



**Annual Managed**

## Rental Services Guarantee

Upon Listing Rental Property for Lease and Management, our Clients Receive the Following:

**INSPECTION OF PROPERTY:** Prior to rental marketing we personally inspect your property and recommend improvements we deem advisable to enhance your property's rental value. For each property there is a one time **\$35** web site/marketing setup fee.

**LEASE PREPARATION:** We will have all leases prepared by an attorney- the fee for annual lease is **\$55**. All annual tenants will be subject to credit, criminal and eviction check and approval. Note: Additional approval may be required through your homeowners association. Lease renewal fee: **\$35**.

**ADVERTISING:** Coldwell Banker Residential Real Estate, Inc. is very aggressive in their advertising and marketing. In addition to the Buyers Guide, we will be promoting your property through our local newspapers and our company website – [www.floridamoves.com](http://www.floridamoves.com). In addition, we have created [www.cbfloridarentals.com](http://www.cbfloridarentals.com) for our rental listings. The rental listings will also appear on the Yahoo! Real Estate site.

**MARKETING.** Each annual rental property will be setup on the internet. As another marketing tool – we have our relocation and sales departments throughout Florida and the country, sending us referrals. Our brand name is nationally recognized and marketed! We receive leads from other Coldwell Banker real estate firms

**TENANTS AND DEPOSIT MONEY:** Annual Rentals: The annual applicant will complete the Coldwell Banker *Application For Residency* Form which details our Rental Application Criteria and Disclosures. The tenant screening is processed requesting the applicant's credit, criminal and eviction history. The company providing the screening service will compile the data and accept or deny the applicant. (In the event you choose to accept an applicant whose application has been denied will require your signature.) We collect first, last and security deposit. Any exceptions will require owner approval.

**PROPERTY OWNER ACCOUNT STATEMENTS:** Each property is required to maintain a minimum \$200 working balance. This is held in our escrow account and is used to pay any incidentals, repairs or small purchases needed for the property. Our accounting department is in our corporate office in Sarasota, where processing is performed monthly. Each month there is activity you will receive a statement of your account from Coldwell Banker along with your check. It is recommended you retain your statements, however, we can always reproduce statements from our software rental program. Each property owner will receive a 1099 for miscellaneous income after January 1<sup>st</sup> of each year for the previous year.

**MAINTENANCE, HOUSEKEEPING AND REPAIRS:** We will assist you in contracting qualified housekeepers, handyman services, and a selection of vendors for other work such as plumbing, floor covering, painting, roofing, appliance repairs and/or purchases for your property. Our rental staff is prepared to handle maintenance calls, follow up with repair/purchase and process payment from owner account.

**OTHER SERVICES:** An inventory is required with each furnished property. The fee for preparing an inventory will vary with size of the property. Inspection Services: Please check with your property manager for an update on services we may offer in your area.