

Legacy Leasing Services, Inc.

Joni Gerard, Broker

Dear Property Owner,

Thank you for choosing LEGACY LEASING SERVICES INC. to lease and manage your property. Leasing and managing investments for our property owners is our *only focus*; therefore, all of our staff, licensees and managers are specifically trained for property management situations.

Please complete the following tasks so we may get your property prepared to lease.

- Read and sign the Property Management Service Agreement
- Read and sign the Premium Services Plan
- Read and sign the New Property Set Up
- Complete the Property Information Sheet as best as you can
- Call your insurance agency and verify coverage minimums are at least \$100,000/\$300,000 and add Legacy Leasing Services Inc. as additional insured.

Have insurance company mail or fax us verification.

- Mail the originals with a check in the amount of \$75.00 payable to:

Legacy Leasing Services, Inc.
245 E. Park Ave.
Lake Wales, FL 33853

- Optional: Direct Deposit Authorization for owner proceeds

We will be mailing you a Property Owner Handbook for future reference. Please read through this handbook as it addresses many questions that may arise in the future. Feel free to call me if you should have any questions or concerns.

Sincerely,

Joni W. Gerard

Joni W. Gerard, PRM
Licensed Real Estate Broker & Property Mgr.

LegacyLeases.com

245 E. Park Ave. Lake Wales, FL 33853 • Office 863-676-0200 • Fax 863-678-0100

PROPERTY MANAGEMENT SERVICE AGREEMENT

THIS AGREEMENT made and entered into this ___ day of _____, 20___, by and between _____ hereafter referred to as "OWNER" and "LEGACY LEASING SERVICES INC." hereinafter referred to as "MANAGER, WITNESSETH: For in consideration of the mutual covenant contained herein, the parties hereto agree as follows:

EXCLUSIVE RIGHT TO LEASE AND MANAGE: The OWNER hereby employs the MANGER exclusively, giving the MANAGER the exclusive right to Lease and Manage under the terms and conditions as hereinafter set forth for the OWNER'S property described as _____ in Polk County. It is understood and agreed that the MANAGER is the sole procuring cause of any lease, written or oral that may be negotiated during the agreement, even if said lease may have been negotiated either directly or indirectly by the OWNERS themselves.

TERM: This agreement is entered into by the parties will automatically renew on January 1 of the immediate preceding year, (also known as the anniversary date) for twelve (12) months and automatically renews for (up to 10) twelve (12) month periods. Either party may cancel this agreement on the anniversary date by giving the other written notice to terminate this agreement at least 60 days prior to each said anniversary date. However, if upon receipt of cancellation notice from owner the property is occupied with renters then the term of this agreement shall extend to run concurrent with the term of the tenants possession in the property and shall not expire until property is next vacant. Owner may opt to cancel this agreement at any time by giving a 30 day notice and paying a cancellation fee of \$200.00, and all Manager's un-reimbursed cost and expenses including third party vendors and attorney's fees, if any.

MANAGEMENT COMPENSATION: In consideration of the services to be rendered by the MANAGER, the OWNER agrees to pay the MANAGER any and all of the following forms of compensation as may be applicable:

- A. FOR MANAGEMENT - Ten percent (10.0%) of gross rentals (\$100 minimum), due during the occupancy each month. The full monthly fee shall be assessed during any month that a tenant remains in full or partial occupancy, whether or not the tenant pays the rent due.
- B. FOR LEASING - Five percent (5.0%) of the total gross rentals due for one (1) year or more, (\$600 minimum). Manager shall lease the premises each time a vacancy occurs, unless otherwise directed by Owner in writing.
- C. LEASE RENEWALS - Three percent (3.0%) of the total gross rentals due on the renewal lease, (\$300 minimum). Any extension of the tenant occupancy shall be deemed a renewal of the previous rental term for the purpose of renewal compensation. Manager may at manager's discretion renew or terminate existing tenants, unless otherwise directed by Owner in writing.
- D. FOR SALE TO TENANT - If a sale or exchange of the managed property is effected to a tenant who occupies the property during the term of this agreement, or anyone acting on the tenant's behalf, Manager shall be considered the procuring cause of such sale and Manager shall be paid a commission of five percent (5.0%) of the purchase price or valuation upon the close of the transaction. This provision for sales commission shall survive any termination of this agreement.

MANAGEMENT AUTHORITY: The OWNER expressly grants to the MANAGER herein the following authority:

- A. Full management and control of said property with authority to collect all rent and other monies and securities from tenant in property and issue receipts thereof. The OWNER shall be responsible for and shall reimburse, or pay in advance as requested by MANAGER, all third party (vendor or repairman) expenses incurred or to be incurred by Manager pursuant to this agreement.
- B. To prepare and negotiate new leases and renewals and terminations of existing leases as deemed appropriate by MANAGER, MANAGER is authorized, for and in behalf of OWNER, to execute leases and lease renewals.
- C. To provide for any and all negotiating and contractual arrangement (in the name of the OWNER) by the MANAGER'S maintenance division or independent contractors for any and all repair services deemed necessary by the OWNER and/or the MANAGER, and to pay the MANAGER'S maintenance division or independent contractors for these services, repairs and improvements from the OWNER'S funds. On each improvement and repair item that exceeds \$350.00 (except emergency repairs), OWNER'S approval shall be obtained first. OWNER shall provide or bear cost of providing all keys to the premise.
- D. To advertise the premises when vacant. If OWNER chooses additional advertising or specialized advertising, it will be at the OWNER'S expense.
- E. To serve legal notices upon tenant and to prosecute in the name of the OWNER, or in the name of the MANAGER, and at the OWNER'S expense legal actions to evict tenants, recover rents and terminate tenancies, employing for these purposes a reputable attorney. Such attorney shall be deemed to be the attorney of the MANAGER and OWNER hereby specifically agrees that MANAGER may use said attorney as MANAGER'S attorney in any dispute between owner and manager. Owner acknowledges and agrees that any communication between owner and attorney shall not be deemed to be an attorney/client communication in any action between the owner and manager. Owner further authorizes the MANAGER to compromise and settle claims on the owner's behalf as may be deemed necessary in the MANAGER'S judgment.
- F. The OWNER agrees that MANAGER, without accounting to Owner, may collect as additional management fees, late fees, accrued interest, lease discounts (for early payment of rent), nonnegotiable check fees, application fees, vendor discounts (for early payment to repair/maintenance vendors) and administrative fees paid by tenant to Manager and that these fees are the property of the Manager to offset the Agent's expenses in enforcing the respective lease provisions. First funds collected from tenant each month shall be applied toward late fees; legal fees, court costs, NSF fees, and lease discount (if applicable) and lastly to rent. If the tenants do not pay these fees, Manager may deduct these fees from the Tenant's security deposit and/or last months rent.
- G. Interest received on the Manager's Trust Account, (if any) shall belong to Manager to assist in offsetting the expenses of maintaining the trust account. Owner agrees that Manager may require releases from all parties in the event of a controversy before dispersing trust funds.
- H. To pay any homeowner's association or condo association dues and deduct these dues from the owners monthly income statement.

MANAGEMENT RESPONSIBILITIES: The MANAGER agrees to accept the following responsibilities:

- A. To use diligence in the management of the premises for the period and upon the terms herein provided, and agrees to furnish the services of LEGACY LEASING SERVICES INC. for the renting, leasing, operating and managing of the herein described premise. However, Manager does not guarantee the payment of rentals by the tenant, but will make every reasonable effort to collect the same when and as they become due. Owner hereby authorizes Manager to employ collection agencies to assist in the collection of any outstanding tenant debt due.
- B. To render monthly statement of receipt, expenses and charges and to remit to OWNER receipts less disbursement. In the event the disbursement shall be in excess of the rents that are collected by the MANAGER, the OWNER hereby agrees to pay such excess promptly upon demand of the MANAGER. If in the MANAGER'S sole discretionary judgment, it may be

necessary or proper to reserve or withhold OWNER'S funds to meet obligations which are or may become due (including without limitation the Manager's compensation) thereafter and for which current income will not or may not be adequate, MANAGER may do so. In the event of a breach of this agreement on the part of the OWNER, the MANAGER may accelerate all fees due through the balance of this agreement. Owner hereby assigns to Manager all rents on the subject property as security for the obligations described herein. Said Agreement shall become absolute upon default by Owner. If mortgage company files a foreclosure action due to non-payment of mortgage, then Manager shall (1) be paid all fees due under the current lease, accelerated, and may deduct such fees from rents collected; and (2) freeze all Owner's funds on account for the express purpose of negotiating and settling any claim the rental tenants may have (if any) during their statute of limitations as a result of the property going into foreclosure.

- C. The Owner hereby represents and warrants to Manager that they are the sole owners of fee simple title to the property or is fully authorized to enter into this agreement as a binding enforceable agreement of the Owner(s) property. Owner has full right, power and authority to engage and appoint the Manager for the purposes and consideration herein set forth and to enter into this Agreement. Owner represents that the property is not currently subject to any outstanding defaults, foreclosure, contract for sale, option to purchase, contract for deed, nor any other contractual obligation which would conflict with, preclude or prohibit Manager from discharging its duties described herein. Owner has no knowledge of any environmental hazards related to property and agrees that if any environmental hazards arise that the Owner takes full responsibility of any cost in removing such hazards.
- D. Manager assumes no responsibility for other services than agreed to unless specified in the terms of this Agreement or in writing at a later date. Manager may assess an hourly fee for special services not specified in this Agreement.
- E. To deposit all receipts collected for OWNER (less any sums properly deducted or otherwise provided herein) in a Trust Account separate from Manager's personal account. However, MANAGER will not be held liable in the event of bankruptcy or failure of a depository and shall not be liable for bad checks or money not collected. Owner understands and agrees that rental disbursement will not be made until tenant funds have cleared Managers bank.
- F. Provide for authorized individuals to inspect the property as deemed necessary by Manager and to provide deposit evaluations at the expiration of a tenancy.

AGENCY AUTHORIZATION: Owner hereby constitutes and appoints Joni W. Gerard (President, Legacy Leasing Services Inc.) and/or Dolores A. Vogel (Vice President, Legacy Leasing Services Inc.) full power and authority to do and perform all and every act and things necessary for the specific purpose of eviction and/or collection of unpaid rents in regard to the subject property as fully as Owner might or could do if personally represented with full power of substitution and revocation, hereby ratifying and confirming all that said Joni W. Gerard and/or Dolores A. Vogel substitute shall lawfully do or cause to be done by virtue hereof. Owner hereby grants Manager the right to enter the property at any time Manager deems necessary.

SAVE HARMLESS AND INDEMNITY-HOMEOWNER POLICY: The OWNER further agrees to save the MANAGER, it's agent, independent contractors, and employees harmless from all damage suits or claims in connection with the management of said property except in the case of gross negligence or illegal act by the MANAGER, and from all liability for injuries to persons or property suffered or sustained by any person whomsoever, and to carry , at Owner's own expense, public liability insurance (homeowner's insurance) in sufficient amounts to protect the interest of parties hereto, which policies shall so be written to protect the MANAGER in the same manner and extent as the OWNER. **Owner shall have liability insurance of not less than \$100,000/\$300,000 per occurrence and Manager shall be designated on said policy as an additional insured.** Owner agrees to indemnify Manager for any damages suffered as a result of any lapse in or failure by Owner to maintain insurance coverage.

ATTORNEY FEES: The OWNER and the MANAGER do hereby agree that in the event legal procedures are necessary to ensure the provisions of this Agreement that the prevailing party shall be entitled to recover or receive an award for their reasonable legal fees. In the event Manager successfully defends any action (including, but not limited to the Courts, the Board of Realtors, the Better Business Bureau, mediation or any administrative state agency) arising out of this transaction brought by the other, including Owner, Manager shall be reimbursed their attorneys fees and Court costs and for their time spent in defending such action by Owner.

WAIVER OF JURY TRIAL: The parties hereby waive their right to a jury trial on any issue arising from the subject matter of the Agreement regardless of whether or not the cause of action is a tort or contract action. The parties specifically agree that all issues arising out of their relationship shall be resolved by Judge without jury.

NOTICES: For purposes of this Agreement, all notices required herein shall be deemed to have been served upon the other party when mailed to the following addresses or to such other addresses as shall be changed in writing, properly notifying the other party:

OWNER'S NAME _____
ADDRESS _____
PHONE _____ FAX _____ EMAIL _____
MANAGER: LEGACY LEASING SERVICES INC - 245 E. PARK AVE. LAKE WALES, FL 33853 Ph. 863-676-0200

RENT: Manager will use its best efforts to lease or rent the property at a rental of \$_____ per month. Manager is given the right the rent as low as \$_____ per month. Manager will present all offers for Owners consideration.

NOTICE OF ESCROW FUNDS: All funds received by Legacy Leasing Services Inc. by property owners for the purpose of maintaining and repairing their property will be deposited in a separate non-interest bearing account with Bank of America, One North 1st Street, Suite 100, Lake Wales, FL 33853.

ACKNOWLEDGMENT, RECEIPT OF DOCUMENTS AND PROPERTY OWNERS HANDBOOK:
This Agreement shall become binding upon the heirs, successors and assigns of the parties hereto, Owner hereby acknowledges that they have read and signed this Agreement. Because it is not practical to place all of Manager's policies and methods of leasing and management within the body of this Agreement, Manager has created a "Property Owners Handbook" outlining Manager's methodology, policies and practice guidelines. Owner hereby acknowledges that they have received, read, understand and agree to Manager's methods and policies as outlined in the Property Owners Handbook. Manager reserves the right to change, modify, expand or delete any or all of the Property Owners Handbook, at any time without notice. OWNERS may request the most up to date version of the Property Owners Handbook by calling the writing, calling or emailing Legacy Leasing Services Inc. Owner(s), by their signature(s) below, acknowledge that they have received a complete copy of the Management Agreement. IN WITNESS WHEREOF, the parties hereto affixed their hands and seals on the date first above written.

OWNER(S):
X _____
SS# _____

X _____
SS# _____

MANAGER:
X _____
Legacy Leasing Services Inc.

PREMIUM SERVICES PLAN – (7 months or more)

The following outlines of some of the benefits and services that Legacy Leasing Services will provide you as our valued customer. You can expect us to automatically provide and institute the following services on your behalf:

Our Leasing Services

- We will place our attractive "Home For Rent" yard sign on your property, (if allowed) prior to any known vacancy, or immediately if you have just listed your rental home with us.
- We will advertise your vacant property on the World Wide Web within our company website at www.LegacyLeases.com
- Our licensed real estate leasing agents will be available to show your property 7 days a week to all prospective renters until your rental home is leased.
- All rental applicants will undergo our thorough screening process which includes a credit report on each adult applicant, an eviction search of the central Florida public records to ensure that the applicant has not been evicted in the preceding 7 years, a verification of applicant's former landlord's references, verification of the applicant's employment or income, and *NATIONAL* "Criminal Back Ground Check".
- We will lease your property at the asking amount of rent, (as outlined in your management agreement with us) or higher. You can expect that we will not lease your property at a lower amount, without first obtaining your permission.
- Once the rental applicant is approved, we will complete and execute the lease agreement prepared by our attorney and give the residents possession of your rental home.
- We will conduct a "Move-In" inspection and complete our detailed property inspection data sheets of your property. We also generally videotape each property to document the move-in condition.
- You will be notified by our company that your property has been leased. A copy of the lease agreement is available, once all parties have properly executed it and the residents have taken possession.

Lease Renewals

- We will attempt to renew the residents lease at least 60 days prior to the anniversary date of their lease agreement.
- We will renew the tenants lease for another year at the same or at a slightly higher amount of rent, if possible. We will not renew the lease at a lower amount, without your permission to do so.
- We will place our "Home For Rent" sign on the property and begin showing the property for lease as outlined in the leasing section above, in the event that the current tenants are not renewing their lease.
- We will renew the residents lease agreement, or re-rent your property to new residents, unless we have a written directive from you not to renew the lease or re-rent the property.

Property Inspections

- As a part of our "Property Set Up Program", we will inspect the interior and exterior of the property to determine that it meets the move in standards.
- The interior and exterior will be photographed and digitally taped.
- When the property is vacant, we generally inspect it several times a month.
- When the property is rented, we walk through the property with the new tenant and complete a move in sheet.
- When rented, we inspect the exterior on a periodic basis or when requested, or if we determine an inspection might be warranted.
- Within 30 days after the tenants move in, we contact the residents to verbally inquire about the condition of the property.
- Within 90 days after the tenants move in, we schedule our first interior inspection.
- On month 6 (optional) and month 9, we will call the tenants to schedule another walk through inspection of interior of the property.
- On month 10 of the resident's lease, we discuss their intent to renew their lease for another year. If they are not planning of renewing, we advise our leasing agents who will begin to prepare the property for a new tenant. If the tenants are planning to renew, we begin preparing an extension of the lease.
- When the residents move out of the property, we do another detailed inspection known as the "Move Out" inspection. This is done to ensure that the residents returned the home back to us in the same condition as when they first rented it. If damage is found, we impose a claim on the tenant's security deposit as required by the Florida Landlord and Tenant Laws, (F.S. 83). If no damage is found, then we promptly return the security deposit to the former residents.

Rent Collections & Delinquencies

At Legacy Leasing Services, we do not tolerate the delinquent payment of rents. We are careful to explain this policy to new residents in order to avoid any misunderstandings that might arise later. You can expect that we will make every effort to collect rents as outlined below:

- All rents are due on the 1st of each month and late on the 2nd of each month.
- All residents who have not paid by the 3rd of each month will receive our first notification to remind them.
- Any remaining residents who have not remitted their rents by the 6th (if a weekday) will be served with the legal document which is a prerequisite to file an eviction against them (Three Day Notice). This paperwork is served by a private process server at no additional cost to you.
- If all rent monies have been paid to our office on time, you can expect your proceeds to be deposited or mailed to you by the 15th of each month.

Rent Processing & Accounting

Legacy Leasing Services uses some of the most comprehensive property management software available. It is the top property management software in the industry. Using this software we will provide you:

- A monthly computerized report showing all income and expenses of your rental property.
- A year end summary statement for your tax purposes showing all of your yearly income and expenses and categorizing of said income and expenses.
- We can make any bill payments regarding your property that you designate, except mortgage and tax payments. However, we can refer you to our trusted vendors who can make your mortgage payments for you.
- In the last month of a tenant's lease, we will hold funds in your trust account to protect you by ensuring that adequate funds are available to make your rental home "rent-ready", thereby ensuring faster lease ups and less vacancy time.

Property Maintenance & Repairs

Rental homes must be properly maintained in order to preserve the value of the property and maintain a positive relationship with the residents. Florida also has laws that require landlords to comply with certain basic maintenance and repair items.

- Legacy Leasing Services will not affect repairs to your property in excess of \$350.00, without first obtaining your approval. *NOTE: This excludes repairs deemed by manager as emergency repairs or repairs that are required to be effected to bring your property into compliance by law, governmental building, zoning, safety and municipal codes, or the restrictive and protective covenants of your homeowners association or repairs that in managers sole judgment are necessary for the safety of the tenants or your property. Manager shall proceed with these repairs and bring property into compliance, subject to funds being available in property owner's account.*
- We will affect items necessary to improve the property's show-ability to prospective renters. This means faster lease ups and less vacancy for you. Examples would include: lawn service, carpet cleaning, maid service, pool service, utilities and painting when necessary. In the event that any of these repairs were due to the former rental residents tenancy, you can expect that we will spend all of their security deposit first (not your money) to put your property back into its pre-rented condition.
- We will institute minor maintenance & repair items (\$350.00 or less) as requested by rental applicants to secure a lease to quality residents for your rental property. To avoid the possibility of major liability to you we also change the locks between each tenancy.
- During the residents tenancy, we will institute minor maintenance & repairs (\$350.00 or less) when deemed by us to be necessary for the preservation of your property and/or the continuation of the residents tenancy, usually occurring at the renewal of their lease. If the property owner provides manager with third party service contracts or maintenance warranties then manager shall contact the said provider for covered repairs, otherwise, the manager shall assume that none exist.
- We will only use repairmen, vendors and tradesmen that are properly licensed and insured to handle the type of work being performed on your property.
- Expect to receive copies of the original invoices of all repairmen, vendors and tradesmen employed to effect repairs on your property.

Communication

Legacy Leasing Services believes that communication is an essential element in a successful property management business.

We strive to keep you informed by contacting you several times each month if your property is vacant. We also communicate by sending you monthly statements and keeping current and accurate property records which are available to you upon request. We also update our website, handbooks and documents on a regular basis in order to provide you access to current information. The leasing team at Legacy Leasing Services goes to great lengths to be accessible to our residents and property owners.

Conclusion

We believe that by familiarizing you with our administrative process of how we lease and manage your rental property, we can avoid surprises that could occur later on. It is important that you realize that we will move forward with our administrative property management process as outlined herein, unless you otherwise direct us in writing. Therefore it is to your benefit to review and understand the services that are automatically provided and instituted by Legacy Leasing Services for the benefit of you and your property.

I/We, the primary property owners do hereby acknowledge and understand the information provided above.

Signature

Signature

Print Name

Print Name

Date

Date

PROPERTY INFORMATION SHEET

Date _____ ID _____ MLS _____

Property's Address _____
City _____ State _____ Zip _____

Estimated Fees	
Property's Rent \$ _____/mth	
Contract Fee	\$ _____
Leasing Fee LT	\$ _____
Premium Svc PM	\$ _____/mth
Lease Renewals	\$ _____
Gatekeeper Fee	\$ _____/mth
Seasonal Leasing	\$ _____
Seasonal Mgmt	\$ _____
Optional Advertising	\$ _____

1st Owner's Name(s) _____ SS# _____

Hm. Address _____

Phone #'s Wk _____ Mbl _____ Home _____

Fax _____ Email _____

Spouse #'s: Wk _____ Mbl _____ Home _____

Fax _____ Email _____

Spouse SS #: _____ - _____ - _____

2nd Owner's Name(s) _____ SS# _____

Hm. Address _____

Phone #'s Wk _____ Mbl _____ Home _____

Fax _____ Email _____

Spouse #'s: Wk _____ Mbl _____ Home _____

Fax _____ Email _____

Spouse SS #: _____ - _____ - _____

Tax ID # _____
Heated Sq. Feet _____ Total Sq. Feet _____ Pool: Y or N
Subdivision Name _____ HOA Approval Req: Y or N
HOA Phone _____ Gated: Y or N Gate Code _____
Community Extras _____
Year Built _____ Bedrooms _____ Full Bath _____ ½ Bath _____
Style _____ Special Location _____
Security system: Y or N Code _____ Password _____
Alarm Company Name _____ Phone _____

Please circle all answers that apply and write in any information you would like to include on the blank lines. Use additional space or back of paper if needed.

1. Type of property:
 - a. single family house, condo, duplex, triplex, townhouse, other _____
 - b. lot dimensions _____ x _____
 - c. number of acres _____
2. Floor plan:
 - a. single story, 2 story, split level, basement, other _____
 - b. split plan, master downstairs,
3. Exterior:
 - a. Wood siding, vinyl, aluminum, concrete block, stucco, brick, stone
 - b. Waterfront, water view, corner lot, golf front, on cull de sac, other _____
4. Interior:
 - a. Living Room: Fireplace, separate family room, _____
 - b. Kitchen: efficiency, large, galley, island, eat in dining area, breakfast bar, wet bar, formal dining room, _____
 - c. Appliances Included: stove, oven, hood vent, refrigerator, ice maker in refrigerator, freezer, microwave, dishwasher, disposal, compactor, washer, dryer, _____
 - d. Laundry: washer hook up, dryer hook up, extra storage, in garage, laundry room, in a closet, in kitchen, stackable, side by side, front load
 - e. Flooring: carpet, tile, hardwood, laminate, vinyl, _____
 - f. Master bedroom extras: _____
 - g. Master bathroom extras : _____
 - h. Other extras: _____
 - i. Parking: detached garage, attached garage, single, double, triple, carport, street parking, parking lot, electric garage door with opener, assigned parking, number of assigned parking spaces _____, _____
 - j. Special Features:

Swimming pool	Gated Community	Septic tank
Hot tub	Lanai	Public sewer
Jacuzzi	Sky lights	Home security system
Community pool	Ceiling fans	Walk in closets
Community tennis	Extra storage closets	Large pantry
Community golf	Landscaped yard	Fenced yard
Vaulted ceilings	Irrigated lawn	Pets Allowed
High ceilings	Public water	Window covering
Screened patio	Well water	_____

Waterfront _____ feet	Trailer Parking	Bait Freezer
Canal Front _____ feet	Fish Cleaning Table	BBQ gas/charcoal
Dock _____ feet	Televisions # _____	Stereo
Water Equipment _____		VCR DVD # _____

All efforts will be made to include the following services as part of the tenants' responsibility. The following questions pertain to the property while it is vacant. Please initial next to your answer choice.

5. The property owner hereby agrees that lawn services which include cutting the grass, edging, blowing the driveway and sidewalks, periodic hedge/bush trimming, periodic fertilizer and pest control will be the owner's expense. The owner has chosen that these services be secured by:

_____ property owner
_____ Legacy Leasing Services, Inc.

6. The property owner hereby agrees that pool service to maintain the swimming pool and/or hot tub which includes regular chemical treatments, cleaning, repairs, and supplies will be the owner's expense. The owner has chosen that these services be secured by:

_____ Property Owner
_____ Legacy Leasing Services, Inc.

7. The property owner hereby agrees that pets may be accepted, provided additional pet fees are collected in addition to the security deposit. The security deposit and pet fees will be used to correct any pet damage.

_____ Yes, I agree that pets will be allowed on this property
_____ No, I do not wish pets to be permitted on this property

Note: Property owner acknowledges that they understand that restriction of pets greatly reduces the number of potential renters for their property.

8. The property owner hereby agrees that regular professional pest control services for the **exterior** of the property including the lawn will be the owner's expense. The owner has chosen that these services be secured by:

_____ Property Owner
_____ Legacy Leasing Services, Inc.

9. The property owner hereby agrees that regular professional pest control services for the **interior** of the property will be the owner's expense. The owner has chosen that these services be secured by:

_____ Property Owner
_____ Legacy Leasing Services, Inc.

10. Warranties: (Please provide us with a copy of all warranties)

a. _____ Property owners have no appliance or fixture warranties.

b. _____ Property owners have a "New Home Warranty"

c. Name of Company _____

Policy Number _____

Phone Number _____

Items covered _____

- d. Property owners have purchased an appliance or fixture warranty.

Warranty Company _____

Policy Number _____

Phone Number _____

Appliances or items covered _____

11. Keys (Minimum of 3 keys per lock):

a. Number of front door keys turned in: _____

b. Number of back or side door keys turned in: _____

c. Number of garage door remotes turned in: _____

d. Number of mail box keys turned in: _____

12. Homeowner's Insurance Paid By:

Legacy Property Owner Other _____ N/A
Company _____ Policy # _____
Address _____ Phone# _____
Pmt Amt _____ Begin _____ Date Due _____ Date Late _____

13. Homeowner's Association Dues Paid By:

Legacy Property Owner Other _____ N/A
Payable to _____ Ref. # _____
Address _____ Phone# _____
Pmt Amt _____ Begin _____ Date Due _____ Date Late _____

14. Rental Proceeds Payment:

- a. _____ Property owner desires rental proceeds to be directly deposited into the primary owner's bank account. Fill out the ACH Credit form.
- b. _____ Property owner desires rental proceeds to be split equally between two owners and deposited equally into their accounts.
- c. _____ Property owner desires rental proceeds to be mailed to: _____

15. Rental Range:

_____ Seasonal _____ Long Term _____ Furnished _____ Unfurnished

Legacy Leasing Services Inc. will use our best efforts to lease or rent the property at a rental rate of \$ _____ per month. The property manager is given the right to lease or rent as low as \$ _____ per month. The property manager will present all offers for the property owners' consideration.

16. How did you hear about Legacy Leasing Services, Inc.? _____

17. Monthly Statements:

Email to: Primary Owner / All Owners / Other _____
Email address: _____
Or Mail to: Primary Owner / All Owners / Other _____
Address: _____

I/We, the primary property owners do hereby acknowledge the information in this Property Information Sheet to be accurate and true.

Signature

Signature

Print Name

Print Name

Date

Date

QUALITY ASSURANCE STANDARDS

The following categories contain minimum property standards for properties managed by LEGACY LEASING SERVICES INC. Maintaining property standards will enhance and protect our owners, tenants, and the reputation of Legacy Leasing Services. These Quality Assurance Standards (QAS) must be followed at all times.

Exterior Conditions

- **Structural** – Property is to be structurally sound.
- **Roofs and Gutters** – Roofs must be free of leaks and in good repair. Gutters are to be clean and free flowing.
- **Windows and Locks** – All window glass must not be broken or cracked. All windows and window locks must be operational.
- **Doors and Locks** – All exterior doors are to be in sound condition and weather tight. All locks are to be re-keyed between occupancies and to be operational at all times.
- **Paint** – Siding and trim paint is to remain free of peeling. Any peeling paint on homes built prior to 1978 should be addressed for the possibility of Lead Based Paint immediately.
- **Lighting** – Exterior lighting is to be provided on perimeter areas where hazards may exist. All burned out bulbs are to be replaced immediately.
- **Landscaping, Trees, Miscellaneous Appearance** – Landscaping is to be well maintained and at all times provide a neat appearance. Mowing and watering of lawns, trimming shrubs and flowers, and cutting back of trees as may be required from time to time. All personal property, trash receptacles, and disabled cars are to remain out of sight. All debris is to be removed no less than weekly.

Interior Conditions

- **Heating/Cooling System** – All properties are to be equipped with an adequate heating and cooling system meeting local building codes and be in good repair at all times. Defects are to be repaired immediately. A/C Filters should be changed on a monthly basis.
- **Electrical System** – All electrical is to remain in good repair and meet local building codes. Any exposed wiring or defective outlets, switches, or fixtures should immediately be repaired.
- **Plumbing System** – All properties are to be supplied with hot and cold running water. Plumbing fixtures are to remain free of leaks and be operational, and water heaters should be set to meet local building codes and be equipped with a pressure relief valve.
- **Appliances** – All appliances left remaining on the premises are to be maintained in good working order. Defective appliances are to be repaired/ replaced immediately.
- **Smoke detector(s)** – Properties are to be equipped with at least 1 approved and operational smoke detector on each living area. Any defects in equipment, including poor batteries, should be repaired/ replaced immediately.
- **Flooring** – All flooring materials are to be clean and maintained in good condition at all times. Flooring, including carpet, vinyl, and wood is to remain free of rips, tears and gouges.

- **General** – Premises are to be clean and free of debris at all times. Property is to be turned over to incoming residents with the highest standard of cleanliness at all times.

The pursuit of 100% compliance with these QAS should be continued at all times. Compliance with QAS will help to insure that our clients and competitors see LEGACY LEASING SERVICES and Quality as being synonymous. Further clarification of these standards may be obtained through the Property Manager.

I have read and understand the Quality Assurance Standards policy of Legacy Leasing Services Inc.

Owner Signature	Print Name	Date

Owner Signature	Print Name	Date

FOR OFFICE USE ONLY

Property IS or IS NOT in compliance with QAS.
 Property Inspection Date _____
 Leasing Agent Name _____

Property IS or IS NOT in compliance with QAS.
 Inspection Date _____
 Leasing Agent Name _____

New-Property Set Up

Legacy Leasing Services Inc. will perform the following services for all new rentals in order to get the property ready to rent:

- CRMA – Comparative Rental Market Range
- Digital photography of interior and exterior
- Design, printing and posting of color flyers
- Ad layouts for our advertising campaign outlined in our marketing program
- Ad layouts for additional optional advertising
- Video tape the interior and exterior for maintenance and insurance records
- Property inspections
- Assistance with getting property ready for tenants
- Minor maintenance coordination
- Set up the property in our accounting software which will provide monthly and year end statements
- Company caravan of your property
- Annual Property Reviews which include up-to-date photos of the interior and exterior
- Video recordings to prove the property's condition for security deposit claims and insurance claims, if needed
- Consult with an experienced property manager today!

Let's Get Started! There is a one time set up fee of \$75 to initiate the above services. This fee is collected at the time of the listing and is non-refundable. Thank you for choosing Legacy Leasing Services, Inc. We appreciate your trust and confidence!

Property Owner

Property Owner

Date

Date

Property Address

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS
(ACH CREDITS)**

COMPANY NAME ID: **LEGACY LEASING SERVICES INC**

I (we) hereby authorize Legacy Leasing Services Inc, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error and to my (our) checking or savings account (select one) indicted below, hereinafter called DEPOSITORY, and to credit and/or debit the same such account.

DEPOSITORY NAME _____
BRANCH _____
CITY _____ STATE _____ ZIP _____
TRANSIT/ABA NO. _____
ACCOUNT NO. _____

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

Print Names: _____ ID NUMBER _____
_____ ID NUMBER _____

DATE _____ SIGNED X _____

DATE _____ SIGNED X _____

Please write "VOID" across one of your bank account checks as a sample check and return to us with the Authorization Agreement.