

OWNER NAME: _____
ADDRESS: _____
COUNTY: _____
YEAR BUILT: _____



559 W. Twincourt Trail #603
Saint Augustine, FL 32095
Tel (904-940-9990
Fax (904) 940-9989
www.igolfrealty.com

Exclusive Full-Service Management Agreement for Vacation & Resort Rentals

We look forward to serving you and assisting you with your investment property. Please carefully review all the attached documents and return to our office after initialing each page and signing where indicated. Please do not hesitate to contact us with any questions.

REQUIRED:

- _____ Full-Service Management Agreement for Vacation/Resort Rentals (sign and date pg. 7)
- _____ Insurance (pg. 9)
- _____ Form W-9 (Tax reporting form required by IRS - pg. 10) or FORM W8EIC for Non-Resident aliens
- _____ Direct Deposit Authorization (pg. 11)
- _____ Property Information and Owner Disclosure (pg. 12)
- _____ PERSONAL IDENTIFICATION (Legal copy of Driver's License or Passport)
- _____ \$250.00 Marketing fee
- _____ RECREATIONAL/FITNESS/AMENITIES keys, card keys, or fobs
- _____ Keys and Remotes (___Door ___garage ___gates ___mailbox)
- _____ Lead Based Paint Disclosure for Properties Built before 1978

OPTIONAL:

- _____ SPECIFIC POWER OF ATTORNEY (pg. 8)

1. PARTIES: This agreement between _____, the fee simple owner or legally appointed representative of the subject property, hereafter called LANDLORD or OWNER and Golden Realty & Property Management, Inc. dba **INTERNATIONAL GOLF REALTY** a Florida corporation, hereafter called the BROKER or MANAGER, whereby the LANDLORD appoints the BROKER, its licensees, successors, and assigns EXCLUSIVE AGENT to rent, lease, operate, control and manage the subject property. This agreement shall be governed by and construed in accordance with the laws of the State of Florida with venue in St. John's County. The parties hereto recognize they are bound by the Civil Rights Act of 1866, Title VII of the Civil Rights Act of 1968 and The United States Constitution and that the subject property will be offered to prospective Lessees without regard to race, color, religion, sex, national origin, age, familial status, or handicapped persons.

2. PROPERTY ADDRESS: _____
In the County of: _____
Year Built: _____

3. RENTAL RATES: Management to maximize unit rental rates to the extent possible. Seasonal Rates and Wholesale Rate Sheet attached, subject to change.

4. TERM: It is mutually agreed by and between the parties that this Management Agreement shall be binding upon the party's successors, estate and assigns and shall remain in full force and effect until termination pursuant to the terms of this paragraph. The term shall begin on the date last signed by BROKER and will be in effect for one year and will

automatically renew for successive one-year periods so long as there has not been a least a thirty (30) day written notice given by either party to terminate. OWNER authorizes MANAGER to make reservations for up to one-year in advance. In the event this agreement is terminated by the LANDLORD, the BROKER'S rights provided for in paragraph six (6) and seven (7) shall survive such termination. All monies expended by BROKER shall be paid to BROKER prior to this cancellation and BROKER is authorized to withhold any sums owed to BROKER from monies held prior to final disbursement to LANDLORD. BROKER reserves the right to terminate this agreement with thirty (30) days written notice to LANDLORD at any time, or, immediately with written or verbal notice if in the opinion of BROKER'S legal counsel, LANDLORD' actions or inaction are illegal, improper, or jeopardize the safety or welfare of any tenants or other persons, or BROKERS reputation. BROKER may at its option continue to hold LANDLORD liable for any such commissions due, fees due, or monies owed BROKER if the tenant(s) remain in the property after such termination by BROKER.

- 5. MANAGEMENT AUTHORITY:** The OWNER expressly grants to the MANAGER, herein the following authority, to act on behalf of the Owner:
- A. Full management and control of said property, except authority and responsibilities expressly retained in written form by OWNER, with authority to approve reservations, leases, repairs, establish and modify utilities, including but not limited to cable/satellite TV, internet, electric, gas, telephone & water if necessary for the management of the property.
 - B. To prepare, negotiate and execute new rental agreements, leases and renewals of existing lease in accordance with the prevailing rates in effect at the time. Collect rents and other monies for cleaning, repairs, utilities, damages, insurance, damage deposits and security deposits from tenants for the proper management of the property.
 - C. Conduct minor repairs and maintenance, routine inspections, purchase supplies and replacement items for rental occupancy on behalf of the Owner, and other improvements as approved by the Owner, and to pay all invoices and to charge same to owner. International Golf Realty shall not contract for any repair or replacement exceeding a cost of \$300.00 without notifying the OWNER, unless in an emergency event, or to protect and preserve the Owners property.
 - D. To allow the BROKER to authorize cleaning, repairs, and purchases for the Property by affiliates of the BROKER or third parties provided that the cost of any single item shall not exceed three hundred dollars (\$300.00). In the event that such non-emergency cost exceeds three hundred dollars (\$300.00) then the BROKER shall notify the OWNER in advance. Notwithstanding the above, the BROKER may, but is not obligated to, arrange for emergency repairs in any amount at the OWNER'S expense without the OWNER'S prior approval if the OWNER is unavailable at the time of the emergency. The payment for all cleaning, repairs, and purchases are the sole responsibility of the OWNER or TENANT and the BROKER will in no way be held liable for such. OWNER must keep \$300.00 in an owner maintenance fund to use for any necessary expense. As funds are used, balance will be funded by rent or by OWNER if unit is vacant. This fund must accompany your signed agreement, or it will be deducted from Rent to fund Owners reserves.
 - E. To authorize the pre-occupancy cleanings of the Property at the OWNER'S expense.
 - F. To inspect the condition of the premises and conduct an annual assessment of all furnishings and equipment; provide Owner with a report and statement as to the condition of the premises, with a written recommendation, if any.
 - G. To advertise any vacant premises. There is a \$250 annual marketing fee due in January for advertising, brochures, partnerships, marketing, etc. This must also accompany your signed agreement, or it will be deducted from your account.
 - H. To serve notices upon tenants, to prosecute in the name of the OWNER, and at the OWNER'S expense take legal actions to evict tenants and recover rents, employing for those purposes a reputable attorney, and circumstances permitting, such attorney as OWNER may designate.
 - I. To hire and discharge on behalf of OWNER, and pay from OWNER'S funds, all persons necessary for the maintenance and operation of the property. It is understood that all persons so employed shall not be deemed to be employees of the MANAGER, per se.
 - J. To deposit all receipts collected for OWNER (less any sums properly deducted or per se provided for) in a Trust Account separate from MANAGER'S corporate account. It is understood that any and all interest monies obtainable from the maintenance of said Trust and/or Escrow Accounts shall accrue to the benefit of MANAGER. MANAGER shall not be liable for bad checks or monies not collected. Security deposits will be held in a non-interest-bearing account at at **First Atlantic Bank aka CenterState Bank, 120 State Road 312 West, Saint Augustine, FL 32086, Saint John Florida.**
 - K. MANAGER is clothed with such other general authority and power as may be necessary or expedient to carry out the spirit and intent of this Agreement with respect to leasing, management and operation of the property herein before described, except authority and responsibility expressly retained in writing by the OWNER.
 - L. To collect, for the benefit of the MANAGER, late fees, non-negotiable check charges, and sublease fees where applicable.
 - M. International Golf Realty will provide at least one deep cleaning a year, at the Owner's expense.

- 6. RESERVATIONS:** To fairly distribute all reservations booked by International Golf Realty, a rotation system will be used as follows: Each reservation will be assigned to a unit available with the least net revenues at the time the reservation is being received unless a specific unit is requested, or to accommodate the guest's preference. This rotation system is individualized by number of bedrooms, number of beds, handicap accessibility, etc. Owners agree to notify International Golf Realty in writing to Info@igolfrealty.com of any desired stay dates in advance. Owner reservations are subject to availability. International Golf Realty shall be permitted to solicit rentals from travel agents, tour package operators, reservation services, wholesale operators and other owners, on behalf of the Owner, at rates less than the stated public rates. MANAGER may advertise on Airbnb and VRBO, unless OWNER specifically requests otherwise.
- 7. MANAGEMENT RESPONSIBILITIES:** The MANAGER agrees to accept the following responsibilities:
- A.** To use due diligence in the management of the premises for the period and upon the terms herein provided and agrees to furnish the Broker's services for the renting, leasing, operating, and managing of the subject premises. Agent assumes no liability for any failure of, or default by, any tenant in the payment of any or other charges due OWNER or in the performance of any obligations owed by a tenant to OWNER pursuant to any lease or otherwise.
 - B.** To approve new long-term tenants based on income, credit worthiness, and suitability for the property.
 - C.** To render monthly statements of income, expenses, and charges and to remit funds to OWNER less disbursements and reserve amount. In the event present or future disbursements shall be in excess of the rents that are collected by MANAGER, OWNER hereby agrees to pay such excess promptly upon notification by MANAGER. If in MANAGER'S judgement it may be necessary or proper to reserve or withhold OWNER'S funds to meet obligations which are or may become due thereafter and for which current income is or may not be adequate, MANAGER may do so.
 - D.** MANAGER reserves thirty (30) days after the first of each month for disbursement of funds.
 - E.** MANAGER shall receive the benefit of all savings, discounts or rebates obtainable from contracts, supplies, or services contracted by MANAGER for maintenance or repairs to the subject property.
 - F.** MANAGER assumes no liability whatsoever for any acts or omissions of OWNER, or any previous management or other agents of either. Nor does MANAGER assume any liability for previously unknown violations for environmental or other regulations which may become known during the period this Agreement is in effect. Any such regulatory violations or hazards discovered by MANAGER shall be brought to the attention of OWNER in writing, and OWNER shall promptly cure them.
 - G.** MANAGER assumes no responsibility for services other than agreed to unless specified in the terms of this Agreement or in writing at a later date.
 - H.** BROKER assumes no liability whatsoever for damage to property resulting from vandalism, natural disaster, and/or acts of God, whether vacant or tenant occupied.
- 8. OWNER'S AUTHORITY AND RESPONSIBILITIES:** The OWNER expressly retains the following authority, responsibilities, and obligations:
- A.** To advise International Golf Realty when Premises are listed for sale. International Golf Realty reserves the right to deny entrance to salespersons and potential buyers during periods of occupancy by Tenants or Guests.
 - B.** To notify MANAGER in advance when OWNER plans to use the property so that MANAGER does not book it during periods OWNER intends to occupy. Make all reservations through International Golf Realty rental office. All guests including Owner and friends and guests of the Owner must check in and out through International Golf Realty. The Owner or guests of the Owner may occupy the Premises when it has not been rented by International Golf Realty, provided International Golf Realty has been properly notified in advance. **To ensure our high standards are maintained for the benefit of all guests, Owners, their families, and their guests will pay departure cleaning.**
 - C.** To delegate the responsibility of executing all leases and rental agreements to the MANAGER.
 - D.** To approve any capital expenditures.
 - E.** To approve any repair that exceeds \$300.00 in cost (except emergency repairs) and to decide jointly with MANAGER who will perform such repair.
 - F.** To pay reasonable expenses incurred by MANAGER in obtaining legal advice regarding compliance with any law affecting the premises or activities related to the renting of the property. If such expenditure also benefits others for whom MANAGER acts in a similar capacity, OWNER agrees to pay an apportioned amount of such expense.
 - G.** To promptly reimburse MANAGER for funds that were dispersed to the Owner(s) in the event that the tenant pays the rent with a non-sufficient funds check, and the tenant does not replace the NSF check within 30 days.
 - H.** To provide MANAGER with, or authorize Manager to obtain at OWNERS expense, eight (8) sets of keys and an appropriate number of fobs, amenities cards and/or remotes to the premises.

- I. To bear the cost of having the property sprayed for fleas if pets have been kept on the property prior to the initial lease. NO PETS will be allowed on the premises without prior notification and approval of OWNER. A nonrefundable pet fee will be collected in such instances where a pet is allowed by the OWNER, to cover additional cleaning and pest control of the premises. The OWNER will be responsible for the same if they or their guest brings a pet.
- J. To pay BROKER five (5%) percent real estate sales fee at closing, should the property be sold to a tenant during term of this lease, or any extension thereof, and/or within six (6) months from termination of this Agreement and/or extension thereof. Owner shall pay MANAGER agreed rental fee on all renewals and extensions on tenants secured by MANAGER for OWNER whether or not this Agreement is renewed.
- K. To permit MANAGER to use "Key Check Out" system for showing vacant properties. Any occupied property is to be shown by owner/tenant by appointment only.
- L. To provide and maintain the following utilities at all times: Electricity, local telephone, High Speed Internet and modem, expanded cable TV, gas (if equipped), water, sewer, and trash removal. OWNER understands that MANAGER will make every effort through deposit policies and otherwise to collect any charges owed by the Tenant. OWNER will pay bills and forward to MANAGER within seven (7) days after receipt so MANAGER may collect any reimbursement due to OWNER. To reimburse MANAGER for expenses related to equipment and service failures.
- M. To provide MANAGER with a complete inventory of all personal property including furnishings and equipment on the PROPERTY CONDITION REPORT provided by Manager. International Golf Realty will provide this service for a fee at the rate of \$25/hr. if not provided at the time this Agreement is signed. OWNER shall update inventory as necessary, with the understanding that there will be a "Normal" loss of usable items such as linens, towels, and kitchen utensils. Because your unit may be rented to guests more than three (3) times in a calendar year for periods of less than thirty (30) days, Owners must comply with the State Licensing requirements: smoke detectors powered by the house electrical system; battery powered emergency lighting; and multipurpose dry chemical fire extinguishers.
- N. To authorize International Golf Realty to accept reservations for the Premises, up to twelve (12) months in advance, unless Owner provides instructions in writing to not accept a reservation for a particular period of time. Such reservation shall be binding on the owner and their heirs.
- O. To equip and maintain the Premises in accordance with the quality standards of MANAGER. Substandard units may, at the sole discretion of International Golf Realty, be removed from the Rental Program or offered at reduced rental rates.
- P. OWNER agrees to respect the relationship between any renter and MANAGER and to not contact RENTER directly except as agreed between MANAGER and OWNER.

9. COMPENSATION: OWNER shall pay MANAGER the following fees, plus any applicable sales tax relating to such fees which shall become due and payable to MANAGER upon the execution of leases as herein provided:

- A. 20% of the gross rental income for all rentals.
- B. \$150 leasing fee for each lease longer than 6-months.
- C. It is understood by the parties hereto that this Agreement constitutes an exclusive authorization to lease and manage the subject property. OWNER agrees to pay MANAGER a fee in accordance with paragraph 9 if the property is rented by OWNER or any party other than MANAGER during the term of this agreement OR should OWNER rent the subject premises within ninety (90) days following termination of this agreement to a prospect or guest to whom property was shown or was otherwise procured by MANAGER.

10. RENTAL RATES:

- A. The Owner agrees that remuneration from rental of Premises shall be in accordance to rates confirmed by MANAGER.
- B. International Golf Realty may from time to time change the rates to meet prevailing market conditions, when in MANAGER'S opinion it would benefit the Owner.
- C. When the rate change is other than temporary, MANAGER shall give the OWNER advance written notice.
- D. MANAGER may, at its reasonable discretion, transfer a guest from the premises due to dissatisfaction of the guest in regard to the Premises, and/or offer discounted rates if the issue cannot be resolved within 24 hours. In the event of such a transfer, the Owner shall be credited with the prorated share of rents earned, with the balance credited to the Owner of Premises to which the renter is transferred.

11. MARKETING OF UNIT:

If this Property will be listed for sale during the term of this Agreement, OWNER agrees the other listing Broker will waive their rights under the listing agreement to any fee for leasing of the property and will provide to Owner a statement

of such waiver of their fee rights. OWNER agrees to allow MANAGER the use of the unit for a maximum period of 5 days per calendar year for promotional purposes such as charitable events, VIP guests and wholesaler tour operators.

12. COMPLIANCE WITH DECLARATION OF CONDOMINIUM, HOMEOWNERS ASSOC. TAXES &

ASSESSMENT: If rental unit is governed by a Condominium or Homeowner's Association, any rental negotiated shall be subject to the Association Rules and Regulations. Owner agrees to pay all federal, state, or local taxes or assessments that are due or may become due as a result of the leasing. It is the Owner's sole responsibility to provide BROKER, at the time of this agreement, with copies of all Association Covenants, Restrictions, Regulations, and/or forms required to lease property, and fees to be paid by Tenant. In a condominium unit, the rental agreement shall be subject to the Declaration of Condominium pertaining thereto and the rules and regulations of the Association and Board of Directors thereunder and, further, the Landlord shall be responsible for providing Broker with all current rules and regulations, and for payment of same. In the event the Tenant fails to comply with the rules and regulations and the association or board levies fines or assessments against the Landlord, Landlord agrees that Broker is in no way liable for the payment of any fees, fines, or assessments imposed by the HOA or Condo Association. Broker will make its best effort to legally force Tenant to comply with the Rules and Regulations, and to collect fines or fees from the Tenant whenever possible. If a Condo Association or HOA requires approval of the Tenant and this approval is not granted or is delayed by the Association, Broker may not place the Tenant in the property. OWNER grants BROKER authority to receive information directly from Owners Association, and to sign documents pertaining to the Tenant's access to the common amenities on the Owner's behalf. In the event Landlord receives any correspondence from an association regarding any problems with the Tenant or Rule or Regulation change, Landlord shall immediately forward such correspondence to Broker and confirm receipt by Broker. Broker will not be responsible for any breach of Association regulations if copies of such regulations are not provided in writing by Owner to Broker with this listing agreement, or not updated when changes are made.

OWNER and MANAGER will use all possible means to remove a Tenant from the unit in cases where the Tenant refuses to comply with Association Rules and Regulations after due written notice to Tenant and reasonable period for remedy by Tenant.

13. HURRICANES, TROPICAL STORMS, FREEZES, ACTS OF GOD: BROKER shall not be responsible to take any precautionary measures to avoid any damages from any acts of God including but not limited to floods, fires, tropical storms, hurricanes, tornados, sinkholes, unless agreed to in writing between BROKER and LANDLORD regardless of the presence of hurricane shutters or similar devices on the premises. MANAGER may, in Managers sole discretion take reasonable actions to protect the Owners outdoor furniture and others from potentially dangerous flying objects in the event of a named storm.

14. ENVIRONMENTAL HAZARDS/MOLD/BEDBUGS: Tenant(s) are increasingly suing property Owners and Brokers for environmental hazards including but not limited to mold, defective drywall, mildew, smoke odors, allergens and other hazards which may be present on the premises. Owner affirms no such hazards are known by Owner to be present on the premises at this time. Owner agrees to indemnify Broker in the event Broker is sued by Tenant for any injuries suffered on the premises unless such injuries were due to Brokers' actions. In the event a Tenant complains of a pest issue, water quality issues, mold, bedbugs, or any other environmental issue, Landlord agrees to pay for an inspection by a certified inspector to help defend Landlord and Broker from claims made by the Tenant.

15. COMMISSION AND OTHER LEGAL DISPUTES: In the event of any litigation between the OWNER and BROKER, the prevailing party shall be entitled to an award of all attorney's fees and costs. Venue for all litigations shall be in the county where the Broker's office is located. This county is currently St Johns and can change. Both OWNER and BROKER/MANAGER waive any rights that they may have to a jury trial.

16. NOTICES: Whenever any notice is required per this agreement or there is a desire to communicate formally or legally by OWNER to MANAGER, notice must be in writing and mailed "certified" or "return receipt requested" to the address as indicated hereafter, and deemed delivered upon actual physical receipt thereof, not date of mailing.

Mailing Address: BROKER/MANAGER 559 W. Twincourt Trail #603, St Augustine, FL 32095

17. SOLVENCY STATEMENT: OWNER hereby state and affirm that all bills and money due on the premises are paid current or not in any state of delinquency. These bills or amounts include, but are not limited to, liability insurance, taxes

mortgage payments, utilities, assessments, liens, condominium and/or homeowner's association fees, assessments, charges, and/or any other charges relating to the premises including, but not limited to, any amount which may be due or owing to providers of goods or services for the home.

Owner agrees that in the event any dispute arises between a Tenant and the Owner or Agent as a result of Owner's failure to make any payments relative to the premises, Owner agrees to completely indemnify and hold harmless Broker, Agent, and Property Managers, their employees and assigns, hereinafter "Broker", for any and all damages or litigation which may arise out of Owner's actions or inactions. Owner understands that a tenant has a right to peaceful quiet enjoyment of the premises, and if Owner fails to keep all payments current, a tenant may have a right to withhold rent, break the lease agreement, or hold Owner or Agent liable for any damages they suffer because of Owner's failure to keep all payments current.

18. Owner gives Broker full authority to cease the management of the premises and hold Owner liable for any damages or amounts due under the management agreement if Owner misrepresents any information or fails to abide by this agreement and keep all payments current.
19. **INDEMNIFICATION:** Owner agrees to and does hereby hold harmless and indemnify Broker, its parent company, affiliates, employees, associates, representatives, successors and assigns, from all claims suits, damages, costs, losses, court costs, attorney fees, penalties, taxes, charges, fines, damages of any kind whatsoever, and any expenses arising from or relating to (i) Owner's failure or refusal for any reason to deliver possession of the Property; (ii) any claim or loss relating to tenant's failure to perform under any agreement or failure to pay any funds due Owner, (iii) NSF checks from any source, (iv) any other sums due Owner under the lease, (v) any injury to person or property occurring on or about the Property, or (vi) any violation of any federal, state, municipal or homeowner's association law, regulation, or ordinance by Broker, including any claims or losses arising from Broker's negligence except as may be caused by Broker's willful gross negligence or illegal acts. **HOLD HARMLESS:** The OWNER further agrees to hold BROKER/MANAGER harmless and indemnify BROKER/MANAGER from any and all costs and expenses incurred by MANAGER, including attorney's fees and costs at the trial and appellate levels, from any and all proceedings, suits or other claims in connection with the management of said property, except in the case of proven gross negligence or illegal acts by MANAGER, and from all liability for injuries to persons or property suffered or sustained by any persons whomsoever. OWNER shall carry, at OWNER'S expense, fire, extended coverage, and public liability insurance, which policy shall be so written as to protect MANAGER in the same manner and to the same extent as OWNER. Said insurance shall require, by its terms and provisions that the insurance carrier not be permitted to cancel insurance coverage without giving thirty (30) days prior written notice to MANAGER. OWNER agrees to provide MANAGER with a Certificate of Insurance as evidence that the property is insured under an appropriate fire/landlord's policy.
20. **ENTIRE AND BINDING AGREEMENT:** This Agreement, which includes the Owner Disclosure of Information and Questionnaire, and all other Addenda attached hereto, all of which are hereby incorporated herein, contains the entire agreement between the parties hereto relating to the transaction and services contemplated between the parties. Notwithstanding any law to the contrary, any modifications will not be invalid unless in writing signed by all parties hereto. Owner acknowledges that Broker has not made any representations to, or agreements with, Owner that are not contained in the Agreement. If any provision of the Agreement is or becomes invalid or unenforceable, all remaining provisions shall continue to be fully effective.
21. **SUCCESSORS and ASSIGNS:** This Agreement shall be binding upon the successors and assigns of Broker and Owner and their respective heirs, administrators, executors, successors and assigns.
22. **STATEMENTS:** Broker shall provide Owner with a user name and password to access Reservations and Income and Expense Statements through an internet-based website. Owner acknowledges that statements will not be mailed.
23. **IMPORTANT FAIR HOUSING NOTICE:** In compliance with the Federal Fair Housing Laws and any state or local laws or ordinances, OWNER shall not ask or expect BROKER to place any restrictions on OWNERS property based on a prospective Tenant's or occupant's race, color, religion, handicap, sex, national origin, familial status or service member status. Federal, State and/or Local laws prohibit BROKER from placing any such restrictions on the properties we handle for rent or from illegally discriminating in any way.

24. TERMINATION: This Agreement shall continue in effect and shall inure to the benefit of, and be binding on, the parties, heirs, legal representatives, successors and assignees of the parties until terminated by either party after thirty (30) days written notice to the other party by certified mail, except that such terminations shall not affect commissions due or existing commitments made by BROKER due to guest or tenant use of the Premises. MANAGER shall be compensated by Owner for every reservation fulfilled at the rates stated in the agreement. In the event the property is sold, MANAGER has the right to relocate any reservation to another unit if the MANAGER deems it necessary for the benefit of the guest. Alteration of this agreement may be accomplished only in writing executed as of the date first written above.

25. FACSIMILE / ELECTRONIC SIGNATURES: The parties agree that this Agreement may be executed by facsimile or electronic means and such facsimiles or electronic signatures shall be binding as if originals.

Authority to Manage and Limited Power of Attorney to Sign Rental Documents and Establish Utilities

LANDLORD/OWNER(s), hereinafter OWNER(S), hereby grants BROKER, **INTERNATIONAL GOLF REALTY** or Broker's Agent(s) who holds a current, valid Real Estate Salesperson or Brokers license, hereinafter Agent(s), the **limited power of attorney** to manage real property at the address stated below. Broker's authority shall include establishing and/or modifying existing utility services, including: telephone, water, gas, electric, cable/satellite including, (DirecTV, Comcast, AT&T, Litestream, etc.); authorizing repairs; on behalf of OWNER(S) and thus bind Owner(s) to the terms of the agreement(s).

OWNER grants International Golf Realty full access to all keys, remotes, fobs, amenities access cards/keys as may be needed to access this property for cleaning, repairs, maintenance, and/or for showing and leasing of this property to prospective clients and guests. This authorization shall remain in force unless revoked by OWNER in writing.

MANAGER shall establish routine maintenance services for the benefit of OWNER, at Owners expense which shall include, but is not limited to Routine AC maintenance, fire extinguisher service, if required by SJC fire code, and dryer vent cleaning.

By signing below Owner(s) of Record authorizes Broker to exercise the Rights herein to manage the subject property(s).

PROPERTY ADDRESS: _____

OWNER ACCEPTANCE:

Printed Name:

DATE

OWNERS ADDRESS for NOTICES:

OWNERS ADDRESS for PAYMENTS made by Mail:

Address

Address

City, State, Zip

City, State, Zip

FINAL BROKERS ACCEPTANCE:

This Agreement becomes binding on all parties when duly signed by Broker's authorized representative.

INTERNATIONAL GOLF REALTY:

X _____

Broker or Broker's Authorized Representative

Date

Agent Initials _____ Copy returned to **Owner** on _____ by email fax mail personal



**SPECIFIC POWER OF ATTORNEY
(Optional – Highly recommended)**

To be valid - THIS DOCUMENT MUST PRINTED and SIGNED BY ALL OWNERS ON DEED, WITNESSED BY 2 ADULTS OVER 18, and NOTARIZED PER FLORIDA LAWS!!!

Landlord/Owner(s), hereinafter Owner(s), hereby grants Broker, INTERNATIONAL GOLF REALTY or Broker’s Agent(s) who holds a current, valid Real Estate Salesperson or Brokers license, hereinafter Agent(s), the specific power of attorney as follows:

LEASES: Broker shall have the specific power of attorney to sign lease(s) and/or lease renewals (unless specifically not authorized by Owner(s) in writing by certified mail at least 60 days prior to any renewal period) on managed or finder fee rental properties on behalf of Owner(s) and thus bind Owner(s) to the terms of the lease and utility agreement(s). Broker is given the exclusive right to screen and approve or disapprove prospective tenant(s). Owner(s) warrants that the unit to be managed is a legal rental unit and rental of same will not be in violation of any rules, laws, or ordinances. Owner(s) agrees to indemnify Broker in the event that the unit managed is not a legal rental unit or is in violation of any rules, codes, ordinances, or laws. Owner(s) agrees that they alone own the managed properties and that there are no other undisclosed owners of the properties.

UTILITIES: Broker’s authority shall include establishing new services and/or modifying existing utility services including: telephone, water, gas, electric, cable/satellite including, (DirecTV, Comcast, AT&T, Lifestream, etc.); authorizing repairs; on behalf of Owner(s) and thus bind Owner(s) to the terms of the agreement(s).

Property Address: _____

County of _____

All Legal Owners on Deed:

X
Printed name: _____

Witness 1

Witness 2

SWORN TO AND SUBSCRIBED BEFORE ME THIS ____ DAY OF _____ 20__ THE ABOVE SIGNATORIES WHO DID NOT TAKE AN OATH AND ARE ____ PERSONALLY KNOWN TO ME OR ____ PRODUCED TO FOLLOWING FORM OF ID _____

NOTARY PUBLIC SIGNATURE

(SEAL HERE)

COMMISSION # _____

PRINTED NAME

COMMISSION EXPIRATION DATE ____/____/____



OWNERS REQUEST FOR ADDITIONAL INSURED RIDER

Owner is responsible for completing form and submitting to Manager and Insurance Company

FROM: _____

RE: PROPERTY ADDRESS: _____

TO: Company Name: _____

Policy #: _____

Local Agent: _____

Agent's Phone #: _____

Email address: _____

Claims #: _____

Dog Exclusions if any: _____

MESSAGE:

Please mail a certificate of insurance naming International Golf Realty as "additional insured" to the name and address below.

International Golf Realty
559 W. Twincourt Trail #603, St. Augustine, FL 32095
Tel: (904) 940-9990 Fax: (904) 940-9989
Info@igolfrealty.com

X _____
Printed Name

Date



Property Address: _____

Form W-9
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

INDIVIDUAL NAME or BUSINESS NAME as reported on 1099 -MISC:

Select One: Individual Partnership LLC Corporation Exempt

Mailing Address for 1099:

Requested by:
Golden Realty and Property Management, Inc. dba
International Golf Realty
559 W Twincourt Trail, Suite 603
St Augustine, FL 32095

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 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 or TAX ID NUMBER:

If Partnership, list % of each partner below:

_____% _____
_____% _____

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued).
- 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
- I am a U.S. citizen or other U.S. person (defined below).

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 4.

SIGNATURE

DATE

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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, 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:

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

Note. If 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 on any foreign partners' share of income from such businesses. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



AUTHORIZATION FOR DIRECT DEPOSIT / ACH TRANSFER

559 W. Twincourt Trail #603
Saint Augustine, FL 32095
TEL (904) 940-9990
FAX (904) 940-9989
www.igolfrealty.com

Rental Property Address: _____

I (We) hereby authorize International Golf Realty, hereinafter called COMPANY, to initiate credit entries for Rent Proceeds from our investment property(s) to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U. S. law.

Account Name(s) as it appears on your BANK (Financial Institution) Account:

BRANCH NAME: _____

BANK (Financial Institution) Address: _____

City _____ State _____ Zip _____

Routing Number: _____

Account Number: _____

Type of Account: _____ Checking or _____ Savings

This authority is to remain in full force until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

X
Printed Name: _____ DATE _____

Owner's Email Address _____
(Required for ACH online notification)

Important: If the ACH deposit is to go to a Checking account, PLEASE ATTACH A VOIDED CHECK TO THIS FORM

- All written credit authorizations must provide that the Receiver may revoke the authorization only by notifying the Originator in the manner specified per the authorization.
- Single entry reversals do not require authorization by the Receiver. Therefore, previously recommended language regarding the initiation of possible debit entries is no longer stated in the authorization.
- The underlined language in the authorization above represents the disclosure requirement associated with the clarification of OFAC economic sanction policies upon ACH Network Participants.



PROPERTY INFORMATION and OWNER DISCLOSURE

559 W. Twincourt Trail #603
Saint Augustine, FL 32095
TEL (904) 940-9990
FAX (904) 940-9989
www.igolfrealty.com

1. **PROPERTY ADDRESS:** _____

2. **LEGAL OWNER(S):** _____

3. **CONTACT 1:** _____ (Check all preferred methods of Contact)

Mobile: _____ Alternate: _____ Email: _____

4. **CONTACT 2:** _____

Phone: _____ Alternate Phone: _____ Email: _____

In the event of an Emergency, does above named person have authority to authorize repairs? Yes No

5. **EMERGENCY CONTACT 2:** _____

Phone: _____ Alternate Phone: _____ Email: _____

In the event of an Emergency, does above named person have authority to authorize repairs? Yes No

6. **HOMEOWNER or CONDO ASSOCIATION:**

Association Management Company: _____

Website: _____ Contact Name: _____

Phone: (_____) _____ Email: _____

7. **HOME WARRANTY COMPANY:** OWNER agrees to provide Broker with a copy of this policy

Company Name: _____ Policy # _____

Website: _____ Expiration Date: _____ Deductible: \$ _____

8. PET RESTRICTIONS: Property will be advertised as “Pets Negotiable”. If Pets are NOT allowed, please indicate below. Please keep in mind that 80% of all households have some kind of pet. We can NOT discriminate against persons with service animals, even if pets are forbidden by HOA or Insurance Company. Pet restrictions are often imposed by Condo, HOAs, or Insurance Company. It is the Owners responsibility to check these restrictions and inform Broker in writing of any limitations.

NO PETS Pets limitations _____

PROPERTY DISCLOSURE: Please disclose all known facts that materially affect the value, use, or occupancy of the Property: _____

Printed Name: _____

DATE