



FULL MANAGEMENT AGREEMENT ANNUAL/LONG TERM RIGHT TO LEASE AND MANAGE REAL PROPERTY

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

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:

- _____ RIGHT TO LEASE FULL MANAGEMENT AGREEMENT (sign and date pg. 8)
- _____ PROPERTY and OWNER INFORMATION and DISCLOSURE (pg. 10-11)
- _____ FORM W-9 (Tax reporting form required by IRS - pg. 12) or FORM W8EIC for Non-Resident aliens
- _____ KEY RECEIPT FORM (pg. 13) for new property, complete and return with keys
- _____ PERSONAL IDENTIFICATION (Legal copy of Driver's License or Passport)
- _____ LEAD PAINT DISCLOSURE on properties built prior to 1978 (pg. 14)
- _____ REQUEST FOR ADDITIONAL INSURED RIDER (pg. 15)

OPTIONAL:

- _____ SPECIFIC POWER OF ATTORNEY (pg. 9)
- _____ AUTHORIZATION FOR DIRECT DEPOSIT OF OWNER'S FUNDS (pg. 16)

ADDITIONAL ITEMS NEEDED:

- _____ \$100.00 Marketing fee (One Time charge)
- _____ KEYS: Eight (8) Door keys (per lock), plus (4 each) Mailbox, Storage, etc.
- _____ RECREATIONAL/FITNESS/AMENITIES keys, card keys, passes, or fobs
- _____ COMPLETED AMENITIES AUTHORIZATION FORM
- _____ REMOTES (Garage, Gates, etc. 1 remote per GDO)

PREPARING YOUR PROPERTY FOR THE RENTAL MARKET

There are several actions you can take to prepare your property for today's rental market. In our experience, failure to implement these actions often results in "deal breakers" for prospective Tenants. These initial costs will ensure that you have an advantage over the competition in securing tenants for your property while adding value to your property at resale. Broker may require the property to be professionally cleaned before a new tenant moves in if the cleanliness does not meet Broker's standards.

Re-keying of doors: For the safety and security of all occupants, all access doors to the property are required to be re-keyed before a new occupant takes possession. Unless otherwise agreed in writing, Broker shall arrange for Re-key, and Owner shall pay expense. Owner shall provide Broker with (8) keys to each access door, plus (4 each) for the mailbox, storage, amenities, etc.

Appliances: Matching kitchen appliances (same-color) and full-sized Refrigerators are essential for all properties. Washers and dryers are optional for houses and essential for condos. Stainless steel braided hoses are highly recommended.

Cleaning: Owner agrees to clean property or allow Broker to clean in accordance with Broker's cleaning guidelines for new tenant.

Window Treatments: 2" faux wood blinds in white or off white are Highly Recommended.

Garage door opener/remote: Garage door openers are expected by tenants and essential if the property has a garage.

Yard/Lawn Maintenance: Tenants can be expected to be responsible for mowing, trimming, and weeding of flower beds. However, we strongly recommend Owners provide an automatically controlled irrigation system and provide service for fertilization, weeds, pest control, and major pruning. While not mandatory, experience tells us that tenants generally will not pay for these "extras", and it can be very costly to the Owner if ignored or left to the Tenant.

Utilities: Electric power and water are to be turned on at all times. It's difficult to show a home without electricity, and an un-watered lawn can be costlier to the Owner in terms of dead grass/shrubs and HOA penalties, not to mention the loss of potential tenants.

Touch up paint: Touch up paint is considered normal wear and tear and is the responsibility of the Owner. We recommend Owner provide extra paint, as many tenants like to touch up while they live in the house, and it helps the house show better to future rental prospects. It also ensures that the Tenants use the RIGHT color and sheen of paint, avoiding costly repairs at the end of the tenancy. Flat paint in the common areas touches up the best, but eggshell, satin, and semi-gloss are recommended in the kitchen and bathrooms.

Extra Filters: The Heating/Cooling system can be expensive to repair. To prolong the life of the HVAC system we recommend Owners pay for an **A/C maintenance contract** and provide extra filters to the Tenants. This usually encourages Tenants to change the filters more frequently and can save the Owner money in the long run.



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THIS RIGHT TO LEASE AND MANAGE AGREEMENT ("Agreement") is entered into on [redacted] (insert date) between Golden Realty and Property Management, Inc. dba INTERNATIONAL GOLF REALTY ("Broker"), hereafter referred to as "Broker" or "IGR" and [redacted] ("Owner"), the owner or legally appointed representative of the premises, hereafter called LANDLORD, who agree as follows: The Broker is appointed the EXCLUSIVE AGENT to rent, lease, operate, control and manage the following property. LANDLORD affirms that they are the exclusive owners of the premises and all co-owners shall sign this agreement. Property described below, including any personal property left on site (collectively, "Property") located in [redacted] County.

FULL LEGAL ADDRESS: [redacted]

Owner certifies and represents that Owner has the legal authority and capacity to lease the Property and the Property to be leased is a legal rental unit and rental of this property will not violate any laws, ordinances or rules. Lead Paint Disclosure required if built prior to 1978. (See Disclosure Statement pg. 13)

1. LEASE TERMS: Owner authorizes and agrees that Broker may offer the Property for lease at the following rates and terms: Owner accepts a minimum lease term of [redacted] (6, if left blank) months and a maximum term of [redacted] (12, if left blank) months at the Market Rate determined by Broker through a comparable market analysis. Except as otherwise agreed to in any lease, Owner requires and agrees to accept a security deposit in the amount of 120% of one month's rent prior to tenant's occupancy. If negative issues are discovered during the screening process, an additional security deposit, or co-signer may be required. All funds due under the lease prior to occupancy will be collected prior to tenant(s) gaining access to the Property, unless a written agreement is reached, and the Owner approves. Owner acknowledges and agrees that Broker, as escrow agent, will deposit the escrow funds in a non-interest-bearing account with a financial institution chosen by Broker.

EFFECTIVE DATE: This Agreement, once signed by all parties, shall become effective on the date above.

2. TERM OF AGREEMENT: This Agreement shall be for an initial period of 6 months for the purposes of marketing for lease and will extend through the duration of initial lease signed. If not leased within initial 6-month period, Broker will continue to list for lease until this contract is cancelled in writing by Owner or Broker. Thereafter, this Agreement will automatically renew for a one-year term beginning at the end of each tenancy until canceled by either Owner or Broker upon sixty (60) days written notice to the other by certified mail in U.S. or regular international mail prior to the anniversary date of this Agreement. BROKER reserves the right to terminate this agreement with 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'S actions or inactions violate the terms of this management agreement or are illegal, improper, jeopardize the safety or welfare of any TENANT(S) or other person's interfere with this management agreement, code violations occur on the property, a foreclosure action is filed against the LANDLORD or LANDLORD is delinquent in the payment of any taxes, fees, assessment, fees, bills, fines or any other financial obligations related to the premises or the BROKER. BROKER may at its option continue to hold LANDLORD liable for any commissions due, fees due or monies owed BROKER, if the TENANTS remain in the property after such termination by BROKER. If termination occurs, LANDLORD shall immediately hire a Property Manager or provide BROKER with a Florida bank account for BROKER to transfer any deposits held on behalf of the TENANT.

3. BROKER'S AUTHORITY: Broker is granted by the Landlord the right to manage the property as the Broker deems necessary, to conduct a background check on the Tenants, to screen and approve or disapprove prospective Tenants, to collect all rental and other funds that may be due to Landlord, to cooperate with other Broker's or assign or sell the management account as Broker may see fit, to require releases from all parties in the event of a controversy before disbursing funds and to do all those things Broker deems necessary for the efficient management of the property with the exception of authority or responsibilities expressly retained by Landlord in writing. If an applicant does not meet Broker's rental criteria and Broker feels that Landlord may wish to override Broker's judgment, Landlord may be given the opportunity to approve applicant based upon the information that Broker supplies Landlord. Broker is given the Exclusive Right to deliver, on Landlord's behalf, any default notices to Tenant as may be necessary. Any legal notices or institution of eviction or damage proceedings against Tenant, through the courts or otherwise, must be taken by the Landlord individually or, with the permission of Landlord, Broker shall hire an eviction attorney to perform the eviction. Broker does not practice law. Costs and Attorney fees to evict Tenant or otherwise will be paid by Landlord in advance and when due, and Landlord agrees to hold Broker harmless for same. In the event Tenant vacates, voluntarily or involuntarily, owing rent monies due under the terms of the lease or any renewals, and, if these monies are collected in whole or part in the future, Landlord agrees that Broker is entitled to a commission on any monies received in the percentage as set forth in this agreement and agrees to remit same to Broker. Broker is not a debt collector and shall be under no obligation to collect monies owed and/or file a civil suit against a Tenant for monies owed when Tenant vacates.

5. AUTHORITY TO LEASE: Owner agrees to promptly refer to Broker all inquiries concerning the Property during the term of this Agreement. Owner expressly grants to Broker the authority to negotiate leases & renewals and agrees to accept a lease that satisfies

the Owner's criteria as expressly set forth in this agreement. Tenant may not take possession of the Property until the lease is fully executed. If Owner is to sign all leases, Owner agrees to execute & return any such lease to Broker by fax or overnight mail within 24 hours of Owner's receipt.

6. MARKETING: The Owner authorizes the Broker to market the property "For Rent" in one or more publications and/or on internet websites (e.g. Multiple Listing Services), social media, and print advertising at Broker's discretion, and to place "For Rent" or "For Lease" signs on the property, unless prohibited, or otherwise directed by the Owner. Broker is authorized to advertise the property at the MARKET PRICE, and Owner understands that it is their responsibility to pay for additional printed advertising of the property, if desired. The property will be available to the Agent for showing at all reasonable hours, and a lockbox will be installed unless otherwise directed by the Owner and/or the Tenant. Owner agrees to pay Broker a marketing fee of \$100.00 which is due at the time this Agreement is signed. If advertising fee is not received by Broker prior to Broker leasing property, Broker reserves right to deduct fee from owner proceeds.

7. OVERVIEW OF BROKER FEES:

Placement Fee	Placement Fee is equal to one (1) month's rent – paid on first month
Lease Renewal Fee	Renewal Fee is equal to one quarter (25%) month's rent
Monthly Management	12% of Gross rents, 10% if IGR manages multiple properties for Owner

8. PLACEMENT FEE: Owner shall compensate Broker for procuring a Tenant to rent the Property upon the terms set forth herein or as a lease agreed to by owner dictates, as follows: one (1) month's rent on new leases. Broker shall earn the fee stated herein upon procuring a ready, willing, and able Tenant. Owner shall pay Broker in full upon (i) the date on which all initial funds under the applicable lease have been collected, and the Tenant's lease term has begun; (ii) Owner's termination of this Agreement, or (iii) Owner's default under the lease or this Agreement. A breach or failure to perform by Tenant shall not entitle Owner to a refund of all or part of the fee stated herein. Broker does not guarantee any Tenant's performance under any lease.

9. LEASE RENEWAL FEE: Landlord agrees to pay Broker a Lease Renewal Fee of **25%** of one month rent each time the lease agreement is renewed with the same Tenant(s) or the lease is assigned by Tenant(s) with Landlord's permission.

10. MANAGEMENT SERVICES: Management services include collection of rent, maintaining an owner operating account for expenses relating to the management of the property, publishing monthly statements for owners, and an end of the year record with the *IRS Form 1099* mailed to Owner. Services also include taking Tenant requests for service needs, coordinating repairs and maintenance, property inspections for move-in, mid-term and move-out, monthly drive-by inspections of single-family homes, and disbursement of security deposits pursuant to Chapter 83, FL statutes. **Administrative Fees, Application fees and Late fees charged to Tenant:** If administrative fees and late fees are charged as additional rent under the lease and are collected by Broker from Tenants, 100 % of such fees will be paid to Broker. Such fees may cover items such as but not limited to notice delivery fees and late rent collection services. Broker has the sole right to waive late fees. Broker may retain these fees from the security deposit, first applying security deposit funds to damages or amounts due the Landlord and then applying accumulated late charges against the deposit and retaining same.

11. MANAGEMENT COMMISSION: In addition to the fees set forth above, Broker shall be entitled to a commission of 12% of rents or money paid by the Tenant or any other party each month or in the event of a full or partial buy out of the lease by the Tenant. If Tenant prepays rent in advance, such rent must be held in escrow and will be distributed to Landlord minus the commission and any money owed by Landlord each month when it becomes due.

12. TAX IDENTIFICATION: US citizens must provide a Tax ID number on a W-9 and a citizenship statement to be exempt from 31% IRS withholding tax. Non-US citizens may provide a signed form W-8ECI with their ITIN number to be exempt from 31% withholding tax but are advised to seek the advice of an accountant before signing IRS form W-8ECI which states that the signer is exempt from US back-up withholding because their rental property is a business.

13. NOTICES: Whenever notice shall or may be given to Broker by Owner, each such written notice shall be faxed or mailed to the Broker's address listed herein or such other address as Broker may designate. **Broker's Address for Notice: International Golf Realty, 559 W. Twincourt Trail #603, St. Augustine, FL 32095. Phone (904) 940-9990 • FAX (904) 940-9989.** Whenever notice shall or may be given to Owner by Broker, Broker may serve notice to Owner by mail, fax, or by e-mail at the permanent address given on attached Property Information Forms. In certain instances, Broker may request communication by email, mail, fax, or other electronic means, and if so, such communication shall be binding and legally sufficient.

14. DEPOSITS: According to Florida law, deposit money and advanced rent must be held in a Florida Banking institution. Owner agrees that Broker, as escrow agent, may deposit the escrow funds in a financial institution chosen by Broker. Broker's financial institution, Broker or any of its related companies may obtain a direct or indirect benefit in connection with such deposit to include interest earned, if applicable. If LANDLORD is holding these funds, LANDLORD shall comply with Florida law as to the manner in which the funds are held and will comply with the law pertaining to the disposition of the deposits when the Tenant vacates, holding BROKER harmless for LANDLORD'S failing to comply with Florida law and indemnifying Broker if Tenant institutes any litigation regarding the deposits against Broker. Owner and Tenant Responsibilities and additional rental terms will be detailed on the PROPERTY and OWNER INFORMATION pages attached to and incorporated with this Agreement. The Property will be available for occupancy commencing on _____ (the date this agreement is signed, if left blank). Upon Tenant vacating, the Broker may withhold one-half (1/2) of last month's rent to prepare the property for the next Tenant. This will be added to the repair reserve and returned to the Owner if not used. Broker shall provide Owner with an attorney prepared lease and any extensions and renewals thereof, prepared by an attorney of Broker.

15. PROCEEDS: Broker shall send Owner the proceeds collected from the rental of the property minus the rental commission, fees, and any costs and expenses provided for in this agreement when monies have cleared the Broker's bank on or about the 15th day of each month for rents paid on time. Rents received late are generally disbursed to Owner within 10 business days of receipt. In the event that a prospective Tenant places a deposit with Broker or Owner and Tenant fails to execute a lease or to take possession, said deposit or any portion thereof, if retained, shall be disbursed 50% to Owner & 50% to Broker, not to exceed the amount that Broker would have received as its rental commission. In order to minimize legal disputes and liability to both the Landlord and the Broker, Broker retains the Sole and Exclusive Right to refund ANY deposit in full, or part, to an applicant or Tenant who has or has not signed a lease agreement upon the advice of Broker's legal counsel. Landlord agrees to hold Broker harmless. This is to avoid litigation for the Landlord and the Broker. Broker may send Landlord proceeds by check, direct deposit or ACH. Landlord shall provide Broker with all necessary information for ACH deposits. If Broker has sent proceeds to Landlord and the Tenant's payment is not honored, Landlord shall immediately refund such payment to Broker upon demand.

16. EXCLUDED AMENITIES: All appliances, hot tubs, grills, fans, and amenities on the premises must be maintained by the Landlord unless Landlord discloses exclusions to Broker in writing in advance. The property includes the entire premises in full UNLESS any areas such as shed(s), storage closet(s), garage, attics, crawl spaces, other storage areas or rooms are specifically excluded by LANDLORD in writing. **EXCLUDED ITEMS:** _____

17. FURNISHINGS/WARRANTIES: The Landlord shall deliver a copy of the furnishings inventory if furnished or, in the alternate, pay \$35/hr. for this service. (This fee is subject to change with notification by first class mail). It is Landlord's responsibility to keep the inventory current. Landlord shall deliver copies of any Home Warranty or Service Maintenance Agreements to Broker that exist at the time of listing, as well as any subsequent renewals. If no current Warranties or Service Contracts are received as of the time this Agreement is accepted, Broker shall assume none exists. If contracts are expired, and new contracts are not received by Broker, Broker shall assume the contracts or warranty was not extended by Landlord. Landlord will provide basic window treatments and their hardware or authorize Broker to purchase and install same. Screens on all windows are required by Florida law, and all windows must be operational. If Tenant demands screens or windows repairs, Landlord agrees that Broker is authorized to purchase screens and or make windows repairs or replacements at Landlord's expense.

18. CONDITION OF PROPERTY: Owner certifies that all heating, cooling, plumbing, electrical systems, and all appliances are in good working condition, and Owner shall be responsible for the maintenance or replacement of same. Owner certifies that all heating, cooling, plumbing, electrical systems, and all appliances are in good working condition, and Owner shall be responsible for the maintenance or replacement of same. Owner certifies that the roof is watertight, and that water does not enter living areas either from rain or subterranean sources, and Owner shall be responsible for the maintenance or replacement of same. Owner certifies that the Property is in good habitable condition, there is no mold, mildew, or any water intrusion on the premises, and is in compliance with all applicable laws, ordinances, and regulations of all governmental authorities. Owner agrees to maintain lawn, pool, and utility services while the property is vacant. If the Owner wants the Broker to procure any cleaning or repairs; The Owner agrees to provide Broker with a check for **\$300**, along with this signed Agreement, to be held in an Owner's Operating Account AND/OR pay any invoices upon demand. These funds are to be placed in the Owner's Escrow Account and can only be used for the following purposes: (a) payment of any repairs, cleaning, or other expenses that Owner authorizes during the term of this Agreement, (b) any additional ads Owner authorizes. Upon termination of this Agreement, the \$300 or any balance remaining in escrow account will be reimbursed to Owner.

19. KEYS: Upon execution of this Agreement, Owner will provide a minimum of (8) sets of keys for each door lock, (4) mailbox keys, at least (1) gate opener if applicable, and at least (1) garage door opener for each garage door if applicable, plus at least (2) sets of any security keys, pool keys, and amenities passes or keys as applicable. Owner authorizes Broker to have keys made and/or replace or re-key locks and to reimburse Broker for same if not provided. Broker may re-key door locks at Owner's expense during periods of vacancy to reduce Owner liability risk.

20. LOCK BOX AUTHORIZATION: After marketing, Broker may utilize a lock box to access the premises, unless specified by initialing here _____. Lock boxes are used to allow easy fast access to show the premises to a prospective Tenant, as well as for maintenance and repairs. If a lock box is authorized, Landlord shall hold Broker, persons working through Broker, and Broker's local Realtor Board/Association harmless for any claims, vandalism, or theft arising out of the lock box misuse by a criminal. Owner authorizes Broker to deliver the key to the Property for any cooperating real estate broker or salesperson for the purpose of showing the Property, or maintenance or repair person for making repairs to the Property. Owner is advised to secure or remove valuables from the Property. If Property is Tenant occupied, Tenant must give written approval or acknowledgement before a lock box is used. Broker may employ a key check out system or provide key box codes to prospective Tenants and/or their real estate representatives. Unless Broker receives written notice otherwise, Owner approves the use of alpha or numerical coded lock box for access as described above.

21. UTILITIES: If ALLOWED BY LAW AND UNLESS OTHERWISE AGREED TO BY THE PARTIES, Tenants are required to have electric, water, gas service, and all other utilities in their own name. In any lease where the Tenants shall have use of the Landlord's utilities and be responsible for all or part of the bills, Landlord shall pay the entire bill in a timely manner and forward copies to this office for reimbursement. If agreed to, under no circumstances shall Landlord cause the termination of these services, and Landlord agrees to indemnify Broker for any damages or litigation fees/cost incurred by Broker if Landlord improperly terminates a utility service. Florida law specifically prohibits the direct or indirect termination of utilities and utilities are defined broadly. Broker will deduct expenses due Landlord from Tenant's security deposit, to the extent funds are available at the end of the lease in any current rental agreement. Landlord agrees that Broker shall be in no way responsible for nonpayment of or theft of any utility service by Tenants. At the request of Broker, Landlord may be required to have water and electric service turned on if the premises are not occupied. This is to allow for proper showings, to maintain the property, and to protect the pool if applicable. Landlord has agreed that it has disclosed in writing any issues regarding utilities including water quality problems.

22. OWNER OPERATING ACCOUNT AND AUTHORITY TO ORDER SERVICES: Owner will maintain **\$300.00** in Owner's operating account held by Broker for repairs and recurring expenses. If operating funds are not received by Broker prior to Broker leasing property, Broker reserves right to fund operating account with rent proceeds or pet fees received by Broker. Broker is not limited to such an amount when ordering emergency repairs to the property; this limit is only for repairs of a non-essential or decorative nature. Broker has authority to order and sign for appliance repairs, AC/heating repairs, emergency water restoration service at time of leak or flood, and other routine maintenance services in the name of Owner and indebted Owner for repairs and services as Owner's agent. Owner agrees to pay any balance due to Broker within 15 days of receipt of a statement of account. Should any balance remain for thirty (30) days, Broker may add a collection fee equal to one and one half (1½) percent per month commencing on the thirty first (31st) day of such non-payment. If a repair is an emergency (water leaking, flood, septic back up, no running water, no hot water, electrical hazard, refrigerator failure, air conditioner or heat failure, or some other condition which threatens the safety or health of your tenant), Broker will order repair immediately to protect property and the Tenant's rights. Owner gives Broker the authority to access the property to make repairs and to protect the property and the Tenant's rights. Owner gives full authority to Broker to indebted Owner to have repairs made, to purchase necessary supplies, to hire and discharge on your behalf any and all vendors necessary for the maintenance and operation of the property and to pay all bills from Owner's revenue accordingly. Any vendors hired to make repairs or improvements shall not be deemed employees of International Golf Realty, and International Golf Realty shall not be responsible for their acts or omissions. Any Vendor Discounts will be given to Broker. Broker will arrange for all repairs, inspections, maintenance, cleanings, and for preparation of property for tenant ready condition, unless Landlord has notified Broker in writing prior to the commencement of repairs to use someone else that Landlord has selected, and Landlord makes arrangements with the third party directly. Landlord agrees that they shall pay third party directly and shall indemnify and hold Broker harmless for payment of same or said vendors' failure to abide by state, local or federal law or in the event of pre-1978 properties, the failure of such vendor to be certified under the Federal RRP rules. At Broker's option, if there are not sufficient funds to make a repair, Broker can require payment by Landlord prior to making the repairs. Landlord shall hold Broker harmless for any delay or failure to make a repair if the funds are not available.

23. LANDSCAPING: Even if Tenant is responsible in the lease agreement for lawn care or landscaping, Landlord understands and agrees that drought, pests, and Tenant neglect is common and that it is extremely difficult to expect the Tenant to maintain the landscaping as would the Landlord. Landlord is urged to have professional lawn/landscaping services and holds Broker harmless for the Tenant's failure to properly maintain the landscaping. Broker highly recommends that Landlords pay for regular fertilization, pest control, and annual mulching as a minimum for all homes and townhomes.

24. POOLS: Landlord shall maintain a professional licensed and bonded pool service for pool care (if one exists) at Landlord's expense. If the property is vacant or the lease requires the Tenant to maintain this service and the Tenant fails to do so, Tenant shall be in breach of the lease agreement and broker may hire a pool service or pool service of Landlord's choosing to avoid damage to the pool. Fair Housing laws prohibit us from requiring a Tenant to sign any type of liability waiver or deny families with children to rent due to the pool. If you have a pool, we recommend that you raise your insurance coverage as the cost to raise it is minimal.

25. SMOKE DETECTORS AND FIRE EXTINGUISHERS: Florida Landlord Statute requires single family Landlords to install working smoke detectors at the beginning of occupancy. Smoke detectors do have a limited life span and must be replaced every 5 years at Landlord's expense. It is also recommended that Landlord provide 1 or 2 fire extinguishers on the property for extra safety insurance.

26. INSURANCE/FEES/TAXES/CHARGES: LANDLORD shall pay directly any condominium/HOA maintenance fees, taxes, insurance, mortgages, assessments, and other charges. BROKER is not responsible for paying these sums on behalf of Landlord unless there is a written agreement to the contrary. Landlord agrees that they shall maintain public liability insurance coverage on the property at all times in an amount not less than \$100,000 per person and \$300,000 per occurrence and shall furnish Broker with proof of insurance and a copy of the declaration page. **Landlord agrees to notify the insurance company that the premise is being used as a rental.** Landlord agrees to and does hereby indemnify and hold harmless Broker, its employees, agents, and assigns from any and all claims, suits, damages, costs, losses, and expenses arising from the management of the property and from any injury to persons and/or property occurring on or about the premises unless due to Broker's negligence. Landlord agrees to indemnify Broker for any damages suffered as a result of any lapse in or failure by Landlord to maintain insurance coverage. If Tenant is required to purchase "Renters Insurance", Landlord agrees and understands that Tenant may discontinue coverage without notice to Broker and that "Renters Insurance" is primarily for the Tenant's personal property and not the premises or for injury to persons on the property or damage to Landlord's property. If the Landlord required the Tenant to purchase Renters Insurance, Landlord must direct Broker in writing prior to tenants signing the lease and must specify what type of Renters Insurance is required. Landlord agrees to hold Broker harmless for any damages suffered as a result of any lapse in or failure by Tenant to maintain insurance coverage. Owner agrees to pay for all HOA/COA dues and to allow Tenants to use all facilities available during the term of the lease.

27. DOGS: Landlord/Owner affirms that dogs **ARE** covered by the Landlord's liability insurance, unless one of the following boxes are checked: Dogs are NOT allowed Pets are NOT allowed The following Breeds are not accepted by Owner, HOA, or Owner's insurance Company: _____ Landlord is responsible for verifying insurance coverage with their insurance agent. Landlord agrees and understands that Service Animals for persons with disabilities are not considered pets and must be allowed. No pet fee or pet deposit can be collected for a Service Animal.

28. COMPLIANCE WITH DECLARATION OF CONDOMINIUM, HOME OWNERS ASSOC. TAXES & ASSESSMENT: If rental unit is governed by a Condominium or Homeowner's Association, any lease 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 time of this agreement with copies of all Association Covenant, Restrictions, Regulations, and/or forms required to lease property, and fees to be paid by Tenant. In a condominium unit, the lease 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 shall 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. Owner agrees to pay for all HOA/COA dues and to allow Tenants to use all facilities available during the term of the lease.

29. 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 freezes, 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.

30. 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 and/or treatment to help defend Landlord and Broker from claims made by the Tenant.

31. NON-DISCRIMINATION: Owner and Broker agree that the Property is offered for rent in accordance with the CIVIL RIGHTS ACT OF 1968, TITLE VIII FAIR HOUSING, and any amendments thereto, which provides that it shall be unlawful to refuse to rent, after making a bona fide offer, or refuse to negotiate for the rental of, or otherwise make unavailable or deny a dwelling to a person because of race, color, age, religion, sex, national origin, familial status or disability.

32. TENANT HISTORY: Broker will obtain a standard credit and background report as available (hereafter, "Tenant Report") on Tenant applicants from a credit bureau of Broker's choosing unless otherwise waived by Owner in writing for all tenant applicants for the property. Owner acknowledges and understands that the Tenant Report (i) may not be all inclusive, (ii) may not provide information from all local jurisdictions within the United States, and (iii) will not provide information from jurisdictions outside the United States. Neither the company providing the Tenant Report, nor Broker warrant the completeness nor accuracy of the information contained therein. Owner understands and agrees that other than the Tenant Report, Broker will not undertake any additional investigation of any Tenant's suitability or creditworthiness. Broker will charge for Broker's sole benefit application fees from prospective tenant. **Due to laws which may affect disclosure of private and credit information, OWNER shall not be provided with the TENANT'S credit report and/or application unless specifically authorized in writing by the Tenant(s) and the provider of the credit report.**

33. TENANT'S SECURITY DEPOSIT, DAMAGES OR MISSING ITEMS: Broker is not responsible for damages to the premises under any circumstance or for items missing, switched out, lost or damaged under any circumstances, including but not limited to theft, vandalism or negligence of Tenants or their guests. In the event Tenant damages the premises or owes any monies to the Landlord, Broker is given the exclusive authority to determine in its professional judgment the amounts due, charge the Tenant accordingly as per Florida Statutes 83.49 and/or settle with the Tenant. Broker is given the power to make claims upon the security deposit on behalf of Landlord, and Broker shall not be held liable for any failure to make claims on any damages which were not readily apparent to Broker. Landlord understands and agrees that the Security Deposit belongs in full to the Tenant unless a claim is made upon the Security Deposit, and Broker is hereby granted the sole authority to make claims as Broker deems appropriate. Landlord shall not interfere with this process and shall accept Broker's claim if any on the security deposit. If Landlord is holding the deposit, Broker shall have no responsibility for making any claims on the deposits, and Landlord shall be responsible for complying with Florida Statutes 83.49, the procedures, forms and time limits imposed. Broker shall provide Landlord with a copy of Florida Statutes 83.49 upon request or Landlord may obtain a full copy of the Landlord/ Tenant law for free by going to www.evict.com.

34. VACANT UNITS: Vacant units are increasingly subject to vandalism, squatters, theft and damage to air conditioning compressors. Broker shall check and/or show vacant units at least once a month. If more frequent checking is requested, this must be negotiated separately between Broker and Landlord and there may be additional charges. Under no circumstances will Broker be held liable for any loss or damage to the vacant premises. Landlord agrees to pay for additional cleaning that may be required to ensure the property is in move-in condition. **Landlord is aware that often Homeowner's insurance does not cover vacant properties and should consult their insurance agent.**

35. VACANCIES, EXTENSIONS AND RENEWALS: Landlord agrees to pay Broker according to the above schedule if the property is vacant and during the Tenant(s) occupancy together with any renewals or extensions thereof or for any new lease or rental between parties.

36. LANDLORD CONTACT WITH TENANT(S): Landlord agrees and understands that if Landlord has any contact with the Tenant in person, by mail, by phone or otherwise, in the event of a legal dispute which results in litigation, the chances become extremely high that the Landlord will have to testify in person in court. Broker strongly urges that all contact with Tenants be made by and through Broker. Landlord agrees that contact with the Tenants may be grounds for Broker terminating this agreement and continuing to hold Landlord liable for all commissions due.

37. LIEN RIGHTS, ATTORNEY'S FEES and LIMITATION OF LIABILITY: Pursuant to section 475.42 (1) (J), Florida Statutes, Owner hereby authorizes Broker to record a lien against the Property to secure payment of any amounts due under this Agreement or any addenda hereto. In the event of any litigation arising out of or relating to this Agreement, the prevailing party shall be entitled to recover its attorney's fees and costs, including fees and costs incurred on appeal. In no event shall Broker or its associates be liable to Owner for damages of any kind in excess of the commission paid to Broker under this agreement.

38. MANAGEMENT COMMISSION IN THE EVENT OF LANDLORD DEFAULT: Unless otherwise agreed to in writing between Landlord and Broker, in the event Landlord is in default in the payment of any mortgage, vendor bill, fee, taxes, assessments, insurance payment(s), HOA or Condo Fees, dues, or any other amount(s) due to a third party related to the premises or if the Tenant is served with a Notice of Lis Pendens or any demands are made by a mortgage holder, servicer, HOA or Condo Association, AND the Broker is continuing to manage the property, the management commission shall immediately change to a commission of **15%** of rents or money paid by the Tenant, or any party, each month or in the event of a full or partial buy out of the lease by the Tenant. Plus, Landlord shall owe any additional fees as outlined in **FORCLOSURE PROCEEDINGS, ASSIGNMENT OF RENTS** paragraph below.

39. FORECLOSURE PROCEEDINGS, ASSIGNMENT OF RENTS: In the event the property becomes subject to liens and/or foreclosure proceedings and/or a condominium or homeowner's association or mortgagee exercises any right to an assignment of rent they may have or a receiver is appointed, Landlord agrees that Broker shall comply with any court order and/or at the Broker's discretion disburse rent monies to the requesting party based on the advice of Broker's legal counsel. If any of the aforementioned occurs, Landlord gives Broker the full right and authority to disburse the security deposit or advance rent held by Broker to any party including the Tenant even if the Tenant is still residing on the premises or owes rent. If Broker continues to manage the property and property becomes subject to liens and/or foreclosure proceedings and/or a condominium or homeowners' association or mortgagee exercises any right to an assignment of rent they have, or a receiver is appointed, Landlord agrees to pay an additional fee to Broker each month in the amount agreed to by the Broker and Owner.

40. COLLECTIONS AND SMALL CLAIMS COURT CASES: Broker is not an attorney or licensed debt collector and shall not engage in any collection activity including but not limited to Small Claims Court cases, or placing the account with a collection agency for Landlord for monies that may be owed by Tenant after Tenant vacates, or for prosecuting checks or money orders from Tenant that may be returned NSF, Closed Account, or Stop Payment. Landlord may hire a collection agency or attorney of their choosing.

41. VENUE, JURISDICTION AND GOVERNING LAW: Owner and Broker agree that venue for any litigation arising out of, or relating to, this Agreement shall be exclusively in the county where the Broker is located, and each consent to personal jurisdiction in the State of Florida and in St. Johns County. This Agreement shall be construed and governed in accordance with the laws of the State of Florida. In the event of any litigation between the Landlord and Broker, the prevailing party shall be entitled to an award of all attorney's fees and costs.

42. SALES COMPENSATION: If Owner agrees to sell or otherwise transfer the Property during the term of this Agreement or the term of any lease entered into during the term of this Agreement, including any renewals or extensions of either (or within 180 days after termination or expiration of either) to a (i) tenant, relative of tenant, or (ii) person who occupied or resided at the Property with tenant, or (iii) a customer who was introduced to the Property through Broker, Owner shall pay Broker an amount equal to **4%** of the gross purchase price as a sales commission, unless otherwise agreed to in writing. Such commission shall be paid to Broker at closing. However, closing shall not be a prerequisite to Broker's fee being earned and shall be in addition to any other amounts due Broker. In the event of a default by the buyer, Broker shall be entitled to receive one half of all deposits retained by Owner as liquidated damages in the transaction, not to exceed the amount which Broker would have received as its sales commission had there been no default. If the property is currently listed for sale with another broker, the commission due Broker shall be the co-op commission as listed in the MLS if different from the fee listed in this agreement.

43. 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 and 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.

44. ENTIRE AND BINDING AGREEMENT: This Agreement, which includes the Property Owner and Information Form and Owner's Handbook currently in use and all other Addenda attached hereto, all of which are 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 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.

45. SUCCESSORS and ASSIGNS: This Agreement is assignable by Broker, and this agreement shall be binding upon the successors and assigns of Broker and Owner and their respective heirs, administrators, executors, successors and assigns.

46. STATEMENTS: Broker shall provide Owner with a user name and password to access Income and Expense Statements through internet-based website. Owner acknowledges that statements will not be mailed.

47. SOLVENCY STATEMENT: Owner hereby states and affirms 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 rental property.

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 as a result of Owner's failure to keep all payments current.

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.

IMPORTANT FAIR HOUSING NOTICE: In compliance with the Federal Fair Housing Laws and any state or local laws or ordinances, please do not ask or expect Broker to place any restrictions on the 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 us from placing any such restrictions on the properties we handle for rent or from illegally discriminating in any way.

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 Sales Persons 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).

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 _____

Printed Name _____

X
Signature _____

X
Signature _____

DATE _____

DATE _____

FINAL 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

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



SPECIFIC POWER OF ATTORNEY (Optional – Highly recommended)

**To be valid - THIS DOCUMENT MUST BE 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 Sales Persons 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, Litestream, 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 Owner Names per Deed:

X _____
Printed Name:

Witness 1

Witness 2

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 ____/____/____



**PROPERTY and OWNER
INFORMATION DISCLOSURE
(MUST be fully completed by OWNER)**

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

To be completed fully by OWNER

1. LEGAL OWNER(s): _____

2. ADDRESS of Rental Property: _____

3. COMPLETE a W-9 (pg. 12 in this agreement) or provide Form W-8EIC for Non-Resident Aliens.

- IF A LEGAL PARTNERSHIP, complete a W-9 for each partner. Each partner receives separate share and individual Form 1099 Miscellaneous Income at year's end.

_____% Share Partner Name: _____

_____% Share Partner Name: _____

4. Complete and Return the Key Receipt Form (pg. 12).

5. Mailing Address for Notices and Funds Distribution (Required): _____

City: _____ State: _____ Zip: _____

6. CONTACT Name: _____ (Check all preferred methods of Contact)

Home Phone: _____ Cell: _____ Work: _____

Email Address: _____ Fax: _____

7. CONTACT Name: _____ (Check all preferred methods of Contact)

Home Phone: _____ Cell: _____ Work: _____

Email Address: _____ Fax: _____

8. EMERGENCY CONTACT (REQUIRED)

Name: _____ Tel: _____ Email: _____

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

Name: _____ Tel: _____ Email: _____

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

9. Lead Paint Disclosure required (if built prior to 1978). Year Built _____.

10. Market Status: This Property is listed for Sale with _____, Listing Broker. It is understood between the parties that the other sales 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.

Will Owner be listing property for sale during lease term? Yes or No
If yes, is Lease to include 60-day Notice to Vacate Clause? Yes or No

11. Home Owners or Condo Association Information:

Association Management Company: _____
Website: _____ Contact Name: _____
Phone: (_____) _____ Email: _____

12: Service Company Info. (Check who pays)

	Owner/HOA	Tenant
Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> _____	<input type="checkbox"/>	<input type="checkbox"/>
Pool Service Company: _____	<input type="checkbox"/>	<input type="checkbox"/>
AC Maintenance Service: _____	<input type="checkbox"/>	<input type="checkbox"/>
Lawn Service Company: _____	<input type="checkbox"/>	<input type="checkbox"/>
Fertilization/Exterior Pest: _____	<input type="checkbox"/>	<input type="checkbox"/>
Termite Bond: _____	<input type="checkbox"/>	<input type="checkbox"/>
Security Monitoring Co: _____	<input type="checkbox"/>	<input type="checkbox"/>
Water Softener Company: _____	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

13. Home Warranty Co: Please provide a copy of this policy. Expiration Date: _____
Company Name: _____ Policy # _____
Website: _____ Deductible: \$ _____

14. 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.

NO PETS Pets must weigh no more than _____ lbs. Pets limited _____
Pet restrictions are often imposed by Condo, Home Owners Association, or Insurance Company. It is the Owners responsibility to check these restrictions and inform Broker in writing of any limitations.

PROPERTY DISCLOSURE: Please disclose all known facts that materially affect the value, use, or occupancy of the Property. If none, please write "NONE":

Printed Name Signature Date

Printed Name Signature Date

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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <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"/> single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	4 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) (Applies to accounts maintained outside the U.S.)
Note. 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. Other (see instructions) ▶	
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional) International Golf Realty 559 W. Twincourt Trl, Ste 603 Saint Augustine, FL 32095 (904) 940-9990
6 City, state, and ZIP code	
7 List account number(s) here (optional) or Address of Rental Property	

Part I Taxpayer Identification Number (TIN)

Enter your SOCIAL SECURITY NUMBER OR 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

Social security number
TIN

Tax 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 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:

- 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
- 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); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Tax 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

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 **X** _____ Date: _____



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

**Key Receipt Form for
International Golf Realty**

PROPERTY ADDRESS:

IGR ACKNOWLEDGES RECEIPT OF:

HOUSE KEYS: _____

GARAGE DOOR KEYS: _____

MAILBOX KEYS: _____ M/B # _____

ADDITIONAL KEYS: _____

GARAGE DOOR REMOTES: _____

GATE REMOTES: _____

AMENITIES PASS/KEY/FOBS: _____

OWNER SIGNATURE

DATE

IGR REPRESENTATIVE

DATE

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS

Required for properties built before 1978

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 taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.*

Lessor's Disclosure (initial)

_____ (a) Presence of lead-based paint or lead-based paint hazards (check one below):

_____ Lead-based paint and/or lead-based painting hazards are present in the housing (explain).

_____ 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 one below):

_____ 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).

_____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgement (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 Acknowledgement (initial)

_____ (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) 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 provided by the signatory is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent of Lessor	_____ Date	_____ Agent of Lessor	_____ Date

**Blank form of this notice provided by:
LAW OFFICES OF HEIST, WEISSE & DAVIS, P.A.
1 800 253 8428**

**OWNER'S REQUEST FOR FREE
ADDITIONAL INSURED RIDER
(Recommended)**

FROM: **OWNER'S NAME 1:** _____
OWNER'S NAME 2: _____
OWNER'S NAME 3: _____
OWNER'S NAME 4: _____

CONTACT NUMBER: _____

RE: PROPERTY ADDRESS: _____

TO: INSURANCE COMPANY

Company Name: _____
Local Agent: _____
Address: _____

Agent's Phone #: _____
Agent's Fax #: _____
Policy #: _____
Dog Exclusions if any: _____

MESSAGE TO INSURANCE COMPANY:

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

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

OWNER SIGNATURE: _____

Date _____



AUTHORIZATION FOR
DIRECT DEPOSIT
-FOR NON-SECURITY DEPOSIT FUNDS-
OPTIONAL
Highly Recommended

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

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.

 Rental Property Address

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.

 Print Name

 Signature

 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 on the manner specified in 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.