



Application for Property Management

Please fill out all information as completely as possible. This will help us create the formal property management agreement specific to you and your home. It will also help us market your home properly.

Date _____

ADDRESS OF PROPERTY TO BE MANAGED _____

City _____ Zip Code _____

OWNER INFORMATION

Owner Name _____

Email _____

Best Contact # _____ Cell Home Work

Other _____

Alternate Contact # _____ Cell Home Work

Other _____

Co-Owner Name _____

Email _____

Best Contact # _____ Cell Home Work

Other _____

Alternate Contact # _____ Cell Home Work

Other _____

MAILING ADDRESS _____

City _____ State _____ Zip Code: _____

MORTGAGE COMPANY _____

PET POLICY

We adhere to all government rules and regulations regarding the use of service animals. For more information, visit this site: https://www.ada.gov/regs2010/service_animal_qa.html

Restrictions of size, breed, etc. _____

I agree to accept pets with the minimum pet fee to be \$ _____ and \$ _____ for each additional pet. Pet fees start at \$350.00 with additional \$150.00 for each additional pet, and can be set to any amount you request depending on number of pets, size, breed, etc.)
*****Pet fees minus our 10% can be released to you at the beginning of a lease since they are non-refundable to the tenant.***

MAINTENANCE AND REPAIRS

Owner is notified as soon as possible of a repair/maintenance issue by email or phone message. We have authorization to contract for repairs on plumbing, especially leaking pipes, toilets, sinks, any electrical problem, broken windows, doors, including locks of same, and lack of heat or a/c. Georgia law requires that we must maintain services to a tenant.

We use a general contractor for most repairs, except in-depth plumbing and electrical issues.

OPERATING RESERVE

We ask for an amount equal to one month's rent to be held in reserve to cover the cost of any necessary repairs or maintenance for your property.

Funds placed in operating reserve to cover repairs are replenished from the next full month's rent after the repair bills have been paid.

Example: The tenant pays the rent for the current month. We send your check to you minus our commission. In the middle of the month, repairs in the amount of \$175.00 have to be done on the property. This bill is paid from the operating reserve attached to your account. When next

month's rent is paid by the tenant, the amount paid from reserve is replenished from the rent. You are sent a copy of the bill with your monthly statement.

DISCLOSURE STATEMENT

*I understand that this document is an application only, and not a legal contract with RICHARDSON-FREE REALTY, INC. I understand that a management agreement will be prepared for me to sign from the information I have provided. I understand that my property cannot be listed for rent until I have signed my **Exclusive Leasing/Management Agreement** with RICHARDSON-FREE REALTY, INC.*

The information I have given is true and accurate to the best of my knowledge. By signing this disclosure, I authorize RICHARDSON-FREE REALTY, INC. to review my credit history to obtain information regarding the current status of my mortgage payment.

Signature of Property Owner

Signature of Property Co-Owner

Please tell us if you were referred to us by another real estate agent

Referring Agent _____

Emergency Contact Information

(Please list the name of someone that could contact you in the event of emergency and you cannot be located)

Name _____

Email _____

Best Contact # _____ Cell Home Work

Other

Alternate Contact # _____ Cell Home Work

Other

PROPERTY INFORMATION

of Bedrooms _____

of Bathrooms _____

Square Footage _____

of Garage Spaces _____

Fenced yard? Yes

No

Garage Code _____ Alarm Code _____ Alarm Company _____

Choose one:

House Apartment Condo Other _____

Special Features _____

Instructions for Lawn Maintenance _____

HVAC System Total Electric Gas Heat

Date system was last checked _____ Filter Size _____

Sewer: City/County or

Septic Tank Last date serviced/pumped _____

Fireplace in working condition Yes No Woodburning or Gas Logs

Date chimney was last serviced/inspected _____

**Please check Appliances to Remain with Property
(All appliances must be maintained by owner)**

Refrigerator

Vent Hood

- Dishwasher
- Garbage Disposal
- Microwave (Over-the-Range / Counter Top)
- Oven (Electric or Gas)
- Range (Electric or Gas)
- Washer
- Dryer

- Wine/Drink Cooler
- Other _____
- Other _____
- Other _____
- Other _____
- Other _____

Does your property have a Home Warranty or Maintenance Plan? Yes No

Company Name _____ Contact # _____

Policy # _____

Utility Companies for your Property:

Water _____ **Electric** _____ **Gas** _____

Schools:





Elementary _____

Middle _____

High _____

Date Available for Rent _____

COMMISSIONS AND MANAGEMENT FEES

-  Procurement fee is 50% of first full month's rent (per new tenant) leasing commission.
-  Monthly management fees are 10% of the total monthly rent, deducted monthly from the rent. A check for the balance is sent to you by mail, or deposit via Electronic Funds Transfer (\$2.50 per transaction fee is billed quarterly)
-  We retain 10% of all late fees, and 10% of all pet deposits
-  Lease renewal fee of \$50 per renewal term

(Lease up fee is 40% plus 10% monthly fee = 50% lease up)