



VIRGINIA ASSOCIATION OF REALTORS® PROPERTY MANAGEMENT AND EXCLUSIVE RENTAL AGREEMENT



(This is a legally binding contract; if not understood, seek competent advice before signing)

PRINCIPALS

This Agreement, entered into this 21st day of January, 2014, by and between _____

_____, (hereinafter called "Owner"), and
Raines Property Management, Inc, (hereinafter called "Agent").

ADDRESS/ TERM

Owner hereby employs the Agent as sole and exclusive Agent to rent and manage Property known as _____

(hereinafter called "Property"), upon the terms hereinafter set forth, beginning on the date above, and continuing until one year, as may be extended, and subject to the provisions, set forth in Paragraph 37 of this Agreement.

OWNER'S REPRESENTATIONS

Owner represents to Agent that Owner is the fee simple owner of the Property, that no other owner's consent is required to enter into this Agreement, and that neither Owner nor the Property is the subject of any pending or threatened bankruptcy or foreclosure or other legal action affecting the Property, and that all financings and taxes affecting the Property are paid current. Owner is ☐ OR is not ☐ a nonresident property owner, and owns _____ number of residential rental units in the Commonwealth of Virginia. Owner agrees to pay the applicable estimated income taxes due to the Commonwealth of Virginia for any Property that is owned by a nonresident owner who owns more than four residential rental units in the Commonwealth. The Property is ☐ OR is not ☐ located in a home owner's, condominium, property owner's or similar association. If it is in such an association, any and all dues and/or assessments are paid in full as of the date hereof, and Owner shall be required to timely pay such association dues and/or assessments during the term of this Agreement.

THE AGENT AGREES TO:

PROCURE TENANT'S LEASE

1. Make all diligent efforts to procure a suitable Tenant as soon as possible at a monthly rent of \$ _____ or other amount as may be agreed upon, or at a rate the Agent determines is the current fair market rental rate, but not less than \$ _____.

2. Negotiate and execute leases, renewals, or subsequent leases on behalf of the Owner, as in Agent's best judgment provide a fair return to Owner, and are consistent with Owner's instructions. Leases are to be written on the lease form provided by the Agent.

COLLECT RENTS

3. Collect all rents and other charges which become due in accordance with the terms of the Lease Agreement, exercising due diligence in this pursuit, but nothing in this Agreement shall be construed as a guarantee by the Agent of the payment of rents or other charges by Tenant.

SECURITY DEPOSIT

4. Collect from Tenant a Security Deposit equivalent to one month's rent (or such other amount as approved in advance in writing by Owner) and to hold the Security Deposit of Tenant in an escrow account established and maintained in accordance with the regulations of the Virginia Real Estate Board. When Tenant vacates the Property, return to Tenant the Security Deposit with any interest as may be required by law, less any and all proper deductions. Any interest earned above the statutory interest payable

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VAR FORM 900 REV. 07/13

to Tenant will be retained by Agent to cover administrative costs.

RECORD
STATEMENTS

5. Keep accurate records of the rent receipts and expenditures for the Property and furnish the Owner with accounting statements and detailed annual statement of receipts and disbursements for tax purposes, with IRS Form 1099 indicating rents received for said Property.

REMIT NET RENT

6. Promptly remit directly to Owner, or to deposit in the account of Owner, as directed by Owner, the balance of all sums due Owner under the terms of this Agreement. This remittance will be forwarded by the 20th of each month, provided the rent and other fees as applicable have been collected by this date. Notwithstanding the preceding, Agent shall have the right to retain rent payments during the last month of a Lease Agreement for a period not to exceed 60 days, in order to pay any outstanding invoices, the costs to prepare the Dwelling Unit for re-rental, and any other costs that may be reimbursable under the terms of this Agreement.

REPAIRS/
MAINTENANCE OF
PROPERTY

7. Except as otherwise provided in this Agreement, make or cause to be made all repairs, replacements, alterations, or decorations to the Property. Agent shall enter into agreements in the name of Owner for all necessary repairs, maintenance (to include changing locks as deemed necessary by Agent), minor alterations, utility services, and other services to and for the Property. Agent is hereby authorized to spend up to \$ 200.00 for any one repair or maintenance item, without Owner's prior consent. Agent is further hereby authorized to pay for repairs, services and any related expenses, in the event of an emergency (as determined by Agent); the repairs are required by the Lease Agreement; federal, state or local laws or regulations; or after reasonable efforts Agent is unable to reach Owner.

FORMS

8. Owner and Agent agree to use the VAR standard document forms, and any and all other forms provided by Agent in Agent's sole discretion. Agent shall provide Owner copies of any forms upon the request of Owner.

INSPECTIONS

9. Make inspections of the Property as Agent feels necessary and report matters concerning the condition of the Property to the Owner. In the event of vacancy, Agent will take reasonable precautions to safeguard the Property, but Agent is not liable for any damages to the Dwelling Unit or the Premises of any kind.

THE OWNER HEREBY DELEGATES TO THE AGENT THE FOLLOWING AUTHORITY AND POWERS (ALL OF WHICH MAY BE EXERCISED IN THE NAME OF THE OWNER) AND AGREES TO ASSUME ALL EXPENSE IN CONNECTION THEREWITH:

ADVERTISE, SIGN,
LOCKBOX, MLS,
RENT SIGN

10. Advertise the Property, display signs thereon (unless prohibited by local ordinance), place a common key lockbox upon the Property, and make a blanket unilateral offer of cooperation to real estate brokers and participants in any common source information service, including multiple listing service, that Agent deems appropriate. Owner hereby authorizes Agent to advertise the Property on any common source information service including multiple listing service, and on the internet and other media for the purpose of marketing the Property, provided Agent has the proper authority to enter information onto such service.

RENEW/ CANCEL

11. Investigate credit references of prospective tenants, sign leases, renew and/or cancel existing leases, and prepare and execute new leases in accordance with terms provided by Owner.

COLLECT RENTS

12. Collect rents and other charges that become due and give receipts therefore, and deposit all funds collected hereunder in the Agent's rental account.

COLLECT OTHER CHARGES

13. Collect from Tenant all or any of the following: charges for late rent payments, bad check and related charges and penalties, credit report fees, subleasing or early termination of lease charges including commission. Agent shall be entitled to retain such charges or commission to cover administrative costs.

COLLECT/REFUND SECURITY DEPOSITS PAYMENTS

14. Collect security deposits from Tenants and refund security deposits, less any proper deductions, and pay interest on such security deposits in accordance with the Virginia Residential Landlord Tenant Act ("VRLTA"). Agent shall be entitled to retain, as administrative expense, one-half of any actual damages incurred, as recoverable by law, if applicant is approved and fails to enter into a lease with Owner, or fails to move into the Dwelling Unit on the commencement date of the Lease.

MAKE PAYMENTS

15. Make payments on any trust or mortgage on the Property, to pay any real estate taxes, condominium/association fees, special assessments or other charges against the Property that may come due, and for which Owner is obligated, and pay for same from Owner's account.

LEGAL PROCEDURES

16. Terminate tenancies and sign and serve such notices as are deemed necessary and appropriate by Agent. Agent shall institute and prosecute actions to evict Tenants, to recover possession of the Property, and to sue for and recover rent. Agent reserves the right to settle, compromise, and release legal actions or reinstate such tenancies, as Agent sees fit or appropriate. Owner hereby appoints Agent as Owner's attorney in fact with full power to do all things appropriate that Owner might do to collect from any Tenant or other party any and all amounts due and owing to Owner in relation to the Property and the matters contemplated by this Agreement, including, without limitation, prosecution of suits and actions for rent, damages, unlawful detainer, eviction, and other legal or equitable actions. Any legal costs incurred by Agent pursuant to this Section 16 shall be paid by Owner.

HIRING CONTRACTORS

17. Hire, discharge and supervise, in the name of Owner, all labor and contractors required for the operation and maintenance of the Property; it being agreed that all contractors shall be deemed contractors of the Owner and not of Agent, and Owner will have all obligations arising from such contracts. Agent may perform any of its duties through Owner's attorneys, agents or contractors and shall not be responsible for their acts, defaults, or negligence if reasonable care by Agent has been exercised in their employment and retention. Owner grants Agent the authority to make decisions under this Agreement in Agent's sole and absolute discretion.

THE OWNER HEREBY AGREES TO PAY THE AGENT:

LEASING FEE

18. Charge a fee of \$ n/a when a Tenant has been procured and the Lease Agreement is executed, or as otherwise agreed by the parties. This leasing fee is separate from the management fee described below in Paragraph 20. These fees are earned when the Lease Agreement is executed, and are payable on all rents during the original term, any renewals, extensions, expansions, replacements, relocations, or new leaseings between Owner and Tenant, or Owner's successors and assigns, including, without limitation, or any entity affiliated with, controlled or owned by or under common control or ownership with the Owner. No sale of the Property shall release Owner or its successor or assigns from

the obligations under this Agreement. Owner agrees that, at the request of Agent, all leases for the Property will contain a provision incorporating the commission rights of Agent hereunder. Agent shall have the right to collect all rents due hereunder so that its fees and commissions may be paid in installments as the rent is received and retained by Agent before remitting the rent (less such fees or commissions) to Owner but if any act be done to deprive Agent of its right to collect the rent, then the entire amount of its fees and commissions earned but then unpaid shall, at Agent's option, become immediately due and payable.

- RENEWAL FEE 19. Charge an additional fee of \$ n/a upon lease renewal or extension.
- MANAGEMENT FEE 20. For the management services of the Agent, charge a management fee of 10.000 percent of all gross rentals collected by the Agent, or a minimum of \$ n/a.
- NON-MANAGEMENT FEES 21. Charge a fee of \$ n/a for the cost of any non-management services provided. Non-management services may include, without limitation, procuring third party vendors, which Agent may or may not have an ownership interest in, or certain work performed by employees of Agent.
- SALE 22. In addition to any leasing, management or other fee payable hereunder, charge a sales fee equal to 6% if the Property is sold during the lease term or up to one hundred eighty (180) days following the expiration of the lease term, to a purchaser procured by Agent, or to any entity affiliated with, controlled by or under joint ownership or control with such Owner or any of its owners or principals.
- FEES 23. Charge administrative fees as authorized by the Lease Agreement or by Virginia law.

THE OWNER HEREBY FURTHER AGREES TO:

- LIABILITY INSURANCE 24. Indemnify, defend, and save the Agent harmless from all suits in connection with the Property and from liability for damage to Property and injuries to or death of any employee of the Agent or any contractor or other person whomsoever, and to carry at his own expense property damage insurance with the minimum coverage amount of \$ 1 million, and liability insurance with the minimum coverage amount of \$ = to property value, naming the Owner and Agent as co-insureds (if permitted by the insurance carrier) on such policies to protect their interests, in form and substance satisfactory to the Agent, and to furnish the Agent a certificate evidencing the existence of such insurance coverages.
- FIRE INSURANCE 25. Provide Agent with a copy of the fire and hazard insurance dwelling policy in force which shall include coverage for rent loss in the event the Property should become uninhabitable or in the event of vacancies in excess of thirty days, as well as adequate coverage for vandalism.
- INDEMNIFICATION AND RELEASE 26. Indemnify and save Agent harmless against (i) all claims for damages arising out of alleged violations by Agent in a representative capacity, or Owner, or both, of any constitutional provision, statute, ordinance or regulation, federal, state or local, which arise out of the offer to lease, leasing, management or operation of the Property hereunder or otherwise; and (ii) all expenses incurred by Agent in connection with the

foregoing, including the reasonable fees and costs of counsel retained to defend Agent; provided, however, that the provisions of this Paragraph shall not apply if a court of competent jurisdiction makes a final determination, which is either upheld on appeal or not appealed within the applicable period of time, that Agent intentionally violated any such constitutional provisions, statute, ordinance, or regulation. Owner hereby releases Agent from any and all claims, liability or loss suffered by Owner as a result of damage to the Property not covered by Owner's hazard insurance. Except as otherwise provided herein, Owner and Agent do hereby release each other from any and all liability, loss, damage or claim resulting from any claim and agree to secure from their insurers acknowledgment of such release and a waiver of any rights of subrogation.

**BANKRUPTCY
DEPOSITORY**

27. Agent shall not be held liable in the event of bankruptcy or failure of the depository bank or savings and loan institution in which the monies due the Owner are deposited in a fiduciary account.

**MAINTENANCE
ACCOUNT**

28. Maintain in Owner's account with Agent an amount equal to one month's normal disbursements for such things as mortgage payments, condominium/association dues, other monthly or regular obligations of Owner, plus \$ \$100.00 for maintenance and repairs. Funds are to be accounted for in Agent's escrow account and are to be used for payment of Owner's obligations as otherwise provided in this agreement.

VRLTA

29. Owner hereby agrees that the landlord tenant relationship and the Lease shall be governed by the VRLTA.

**PROPERTY
AVAILABILITY**

30. Owner will make the Property available for lease and occupancy no later than _____, including removal of all of Owner's personal property with the exception of those items listed on the attached Property Management Information Form that will remain in the dwelling unit or on the premises as part of the rental to tenants. If Owner fails to do so, Agent shall have the right to take all reasonable actions, at Owner's sole cost and expense, to prepare the Property for lease and occupancy as soon thereafter as practicable.

**LEAD-BASED
PAINT**

31. If the Property was constructed prior to 1978, the Owner hereby agrees that it will use a certified lead-based paint renovator for any repairs to the Property.

UTILITIES

32. Owner hereby agrees that the Owner shall keep and maintain all utilities on in Owner's name during any periods of vacancy of the Property.

IT IS MUTUALLY AGREED THAT:

**STRUCTURAL
CHANGES**

33. The Owner expressly withholds from the Agent any power or authority to make any structural changes in any building or make any other major alterations or additions in or to any such building or equipment therein, or to incur any expenses chargeable to the Owner other than expenses related to exercising the express powers above vested in the Agent without the prior written direction of the Owner, except such emergency repairs as may be required because of danger to life or Property or which are immediately necessary for the preservation and safety of the Property or the safety of the Tenants and occupants thereof, or are required to avoid the suspension of any necessary service to the Property.

**COMPLIANCE
WITH**

34. The Agent does not assume and is given no responsibility for compliance of the

LOCAL CODES

building on the Property, or any equipment therein, or for compliance with the requirements of any statute, ordinance, law or regulation of any governmental body or any public authority or official having jurisdiction, except to notify the Owner promptly or forward to the Owner promptly any complaints, warnings, notices or summons received by it relating to such matters. The Owner represents that to the best of its knowledge the Property and equipment comply with all such requirements and authorizes the Agent to disclose the ownership of the Property to any such officials. Owner further agrees to indemnify and hold harmless the Agents, its representatives, servants, and employees, of and from all loss, cost, expense, and liability whatsoever which may be imposed on them or any of them by reason of any present or future violation or alleged violation of any laws, ordinances, statutes or regulations.

MOISTURE AND MOLD REMEDATION

35. Except as expressly provided in this Agreement, Agent shall have no maintenance obligations with respect to the Dwelling Unit or the Premises relating to the accumulation of moisture or the presence of mold or other fungus. Agent will notify Owner in writing of any mold condition in the Dwelling Unit or the Premises of which Agent has actual knowledge; provided, however, that Agent will have no obligation to inspect for such condition except as set forth below. It is expressly agreed that Agent will hire a contractor to address any mold or moisture condition in the Dwelling Unit or the Premises. Owner agrees to indemnify and hold Agent harmless from and against any and all loss, cost, expense, claim, suit, and liability whatsoever by reason of Owner's failure to perform any maintenance of the Dwelling Unit or the Premises required to prevent harm or injury to any Tenant or the property of any Tenant from mold or other fungus, unless Agent has assumed in this Agreement the obligation to perform such maintenance.

TERMINATION BY AGENT

36. If it is alleged or charged that any building on the Property, or equipment therein, or any act or failure to act by the Owner with respect to the Property, or the sale, rental, or other dispositions thereof, fails to comply with, or is in violation of any of the requirements of any constitutional provision, statute, ordinance, law, or regulation of any governmental body or any order or ruling of any public authority or official thereof having jurisdiction thereover, and the Agent, in its sole and absolute discretion, considers that the act or position of the Owner with respect thereto may result in damage or liability to the Agent, the Agent shall have the right to cancel this Agreement at any time by written notice to the Owner of its selection to do so, which cancellation shall be effective upon the giving of such notice. Such notice may be hand delivered in accordance with Section 55-248.6 of the Code of Virginia (1950), as amended, or given by regular mail, postage prepaid, with the Agent retaining sufficient proof of mailing which may be a U.S. Postal Certificate of Mailing, and if served by mail shall be deemed to have been given when deposited in the U.S. Mail. Owner and Agent may send notices in electronic form. If electronic delivery is used, the sender shall retain sufficient proof of the electronic delivery, which may be an electronic receipt of delivery, a confirmation that the notice was sent by facsimile, or a certificate of service prepared by the sender confirming the electronic delivery. Such cancellation shall not release the indemnities of the Owner to Agent and shall not terminate any liability or obligation of the Owner to the Agent for any payment, reimbursement or other sum of money due and payable to the Agent pursuant to this Agreement.

TERMINATION/ AUTOMATIC RENEWAL

37. This Agreement may be terminated by either party at the later of: (i) the expiration date set forth in the second paragraph of this Agreement; or (ii) at the end of the lease term for any Tenant procured by Agent; upon providing the other party thirty (30) days prior written notice before the applicable termination date. If this Agreement is

not terminated in accordance with the preceding sentence, it shall be automatically renewed for the same terms as the original term hereof until terminated by either party by giving the other party written notice of their intention to so terminate in accordance with this Section. Owner shall have no right to re-occupy the Property during any lease term of a Tenant, unless otherwise provided in the applicable lease agreement.

AGENT'S
PERFECTED
SECURITY LIEN

38. The Owner grants Agent a perfected security interest in the rents collected or to be collected under the Lease Agreement as security for any advances and expenditures made personally by Agent for the benefit of Owner, and not thereafter reimbursed by said Owner.

FAIR HOUSING

39. The Property will be shown and made available to all persons without regard to race, color, creed, religion, national origin, sex, familial status, handicap or elderliness, in compliance with all applicable federal and state and local fair housing laws and regulations.

LEASE PREVAILS

40. If any provision of the Lease Agreement on the Property conflicts with this Agreement, the Lease Agreement shall take precedent over this Agreement.

MISCELLANEOUS:

IRS RULING

41. Owner and Agent acknowledge that neither the United States Congress nor the Internal Revenue Service has established definitive standards for active participation in the management of investment property. Accordingly, while it is the intention of the parties that the Owner shall actively participate in management of the Property, Agent makes no representation or warranty that the provisions of this Agreement shall comply with any requirements for "active participation" by Owner.

NONRESIDENT
OWNER

42. Nonresident Landlord (fill in if applicable or N/A). Under Virginia law, a "Nonresident Landlord" is required to file a Nonresident Real Property Owner Registration form with the Virginia Department of Taxation. Landlord, if a nonresident, hereby certifies that such required forms have been properly filed.

43. Any individual nonresident of Virginia who owns and leases residential real Property consisting of more than four units in Virginia shall have an agent who is a resident of, and maintains a business office within, the Commonwealth of Virginia. The Landlord designates the following individual as the Registered Agent:

Name: Raines Property Management, Inc

Address: 1007 North Main Street

Blacksburg, VA 24060

Phone: (540) 951-0000

NOTICE

44. All notices required to be given under the Agreement may be hand delivered in accordance with Section 55-248.6 of the Code of Virginia (1950), as amended, or given by regular mail, postage prepaid, with the party giving notice retaining sufficient proof of mailing which may be a U.S. Postal Certificate of Mailing, and if served by mail shall be deemed to have been given when deposited in the U.S. Mail. Owner and Agent may send notices in electronic form. If electronic delivery is used, the sender shall retain sufficient proof of the electronic delivery, which may be an electronic receipt of delivery, a confirmation that the notice was sent by facsimile, or a

certificate of service prepared by the sender confirming the electronic delivery.

FORECLOSURES

45. In the event Agent receives a mortgage default, foreclosure or similar notice from any lender affecting the Property (if the property is a single family residence), Agent shall deliver such notice to the Tenant, unless such notice was delivered by Tenant to Agent in accordance with Section 55-225.10 of the Code of Virginia.

**WATER AND
SEWER LIENS**

46. In the event Agent receives notice of unpaid water and sewer fees by a former tenant that may result in a lien against the Property, Agent shall deliver such notice to Owner.

DRYWALL

47. Agent does ☐ OR does not ☒ have actual knowledge of the existence of defective drywall in the Property.

**OPTIONAL
PROVISIONS (to be
initialed by Owner if
checked)**

48. ☒ _____ (Owner's Initials)
MORTGAGE, TRUST, REAL ESTATE TAX PAYMENTS, ASSESSMENTS.
Make timely payments on any trust or mortgages secured by the Property, real estate taxes, or any other obligations of Owner, when not collected in escrow and paid by mortgage company, as otherwise directed by Owner, provided that there are sufficient funds immediately available in Owner's account with Agent for that purpose. Agent shall not withhold any estimated income taxes from rental payments unless the Agent expressly agrees to do so and so provides in this Agreement. In no event will Agent be expected or obligated to advance or disburse any of its own money, or any money owed as a compensation to Agent for its services hereunder, for that purpose, nor shall Agent be liable or responsible in any manner whatever for the default of any consequences thereof on the terms of any trust or mortgage, the payment of real estate taxes, or any other obligations of Owner. If the Property is a single family residence, Agent shall notify Owner of any new real estate tax assessments received by Agent.

49. ☐ _____ (Owner's Initials)
SALE
~~Further, for a period of ninety (90) days following the expiration of the lease term, if the Owner lists the Property for sale, Owner agrees that it shall exclusively list the Property with Agent for sale, upon execution of a Listing Agreement, at the commission rate of _____ percent of the sales price of the Property. This provision does not grant the Tenant any right to purchase the Property, nor does it authorize the Agent to offer the Property for sale unless and until a Listing Agreement is executed.~~

**REMEDIALATION OF
METH LAB**

50. Agent shall have no obligation for remediation with respect to the Dwelling Unit or the Premises relating to the cleanup of a methamphetamine laboratory. If it is discovered that the Dwelling Unit or the Premises was or is being used as a methamphetamine laboratory, Landlord is solely responsible to engage a qualified contractor for remediation and cleanup of any contamination. Agent shall have no obligation to lease the Dwelling Unit until proof from a qualified contractor is delivered to Agent that certifies the Dwelling Unit has been cleaned up as required by law. Owner agrees to indemnify and hold Agent harmless from and against any and all loss, cost, expense, claim, suit, and liability whatsoever by reason of Owner's failure to perform the requirements set forth in this Section.

OTHER
PROVISIONS

51.

Blank lined area for provisions.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK

SAMPLE

This Agreement is entered into and made with complete understanding, accord, and without reservation, and shall be binding upon the successors and assigns of the Agent, and the heirs, administrators, executors, successors, and assigns of the Owner, and in the event of a sale shall pass to the new Owner, his heirs, administrators, executors, successors and assigns. This Agreement may not be amended or modified, except as agreed to in writing by the parties. In witness whereof the parties have affixed or caused to be affixed their respective signatures and seals.

OWNER:

By: _____
Its: _____
SSN/TAX ID _____
Date: _____

AGENT:

Raines Property Management, Inc
By: _____
Authorized Representative
Date: _____

OWNER:

By: _____
Its: _____
SSN/TAX ID _____
Date: _____

PROPERTY MANAGEMENT INFORMATION FORM

(To be attached with the Property Management Agreement)

Property Information:

Rental Property Address: _____
Broker: Raines Property Management, Inc Phone: _____
Agent: _____ Phone: _____

Registration Information:

Landlord(s): _____
Social Security No. _____ Social Security No. _____
Tax ID No. _____
State of Legal Residence: _____
Forwarding Address: _____
Home Phone: _____ Work Phone: _____ Fax: _____
E-Mail: _____ Cell Phone: _____
Local Contact for Emergency: _____ Phone: _____
* When do you expect to return and live in this property? _____

Premises are in: ☐ Condominium ☐ Cooperative ☐ Home Owners Association:

Project Subdivision: _____, Unit No.: _____
Building No.: _____ ☐ County ☐ City of: _____
Number of Assigned Parking Spaces: _____, Parking Space No.(s): _____
Storage Bin No.: _____ Mail Box No.: _____ No. of Keys Provided: _____
Smoke Detector locations: _____

HOME WARRANTY INFORMATION:

Policy: ☐ Yes ☐ No
If Yes: Policy Provider: _____
Policy Number: _____
Contact Information: _____

LEASING INFORMATION:

Term Available: Maximum: _____ Minimum: _____
Monthly Rent Desired: Maximum: _____ Minimum: _____
Will you accept a: ☐ Dog ☐ Cat ☐ Other: _____ Max. No. of Pets: _____
Max. Weight of Pet: _____ Smoking allowed? ☐ Yes ☐ No

DISBURSEMENT OF FUNDS (check if applicable):

*Is Agent to make Deed of Trust (mortgage) payments: ☐ Yes ☐ No

*When is Agent to begin making payments? _____

*Landlord must notify mortgage company in writing if Agent is to handle payments and supply payment books, coupons, and envelopes (if applicable).

*Landlord must have funds available in the account in order to make payments.

☐ First Deed of Trust: PITI: _____ PI Only: _____
Lender: _____ Phone: _____
Address: _____
Amount of Payment \$ _____ Loan No. _____ Due: _____

☐ Second Deed of Trust:
Lender: _____ Phone: _____
Address: _____
Amount of Payment \$ _____ Loan No. _____ Due: _____

☐ Property Taxes: _____ Due: _____
☐ Insurance: _____ Due: _____
☐ Deposit rent balances in Bank: (Attach voided check)
Bank: _____ Phone: _____
Address: _____
ABA Routing No.: _____ Name on Account: _____
☐ Accumulate in my Account: _____
☐ Special Instructions: _____

MEMBERSHIP AND DUES:

*If Agent is to pay, Landlord must supply: payment books/cards/envelopes (if applicable).

*Landlord must notify all applicable associations in writing of management agreement.

☐ Swimming Pool: _____ Phone: _____
Address: _____
Tenant to pay: ☐ Yes ☐ No Membership #: _____
Fees include: _____
☐ Homeowners' Association: _____ Phone: _____
Address: _____
Agent to pay: ☐ Yes ☐ No Payment Schedule: _____
Fees include: _____
☐ Condominium/ Coop Association: _____ Phone: _____
Address: _____
Agent to Pay: ☐ Yes ☐ No Payment Schedule: _____
Fees include: _____
Manager: _____ Phone: _____
Maintenance/Office/Repair Contact: _____ Phone: _____
Move In/Out Restrictions/ Fees: _____ Elevator Fee: _____
Building Access or Other Fee: _____

Please provide a current copy of your association Bylaws/Rules and Regulations.

INSURANCE COVERAGE:

If not attached, a copy of the Insurance policy must be forwarded to Agent for retention in file.

☐ Damage: Insurance Agent: _____ Phone: _____
Policy No.: _____ Expires: _____
☐ Personal Liability: Insurance Agent: _____ Phone: _____
Policy No.: _____ Expires: _____

UTILITIES:Solar Panel: ☐ Yes ☐ No

Electric Co.: _____ Phone: _____

Gas Co.: _____ Phone: _____

Location of gas meter: _____

Water and Sewer Co.: _____ Phone: _____

Location of main cut off valves: _____

Telephone Co.: _____ Phone: _____

Internet/Cable Co.: _____ Phone: _____

Trash Co.: _____ Phone: _____

Recycle Day: _____ Trash Day: _____

Fuel Oil Co.: _____

Size of Tank: _____ Phone: _____

Location of fuel tank: _____

Septic Tank Co.: _____ Phone: _____

Attach copy of septic tank, septic field and distribution box locations.

Date last pumped: _____

Well and Pump Service: _____ Phone: _____

HEATING AND AIR CONDITIONING:

No. of Zones: _____

Type of Heat: ☐ Forced Air ☐ Hot Water ☐ Geothermal ☐ Gas ☐ Oil ☐ Electric☐ Furnace: Make: _____ Model No.: _____ ☐ Gas ☐ Oil ☐ Electric

Service Contract Co.: _____ Expires: _____ Phone: _____

☐ Heat Pump: Make: _____ Model No.: _____

Service Contract Co.: _____ Expires: _____ Phone: _____

☐ Central Air: Make: _____ Model No.: _____ ☐ Gas ☐ Electric

Service Contract Co.: _____ Expires: _____ Phone: _____

☐ Window/Wall Units: No. of Units: _____ Make(s): _____ Model No.: _____☐ Hot Water Heater: Make: _____ Age: _____ Capacity: _____☐ Gas ☐ Oil ☐ Electric☐ Electronic Air Filter: Make: _____ Location: _____☐ Other Filters: Make: _____ Location: _____☐ Humidifier: Make: _____ Model No.: _____☐ Fire Place/Woodstove: Working: ☐ Yes ☐ No Date of Last Service/Cleaning: _____

APPLIANCES: Provide all instructions/care booklets available.

Garage Door Opener: ☐ Yes ☐ No No.: _____ (Remote Controls)

Refrigerator: Make: _____ Model No.: _____

Age: _____ Color: _____

Service Contract Co.: _____ Expires: _____ Phone: _____

Stove: Make: _____ Model No.: _____

☐ Gas ☐ Electric Age: _____ Color: _____

Service Contract Co.: _____ Expires: _____ Phone: _____

Disposal: Make: _____ Age: _____ Size: _____

Dishwasher: Make: _____ Model No.: _____ ☐ Portable ☐ Built-in

Age: _____ Color: _____

Service Contract Co.: _____ Expires: _____ Phone: _____

Exhaust Fan/Hood: Age: _____ Externally Vented ☐ Yes ☐ No

Washer: Make: _____ Model No.: _____

Age: _____ Color: _____

Service Contract Co.: _____ Expires: _____ Phone: _____

Dryer: Make: _____ Model No.: _____

Age: _____ Color: _____

Service Contract Co.: _____ Expires: _____ Phone: _____

Microwave: Make: _____ Model No.: _____

Age: _____ Color: _____ ☐ Counter ☐ Built-in

Service Contract Co.: _____ Expires: _____ Phone: _____

Should any of the above appliances need to be replaced, what color or make would be acceptable?

ADDITIONAL INFORMATION: Please furnish pertinent information below.

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