreement for any reason prior to lease signing. OWNER further agrees to pay BROKER a one time fee of \$ One Month's Rent and provide a 60-Day notice to cancel the Management Agreement after lease signing.

**4. SPECIFIC AUTHORITY FOR REPAIR AND ALTERATIONS**

a. OWNER hereby gives BROKER the following authority and powers and agrees to pay promptly on demand all legitimate expenses in connection with the following: to purchase necessary supplies; to contract for such utility services as BROKER may deem advisable; to make necessary repairs to the PREMISES without the express written consent of OWNER, limited to \$ 500 for any single repair issue, and to make OWNER authorized alterations and decorations. In addition to other authority of BROKER, BROKER may pay or incur without limitation on behalf of OWNER monthly or recurring operating charges and/or emergency repair, if, in the reasonable opinion of the BROKER, such repairs are necessary to protect the property from damage or maintain services to the tenants as called for in state law or Rental Agreement. BROKER is authorized on behalf of OWNER to hire, discharge, supervise and pay any employees or contractors for work performed. **All providers of services shall be deemed to be acting on behalf of the OWNER and not the BROKER.** BROKER will not be liable to the OWNER or others for any act, default or negligence on the part of such persons, contractors or other workmen, providing BROKER has taken reasonable care in engaging them or their employers.

b. A reserve Fund will be established and maintained from property proceeds in the amount of \$ N/A to be paid (a) N/A from first rental payments, or (b) N/A \$ N/A per month from rental proceeds.

**5. BROKER’S RESPONSIBILITIES:**

In addition to the foregoing, the BROKER will perform the following functions on OWNER’S behalf:

- a. Make reasonable efforts to collect all the rents and other fees due from tenants when such amounts become due, and deposit same into an agency account maintained on behalf of the OWNER, but BROKER does not guarantee the payment of any tenant’s rent;
- b. Withdraw from such account all funds needed for proper disbursements for expenses payable by the OWNER including without limitation, BROKER’S compensation; and remit balance of rent to OWNER at OWNER’S address set forth in Paragraph 9 with a written statement within 30 days of rent clearing, indicating said receipts and disbursements; and
- c. Collect and place into escrow accounts, as required by law, security deposits under any lease. BROKER is authorized to disburse the security deposit at such times and to such persons as BROKER shall in good faith believe to be entitled to such funds in accordance with the South Carolina laws governing security deposits. Any interest earned on said deposits, shall with tenant’s permission belong to BROKER.

**6. INDEMNIFICATION**

OWNER agrees (a) to indemnify, defend and save the BROKER harmless from all loss, expense, damage, claim suits and costs whatsoever (including without limit attorney’s fees and expenses) incurred and arising from performance or attempted performance by BROKER of its duties and powers hereunder whether for personal injury and/or property damage suffered by any person whomsoever on or about the PREMISES or otherwise, and (b) to carry at OWNER’S expense liability insurance of at least \$300,000 to protect the interest of the parties hereto. Policies shall be so written as to protect the BROKER in the same manner and the same extent as they protect the OWNER and will name the BROKER as an additional insured or certified holder of the policy. The BROKER also shall not be liable for any error of judgment or for any mistake of fact or law or for anything which BROKER may do or refrain from doing, hereinafter, except in cases of willful misconduct or gross negligence. The BROKER shall not be responsible for any damage to the PREMISES, under any circumstance, by the tenant or others.

**7. LEGAL PROCEEDINGS**

BROKER is empowered to sign and/or cancel leases on OWNER’S behalf, to enforce the provisions of same, to institute legal action or other proper proceedings to collect rents and other sums due, and when expedient, to settle, compromise and release such actions and suits, and to dispossess tenants, and other persons, including without limit institution of eviction proceedings in the name of and on behalf of OWNER. BROKER may select the attorney of BROKER’S choice to handle any such matters and incur court costs at owner’s expense. BROKER is not responsible for defending owner against any claim brought in a proceeding or court action.

**8. BINDING AUTHORITY**

This agreement shall be binding upon the successors and assigns of BROKER, and upon the heirs, administrators, executors, successors, and assigns of OWNER.

**9. COMMUNICATIONS/NOTICE**

OWNER agrees to receive any and all communications from BROKER at the address, phone and fax numbers and the email address below. Any notice required or permitted to be given pursuant to the provisions of this agreement shall be deemed given (1) when delivered personally, or (2) on the date such notice is deposited in the United States Mail, postage prepaid, certified or registered mail, return receipt requested, at following addresses.

BROKER

OWNER NAME AND MAILING ADDRESS

Marchant Property Management, LLC

100 W. Stone Avenue

Greenville, SC 29609

Phone: (864) 527-4505

Fax: (864) 242-9190

Email: [hunter@marchantpm.com](mailto:hunter@marchantpm.com)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**10. OWNER REPRESENTATIONS AND WARRANTIES**

- a. OWNER represents and warrants to the BROKER that, to the best of OWNER’S knowledge, the PREMISES are free of hazardous and/or toxic wastes and/or substances (such as terms are defined under applicable federal and state laws); that the PREMISES are fit for human habitation; that there are no hidden or latent defects or conditions on or affecting the PREMISES other than \_\_\_\_\_, that the PREMISES are not the subject of any order to repair or to demolish or other order of any governmental authority; that the PREMISES comply with all currently applicable laws, statutes and governmental rules and regulations; that the OWNER will at all times during the term of this Agreement fully and promptly comply with the lawful requirements of all applicable governmental authorities.
- b. OWNER declares that all mortgage payments have been made and account is current.
- c. OWNER warrants that there are operating smoke detectors and carbon monoxide detectors on the premises.

**11. LEAD-BASED PAINT DISCLOSURE**

For dwellings built before 1978, and as required by applicable law, a Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards (the “Disclosure”) must be signed by OWNER and attached to this agreement. OWNER represents that either (1) the improvements on the property were all submitted, commenced, and constructed after December 31, 1977, or (2) the Disclosure has been fully completed and is attached to this agreement. OWNER agrees to provide BROKER with any such additional information or reports as may come to OWNER’S possession during the term of this agreement. OWNER acknowledges that BROKER has informed OWNER of the OWNER’S obligations to provide a tenant of the property with the pamphlet “Protect Your Family from Lead in Your Home,” to provide information to a Tenant of the property with copies of available records and reports with respect to the property and lead-based paint and lead-based paint hazards, all pursuant to 42USC4582 (d), as amended.

**12. FORCE MAJEURE**

Any delays in the performance of any obligation of BROKER under this Agreement shall be excused to the extent that such delays are caused by wars, national emergencies, natural disasters, strikes, labor disputes, utility failures, governmental regulations, riots, adverse weather, and other similar causes not within the control of BROKER, and any time periods required for performance shall be extended accordingly.

**13. PAYMENT FROM OWNER’S FUNDS**

BROKER shall have no duty to expend BROKER’S individual funds in fulfillment of BROKER’S responsibilities under this agreement. All payments required or permitted to be made by BROKER shall be made from OWNER’S funds. OWNER agrees to deposit with BROKER promptly on demand such funds as may be necessary in BROKER’S reasonable judgment for performance by BROKER as provided in this Agreement.

**14. AVAILABILITY OF TENANTS**

BROKER shall make a good faith effort obtain tenants for the PREMISES, but BROKER makes no guarantee that tenants can be found.

**15. BINDING EFFECT**

This agreement shall be binding on, and for the benefit of the parties hereto and their respective heirs, successors and assigns. This agreement shall be governed by, interpreted under and enforced in accord with the law of the State of South Carolina. This is the entire agreement between the parties and may not be modified except in writing signed by both parties.

**16. SURVIVAL**

Indemnification and other provisions of this Agreement which benefit BROKER shall survive any termination of this Agreement.

**17. LOCKBOXES AND KEY CHECKOUT**

Broker may use an automated electronic lockbox system or allow prospective tenants to sign out a key when vacant, that allows access to the property for prospective tenants who have provided their drivers' license or other appropriate prescreening documentation that BROKER deems acceptable. LANDLORD shall hold BROKER harmless for claims, vandalism or theft arising by a criminal by misuse of the key and/or by breaking and entering.

**18. OWNER PAYMENTS**

Owner payments will be made by direct deposit on the 1<sup>st</sup> of each month, excluding weekends and holidays, for the prior month's proceeds. For example, any rents collected in January less management fees and repair invoices will be paid out on February 1<sup>st</sup>. Direct deposits typically take between one to two business days to settle into owner's account.

**19. AGREEMENT NOT TO LIST FOR SALE**

OWNER agrees not to list the property on the market for sale prior to 30 days from lease expiration.

**20. LEASE RENEWALS**

BROKER will actively pursue renewing all leases unless OWNER provides written notification otherwise.

**21. TERMINATION**

If OWNER violates any terms of service contained in this agreement, or BROKER determines that effective management services can no longer be provided, BROKER may terminate this agreement with 30 Days written notice.

**22. FACSIMILE AND OTHER ELECTRONIC MEANS**

The parties agree that the offer, any counteroffer and/or acceptance of any offer or counteroffer may be communicated by use of a fax or other secure electronic means, including but not limited to electronic mail and the internet, and the signatures, initials and handwritten or typewritten modifications to any of the foregoing shall be deemed to be valid and binding upon the parties as if the original signatures, initials and handwritten or typewritten modifications were present on the documents in the handwriting of each party.

**WHEREFORE**, the parties have executed this Residential Management Agreement or caused the same to be executed by their authorized representative.

**THIS AGREEMENT** supersedes all prior written or oral agreements and can be amended only through written agreement signed by both parties.

**IN WITNESS WHEREOF**, the parties hereto have subscribed their names on this date \_\_\_\_\_.

\_\_\_\_\_  
BROKER

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

**PROPERTY INSPECTIONS**

We recommend having all properties inspected every six months to ensure that the property is being cared for properly and that all maintenance is up to date. In an effort to give you the highest quality report possible, we have subcontracted with a 3<sup>rd</sup> party vendor for all inspections. We also use a 3<sup>rd</sup> party inspection software program that automatically uploads the inspection report into your owner portal once completed. The inspection report will be extremely thorough and will document the condition as well as point out any necessary maintenance. Each inspection report typically contains between 50-200 color pictures.

The cost of each inspection is \$75 or basically \$150 per year to ensure that your property is being cared for properly. We feel that this extra service will provide you with additional peace of mind knowing that your property is being cared for properly.

In addition, Marchant will continue to do a thorough inspection of the property at move in and once a tenant vacates the property.

**Please indicate your preference below by checking the appropriate box and signing on the appropriate line.**

PROPERTY ADDRESS: \_\_\_\_\_

YES, I agree to this procedure and the costs associated with the inspections

NO, I DO NOT consent to having my property(ies) inspected on a regular basis

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

MERCHANT PROPERTY MANAGEMENT, LLC

\_\_\_\_\_  
BROKER

# Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> 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 line 1 to avoid backup withholding. For individuals, this is generally 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.

<b>Social security number</b>									
				-			-		
<b>or</b>									
<b>Employer identification number</b>									
				-					

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

## 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.

<b>Sign Here</b>	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.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

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. See *What is FATCA reporting?* on page 2 for further information.

**Mediation Addendum for All Agreements with Marchant Property Management, LLC**

Except as hereinafter provided, the owner of the property, the renter, and Marchant Property Management, LLC, all hereby agree that, if any dispute or claim arises out of or in connection with the management agreement, rental agreement, breach of the rental agreement, rental checks/deposits, security checks/deposits, condition of the property prior to rental and at the end of the rental period, or any and all other services provided in the rental of this property, the parties shall attempt, in good faith reasonable efforts, to settle the dispute by mediation before resorting to any other procedure. Disputes shall include representations made by the renters, owners of the property, Marchant Property Management, LLC, or any other person or entity in connection with the rental and/or condition of the rental property to which the rental agreement pertains, including without limitation, allegations of concealment, misrepresentation, negligence and/or fraud. Disputes subject to mediation shall NOT include the issue of the renter's failure to pay rent. Marchant Property Management, LLC reserves its right to immediately pursue eviction proceedings through the Magistrate's Court when the renter has failed to timely pay rent.

Further, any dispute where the amount in controversy is less than \$500 shall NOT be subject to mediation unless the parties mutually agree to mediate.

Any dispute subject to mediation shall be submitted to a mediator selected by mutual agreement of the parties. Unless agreed otherwise, the mediator's fee and expenses shall be equally divided among the parties to the dispute and both parties will submit mediation fees and costs to the mediator 10 days in advance of any mediation. Any party may request mediation by written notice to the other party and such mediation shall begin within thirty (30) days of said written notice. If the parties cannot agree on a mediator, then the Upstate Mediation Centre of Greenville or its successor shall mediate the dispute.

PROPERTY ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
OWNER DATE

\_\_\_\_\_  
OWNER DATE

MERCHANT PROPERTY MANAGEMENT, LLC

\_\_\_\_\_  
BROKER DATE

**Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards**

**Lead Warning Statement**

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.*

**Lessor’s Disclosure**

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) \_\_\_\_\_ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

\_\_\_\_\_

\_\_\_\_\_ (ii)

\_\_\_\_\_ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) \_\_\_\_\_ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

\_\_\_\_\_

\_\_\_\_\_

(ii) \_\_\_\_\_ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Lessee’s Acknowledgment (initial)**

(c) \_\_\_\_\_ Lessee has received copies of all information listed above.

(d) \_\_\_\_\_ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

**Agent’s Acknowledgment (initial)**

(e) \_\_\_\_\_ Agent has informed the lessor of the lessor’s obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

\_\_\_\_\_  
LESSOR Date

\_\_\_\_\_  
LESSOR Date

\_\_\_\_\_  
AGENT Date

[ ] OWNER, [ ] OWNER AND [ ] BROKER HAVE READ THIS PAGE.



**OWNER INFORMATION**

Owner's Full Name: \_\_\_\_\_

Owner's Social Security #: \_\_\_\_\_

Owner's Home #: \_\_\_\_\_

Owner's Work #: \_\_\_\_\_

Owner's Cell #: \_\_\_\_\_

Owner's Fax #: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Co Owner's Full Name: \_\_\_\_\_

Co Owner's Social Security #: \_\_\_\_\_

Co Owner's Home #: \_\_\_\_\_

Co Owner's Work #: \_\_\_\_\_

Co Owner's Cell #: \_\_\_\_\_

Co Owner's Fax #: \_\_\_\_\_

Co Owner's Email Address: \_\_\_\_\_

Any Additional Contact Names &  
Numbers: \_\_\_\_\_

Bank Name for Direct Deposit: \_\_\_\_\_

Bank Routing Number (From Check): \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

**PLEASE MAKE SURE THAT WE HAVE YOUR FULL NAME AS YOU REPORT ON YOUR TAX RETURN FOR IRS PURPOSES.**

**RENTAL PROPERTY PROFILE**

**Full Property Address** \_\_\_\_\_

**PRICING DETAILS**

Rental price for property \$ \_\_\_\_\_

Is rent price negotiable?        YES            NO            MAYBE

Minimum rent price \$ \_\_\_\_\_

Section 8 tenants accepted?    YES        NO        MAYBE

Any utilities included in rent?   YES        NO        What? \_\_\_\_\_

Rental Signs Allowed on Property?    YES            NO            NOT SURE

Is property occupied?        YES            NO  
Contact name, phone number, email for all occupants

When available for move-in? \_\_\_\_\_

**PET POLICY**

Dogs allowed?        YES            NO            ASK OWNER FIRST

Cats allowed?        YES            NO            ASK OWNER FIRST

Any pets not allowed? \_\_\_\_\_

Are you okay with the \$25 monthly pet rent for each pet?        YES            NO

**PROPERTY DETAILS**

County: \_\_\_\_\_

Subdivision/Area: \_\_\_\_\_

Type of Property: (House, Condo, Apartment) \_\_\_\_\_

Property Furnished:        YES            NO

# of Bedrooms \_\_\_\_\_

# of Full Baths \_\_\_\_\_

# of Half Baths \_\_\_\_\_

Square Footage \_\_\_\_\_

Bonus Room \_\_\_\_\_

Other Specialty Rooms \_\_\_\_\_

Number of Stories \_\_\_\_\_

Master bedroom on main floor?        YES        NO  
 # of bedrooms on main floor? \_\_\_\_\_  
 # of bathrooms on main floor? \_\_\_\_\_  
 Type of Laundry Room (Closet, Mudroom, etc.) \_\_\_\_\_ What Floor? \_\_\_\_\_  
 Central Air Conditioning?        YES        NO  
 Type of Heat \_\_\_\_\_  
 Hot Water Heater \_\_\_\_\_  
 HVAC Filter Size \_\_\_\_\_

**AMENITIES**

Porch                    YES                    NO  
 Screen Porch            YES                    NO  
 Patio                    YES                    NO  
 Deck                    YES                    NO  
 Fenced Yard            YES                    NO                    PARTIAL  
 Pool on Property        YES                    NO  
 Storage Building        YES                    NO  
 # of Fireplaces \_\_\_\_\_ FUNCTIONAL        YES                    NO        DATE INSPECTED \_\_\_\_\_  
 Gas Logs                YES                    NO  
 Alarm System            YES                    NO                    IF YES, PROVIDER? \_\_\_\_\_

**PARKING**

Attached Garage        YES                    NO        # of Vehicles \_\_\_\_\_  
 Detached Garage        YES                    NO        # of Vehicles \_\_\_\_\_  
 Carport                    YES                    NO        # of Vehicles \_\_\_\_\_  
 Type of Driveway: (Paved, Unpaved, Shared, etc.) \_\_\_\_\_

**APPLIANCES**

Refrigerator            YES                    NO  
 Stove                    YES                    NO        Gas or Electric \_\_\_\_\_  
 Dishwasher            YES                    NO  
 Disposal                YES                    NO  
 Microwave            YES                    NO  
 Washer                    YES                    NO  
 Dryer                    YES                    NO        Gas or Electric \_\_\_\_\_  
 Washer/Dryer Connections        YES                    NO  
 Other \_\_\_\_\_

**UTILITIES/SERVICE PROVIDERS**

Electric Company \_\_\_\_\_

Water & Sewer \_\_\_\_\_

Gas Company \_\_\_\_\_

Garbage Pickup \_\_\_\_\_ What day is trash pickup? \_\_\_\_\_

Telephone Service \_\_\_\_\_

Internet Service \_\_\_\_\_

Cable TV/Satellite \_\_\_\_\_

Landscaping Provide By            OWNER            TENANT

Would you consider a 6-month lease?            YES            NO            MAYBE

How did you hear about Marchant Property Management? \_\_\_\_\_

Gate Codes, Garage Codes, Alarm Codes, etc. \_\_\_\_\_

HOA Management Company Contact Information \_\_\_\_\_

Community Amenities (Pool, Tennis, Clubhouse, Fitness Center, etc.) \_\_\_\_\_

\_\_\_\_\_

**PLEASE PROVIDE COPIES OF THE HOA COVENANTS**