

**PROPERTY MANAGEMENT AGREEMENT**

This Property Management Agreement (“Agreement”) is made on \_\_\_\_\_ (“Date”) by and between \_\_\_\_\_ (“Landlord”) and \_\_\_\_\_ (“Managing Agent”).

**1. PREMISES.**

Street Address \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_, Virginia ZIP Code \_\_\_\_\_  
Property Owners’ or Condominium Association \_\_\_\_\_  
County/Municipality \_\_\_\_\_ TAX Map/ID # \_\_\_\_\_  
Parking Space # \_\_\_\_\_ Storage Unit # \_\_\_\_\_ Mailbox # \_\_\_\_\_

**2. TERM.** This Agreement will run for the period commencing after signature by all parties and expiring at 5:00 p.m. on \_\_\_\_\_. This Agreement will be automatically renewed from year to year unless/until terminated in accordance with Paragraph 36.

**3. NOTICES.** All notifications and amendments under this Agreement will be in writing and will be delivered using the contact information below, or as later designated in writing.

**Landlord**

Name of Primary Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, and ZIP Code: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Managing Agent (Firm)**

Name of Primary Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, and ZIP Code: \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**4. PROPERTY MANAGEMENT FORM.** The NVAR Property Management Information Form (“PMIF”) is attached and made a part of this Agreement.

**5. LANDLORD’S REPRESENTATIONS.**

- A. Landlord will be responsible for obtaining and maintaining any rental licenses required by any governmental body. Landlord represents that Premises are in compliance with local zoning and building codes.
- B. Landlord will keep and maintain all utilities in Landlord’s name during any periods of vacancy of Premises.
- C. Smoke detectors are installed and operating as required.
- D. Landlord will provide Managing Agent with a list of known defects which may affect habitability.

6. **PROCURE LEASES.**  If this box is checked, Managing Agent is to lease Premises and the parties will execute a separate Exclusive Right to Lease Listing Agreement, the terms of which, if applicable, are incorporated herein. Landlord grants to Managing Agent the authority and power at Landlord's expense and in Landlord's name to negotiate, prepare and sign all leases, and to cancel or modify existing leases. Managing Agent will sign all leases as Managing Agent for Landlord. Managing Agent will not execute any lease in excess of \_\_\_\_ month(s) without prior written approval of Landlord.
7. **RECEIVE RENTS.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to receive all rents in accordance with the Leases and to keep records of the receipts and expenditures for Premises and to deposit all Landlord funds received by Managing Agent in a separate escrow account in a federally insured institution.
8. **RECEIVE OTHER CHARGES.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to receive from Tenant any or all of the following without accounting for such charges and/or compensation to Landlord: late fees, additional rent administrative charges, return check charges, and/or application fees.
9. **SECURITY DEPOSIT.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to retain the Tenant's Security Deposit in escrow for the duration of Lease and any extensions and to refund Security Deposit in accordance with the terms of Lease.
10. **RECORD STATEMENTS.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to keep accurate records of the receipts, expenditures, and charges for Premises and furnish Landlord with a statement.
11. **REMIT NET RENT.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to promptly remit to Landlord the balance of all sums due Landlord under the terms of this Agreement.
12. **REPAIRS/MAINTENANCE OF PREMISES AND HIRING OF CONTRACTORS.**

Managing Agent has the authority and power at Landlord's expense and in Landlord's name to:

- A. Arrange all ordinary repairs, replacements, and alterations necessary to preserve Premises to comply with Lease requirements, governmental regulations, or insurance requirements.
- B. Purchase supplies and to pay all bills.
- C. Arrange for utility services and other services to and for Premises.

Unless otherwise agreed to in writing by the parties, all repairs arranged by Managing Agent are to be performed by a contractor licensed to do the type of work required.

Any repairs to Premises which would disturb painted surfaces will be performed by a certified lead-based paint renovator if Premises were constructed prior to 1978, if required by law. Any cost in excess of \$ \_\_\_\_\_ must be approved by Landlord in advance except in an emergency. An Emergency exists if, in the exercise of Managing Agent's professional judgment, the use and enjoyment of Premises are substantially diminished, repairs are necessary for the safety and/or preservation of Premises, to avoid the suspension of any essential services to Premises, to avoid danger to life or property, or to comply with any law or ordinance.

- 13. INSPECTIONS.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to conduct an inspection of Premises and complete such forms as necessary to comply with the Lease.
- 14. SMOKE ALARM INSPECTIONS.** Managing Agent has the authority and power to perform inspections of all smoke alarms on Premises once every 12 months to determine that all smoke alarms are present and in good working order and to provide such certification to Tenant in Landlord's name.
- 15. TAX FORMS.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to submit required forms showing total income to the IRS and the Virginia Department of Taxation. Landlord's SS# or Tax ID# is \_\_\_\_\_.
- 16. APPROPRIATE PROFESSIONAL ADVICE.** Managing Agent can counsel on real estate matters, but if Landlord desires legal advice, Landlord is advised to seek legal counsel. Landlord is advised further to seek appropriate professional advice concerning, but not limited to, property or tax and insurance matters. Managing Agent may refer a service provider to assist Landlord in this Agreement. This referral is not an endorsement, guarantee or warranty as to the quality, cost and/or timeliness of the services to be provided. Landlord is advised to independently investigate all options for service providers and consider whether any service provider will work effectively with Landlord. Landlord is free to reject any referred service provider for any or no reason.
- 17. DESIGNATED PROXIES.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to be designated by Landlord as POA/Condo Association proxies. Landlord will provide the POA/Condo Association written designation of Managing Agent as the lot owner's authorized representative with respect to any lease, as provided for by POA/Condo Association Declaration or Virginia law.
- 18. EXPENSE REIMBURSEMENT.** Landlord will reimburse Managing Agent for actual costs of materials or services expended on behalf of Landlord. Such services will include, but not be limited to, long distance telephone or copying charges, postage, key duplication, faxing, mileage, duplicate/reprinting statements, and advertising.
- 19. MAINTENANCE ACCOUNT.** Landlord will maintain on deposit with Managing Agent, a minimum balance of \$ \_\_\_\_\_ in a contingency reserve account. Managing Agent is not required to advance funds on Landlord's behalf. If the balance in Landlord's reserve account falls below the amount required, Landlord will remit funds to replenish the account. Managing Agent may retain the rents received under a lease for any expenditures made by Managing Agent for the benefit of Landlord and not reimbursed to Managing Agent by Landlord. If Managing Agent advances any funds to pay any expenses for Landlord, such advance will be considered a loan subject to repayment with interest at six (6) percent (%) per annum. Landlord will reimburse Managing Agent, including interest. Managing Agent may deduct such amounts from funds due Landlord. Landlord will pay any attorneys' fees expended to collect unpaid sums and interest due Managing Agent.
- 20. TERMINATE TENANCIES AND LEGAL PROCEDURES.** Managing Agent has the authority and power at Landlord's expense and in Landlord's name to: terminate tenancies; institute and prosecute actions to evict Tenants; recover possession of Premises; sue for and recover rent; settle, compromise, and release such actions or suits; and/or reinstate such tenancies using guidelines provided by Landlord or after personal consultation with Landlord.
- 21. MANAGEMENT SERVICES FEE.** As Compensation for the management services specifically

listed above, Landlord will pay Managing Agent a fee of \$\_\_\_\_\_ per month or \_\_\_\_ % of the monthly rent commencing on \_\_\_\_\_. This fee will be deducted from Landlord's account or payable by Landlord by the \_\_\_\_\_ day of the month.

**22. OTHER SERVICES AND FEES.** For other services described below, Landlord agrees to compensate Managing Agent as follows:

SERVICE	\$ FLAT FEE	% OF MONTH RENT	% OF TOTAL EXPENSE	OTHER
Preparing Premises for sale or for rent or for the re-occupancy of Landlord				
Managing during vacancy				
Managing a furnished rental				
Appearing in court				
Insurance or warranty claim coordination				
Attending HOA/Condo meetings				
Obtaining multiple bids				
Acting as an Attorney in Fact				
Lease renewal or extension				
Making scheduled payments on trust, mortgage, Condo/HOA as shown on PMIF from Landlord's account.				

**23. INDEMNIFICATION AND RELEASE.**

**A.** Landlord will name Managing Agent as additional insured, keep Managing Agent as additional insured for the duration of the term of this Agreement, and provide Managing Agent of proof of same. Coverage for code enforcement, water damage, flood or sewer backup, and Rent replacement are also suggested. Landlord will provide vandalism coverage for any Premises vacant more than 30 days.

**B.** Landlord will indemnify and hold harmless Managing Agent from all costs, expenses, suits, liabilities, damages, and claims of every type, unless Managing Agent is adjudicated to have been negligent. Landlord will indemnify and hold harmless Managing Agent from all claims arising from

bankruptcy or foreclosure against Landlord. Landlord will pay all settlements, judgments, damages, liquidated damages, penalties, forfeitures, court costs, collection fees, litigation expenses, and reasonable attorneys' fees for suits initiated or defended on Landlord's behalf. Landlord will indemnify and hold harmless Managing Agent in the event of a bankruptcy or failure of any depository institution into which Managing Agent has deposited Landlord's funds.

C. Landlord will pay all expenses incurred by Managing Agent in any proceeding or suit involving an alleged violation by Managing Agent or Landlord of any constitutional provision, statute, law, or regulation arising out of or relating to this Agreement or any lease entered into hereunder, unless Managing Agent is adjudicated to have personally, and not in a representative capacity violated the law, statute or provision. Managing Agent is not required to employ counsel to represent Landlord in any such proceeding or suit.

**24. NON-RESIDENT LANDLORD.** Landlord  is OR  is not a resident of Virginia.

**A. Taxation.** Landlords who are non-residents of Virginia are responsible for filing the appropriate forms with the Internal Revenue Service (IRS) and the Virginia Department of Taxation.

**B. Resident Agent.** Any individual non-resident of Virginia who owns and leases residential real property in Virginia will have and continuously maintain an agent who is a resident of Virginia and maintains a business office in Virginia. The non-resident Landlord must also register the name and office address of Resident Agent with the State Corporation Commission. Landlord designates as Resident Agent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ VA, \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**25. MORTGAGE DEFAULT AND FORECLOSURES.** In the event Managing Agent receives a mortgage default, foreclosure, or similar notice from any lender affecting Premises (if Premises are a single-family residence), Managing Agent will deliver such notice to the tenant, unless such notice was delivered by tenant to Managing Agent in accordance with Virginia Code Section 55.1-1237. Landlord and Managing Agent agree that foreclosure of Premises will be deemed a breach of this agreement by Landlord. **Managing Agent will not be responsible for the default or any consequence in the terms of any trust or mortgage or payment. In case the disbursements are in excess of the receipts, Landlord agrees to pay such excess promptly. Managing Agent is not obligated to advance their own funds on behalf of Landlord.**

**26. WIRE FRAUD.** Please be aware that there are numerous e-mail phishing scams that involve fraudulent requests to wire funds in conjunction with a real estate transaction. If you receive any electronic communication directing you to transfer funds or provide nonpublic personal information, even if that electronic communication appears to be from a representative of Managing Agent, do not respond. Such requests, even if they may otherwise appear to be from Managing Agent, could be part of a scheme to defraud you by misdirecting the transfer of sale proceeds or using your identity to commit a crime. If you should receive wiring instructions via electronic means that appear to be from a legitimate source involved in your real estate transaction, you should verify - using contact information other than that provided in the communication - that the instructions were sent by an actual representative of the requesting company. Conversely, if you have provided wiring instructions to a third party, it is important to confirm with the representative of said company that the wire instructions are not to be substituted without your verified written consent. Please remember that when wiring funds, never rely exclusively on an e-mail, fax, or text communication.

- 27. WATER AND SEWER LIENS.** In the event Managing Agent receives Notice of unpaid water and sewer fees by a former tenant that may result in a lien against Premises, Managing Agent will deliver such Notice to Landlord.
- 28. DEFECTIVE DRYWALL.** Landlord  **does** OR  **does not** have actual knowledge of the existence of defective drywall in Premises.
- 29. SURVEILLANCE SYSTEM.** Premises  **have** OR  **do not have** an audio and/or video recording system (“Surveillance System”) on-site. In the event there is a Surveillance System on Premises, Landlord understands that use of such Surveillance System may result in violation of state and/or federal law if consent to record is not given in accordance with the law. Landlord hereby releases and holds harmless Managing Agent, Managing Agent’s designated agents, sub-agents, and employees from any liability which may result from the listening/recording of audio and/or video on Premises.
- 30. MILITARY AIR INSTALLATION.** Landlord represents that Premises  **are** OR  **are not** located adjacent to a military air installation’s noise zone and/or accident potential zone, as designated by the locality on its official zoning map.
- 31. LEAD-BASED PAINT.** Landlord represents that Premises  **were** OR  **were not** constructed before 1978. If Premises were constructed before 1978, then, unless exempt under 42 U.S.C. 4852d, Premises are considered “target housing” under the statute and Landlord has completed and provided to Managing Agent the form “Rental: Disclosure and Acknowledgment of Information on Lead-Based Paint and/or Lead-Based Paint Hazards” or equivalent form.
- 32. RADON.** Landlord  **has** OR  **has not** had Premises inspected for the presence of radon and received a report (“Radon Report”) from the test, by a radon professional certified by the National Radon Safety Board (“NRSB”), or the National Radon Proficiency Program (“NRPP”) (“Radon Professional”) using U.S. Environmental Protection Agency (“EPA”) approved testing methods.
- 33. PROPERTY PREVIOUSLY USED TO MANUFACTURE METHAMPHETAMINE.** Landlord  **does** OR  **does not** have actual knowledge that Premises were previously used to manufacture methamphetamine.
- 34. METHAMPHETAMINE REMEDIATION.** Managing Agent will have no obligation for remediation with respect to Premises relating to the cleanup of a methamphetamine laboratory. If it is discovered that Premises were or are being used as a methamphetamine laboratory, Landlord is solely responsible to engage a qualified contractor for remediation and cleanup of any contamination. Managing Agent will have no obligation to lease Premises until proof from a qualified contractor is delivered to Managing Agent certifying Premises have been remediated as required by law. Landlord will indemnify and hold harmless Managing Agent from all costs, expenses, suits, liabilities, damages, and claims of every type by reason of Landlord’s failure to perform the requirements set forth in this Paragraph.
- 35. MOLD REMEDIATION.** Except as expressly provided in this Agreement, Managing Agent will have no maintenance obligations with respect to Premises relating to the accumulation of moisture or the presence of mold or other fungus. Managing Agent will notify Landlord in writing of any mold condition in Premises of which Managing Agent has actual knowledge; provided, however, that Managing Agent will have no obligation to inspect for such condition except as set forth herein. It is expressly agreed that Managing Agent will hire a contractor to address any mold or moisture condition in Premises. Landlord will indemnify and hold harmless Managing Agent from

all costs, expenses, suits, liabilities, damages, and claims of every type by reason of Landlord's failure to perform the requirements set forth in this Paragraph, unless Managing Agent has assumed in this Agreement the obligation to perform such maintenance.

**36. TERMINATION.**

A. This Agreement may be terminated by either party with \_\_\_\_\_ days' Notice. However, this Agreement terminates automatically upon sale of Premises. In the event Landlord terminates this Agreement during the original term or any subsequent renewal period, or in the event of a foreclosure or sale, Managing Agent will be entitled to an early termination fee equal to \_\_\_\_ % of all gross rents due under the remaining Lease term as of the effective date of termination. Managing Agent will forward Tenant's Security Deposit to Landlord and Notice of mailing to Tenant. As of delivery of the notice, Managing Agent will have no further obligation or liability concerning the Security Deposit. Landlord's reserve account will be distributed within \_\_\_\_\_ days after termination, less any outstanding invoices or obligations and the early termination fee, along with an accounting of funds. Should there be any outstanding obligations against Landlord's account or a deficit in that account, any amounts received by Managing Agent will be applied first to satisfy those obligations and then disbursed to Landlord. Landlord waives all protest and defenses against Managing Agent for these disbursements. Landlord agrees to remit immediately to Managing Agent all monies due Managing Agent in accordance with this Agreement.

B. Landlord must give \_\_\_\_\_ days' Notice with documentation in accordance with the terms of the Lease to terminate this Agreement in order to occupy Premises. This Agreement terminates with the departure of the Tenant and return of the deposit, unless Managing Agent is requested to prepare Premises for the return of Landlord for an agreed upon fee. Should Tenant fail to depart after receiving proper Notice, this Agreement terminates on the final day of the Notice period.

C. All representations of the Parties to this Agreement will survive Termination of the Agreement. This Agreement will be binding upon the parties, and each of their respective heirs, executors, administrators, successors, and permitted assigns.

**37. FAIR HOUSING.** Landlord and Managing Agent will not discriminate against Tenant in the provision of services or in any other manner on the basis of any classification protected by the laws of the United States, Commonwealth of Virginia, and applicable local jurisdiction. Landlord and Managing Agent will abide by all applicable Fair Housing Laws and ADA Regulations.

**38. CONFIDENTIALITY.** Managing Agent will maintain the confidentiality of all personal and financial information and other matters identified as confidential by Landlord which were obtained by Managing Agent during the management relationship, unless Landlord consents in writing to the release of such information or as otherwise provided by law. The obligation of Managing Agent to preserve confidential information continues after termination of the brokerage relationship. Information concerning material adverse facts about Premises is not considered confidential information.

**39. ATTORNEYS' FEES.** In the event of any dispute, litigation, or arbitration arising out of or relating to this Agreement, including non-payment of fees or amounts owed to Managing Agent by Landlord, the prevailing party will be entitled to recover all costs, including reasonable attorneys' fees, incurred by the prevailing party.

**40. APPLICABLE LAW.** The execution, interpretation, and performance of this Agreement will in all

respects be controlled and governed by the laws of the Commonwealth of Virginia, without regard to the application of conflict of laws. If any part of this Agreement will be declared invalid or unenforceable, the remainder of the Agreement will continue in full force and effect.

**LANDLORD:**

\_\_\_\_\_  
/   
Date      Signature

\_\_\_\_\_  
/   
Date      Signature

\_\_\_\_\_  
/   
Date      Signature

\_\_\_\_\_  
/   
Date      Signature

**MANAGING AGENT:**

\_\_\_\_\_  
/   
Date      Signature

\_\_\_\_\_  
/   
Date      Signature

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**EXHIBIT A**  
**PROPERTY MANAGEMENT INFORMATION FORM**

**MANAGING AGENT** (Company): \_\_\_\_\_ Phone \_\_\_\_\_

**LANDLORD(s)**: \_\_\_\_\_

Social Security No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

State of Legal Residence: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_ Phone (C) \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Local Contact for Emergency: \_\_\_\_\_ Phone \_\_\_\_\_

When does Landlord expect to return and live in this property? \_\_\_\_\_

**Premises are in:**  Condominium  Cooperative  Property Owners Association

Project/Subdivision \_\_\_\_\_ Unit No. \_\_\_\_\_ Building No. \_\_\_\_\_

County  City of \_\_\_\_\_, Virginia.

Number of Assigned Parking Spaces \_\_\_\_\_, Parking Space No.(s) \_\_\_\_\_

Storage Bin No. \_\_\_\_\_, Mail Box No. \_\_\_\_\_, No. of Keys Provided \_\_\_\_\_

**LEASING INFORMATION:**

Term Available: Maximum: \_\_\_\_\_ Minimum: \_\_\_\_\_

Monthly Rent Desired: Maximum: \_\_\_\_\_ Minimum: \_\_\_\_\_

Will you accept a:  Dog  Cat  Other; \_\_\_\_\_ Number of Pets: \_\_\_\_ Weight of Pet: \_\_\_\_\_

Collect Deposit:  Yes  No

**DISBURSEMENT OF FUNDS (check if applicable):**

- Is Managing Agent to make Deed of Trust (mortgage) payments?:  Yes  No
- When is Managing Agent to begin making payments? \_\_\_\_\_
- Landlord must notify mortgage company in writing if Managing Agent is to handle payments and supply payments books, cards, 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: PITI \_\_\_\_\_ PI Only \_\_\_\_\_

Lender: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Amount of Payment \$ \_\_\_\_\_ Loan No. \_\_\_\_\_ Due \_\_\_\_\_

Property Taxes \_\_\_\_\_ Due \_\_\_\_\_

Insurance \_\_\_\_\_ Due \_\_\_\_\_

Deposit rent balances in Bank: \_\_\_\_\_

Phone \_\_\_\_\_

Address: \_\_\_\_\_

Account No. \_\_\_\_\_  Checking  Savings

Account in the Name of: \_\_\_\_\_  
 Accumulate in my Account \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

**ASSOCIATION MEMBERSHIP AND DUES:**

- Is Managing Agent to make Association Membership/Dues payments?:  Yes  No
- When is Managing Agent to begin making payments? \_\_\_\_\_
- Landlord must notify all applicable associations in writing of management agreement.
- Landlord must have funds available in the account in order to make payments.

Swimming Pool: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_  
Tenant to pay:  Yes  No Membership No.: \_\_\_\_\_  
Fees include: \_\_\_\_\_

Homeowners' Association: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_  
Managing Agent to pay:  Yes  No Payment Schedule: \_\_\_\_\_  
Fees include: \_\_\_\_\_

Condominium Association: \_\_\_\_\_ Phone \_\_\_\_\_  
Address: \_\_\_\_\_  
Managing Agent to Pay:  Yes  No Payment Schedule: \_\_\_\_\_  
Fees Include: \_\_\_\_\_  
Resident Manager: \_\_\_\_\_  
Elevator Fee: \_\_\_\_\_ Move In/Out Restrictions/ Fees: \_\_\_\_\_  
Maintenance/Office/Repair Contact: \_\_\_\_\_ Phone \_\_\_\_\_

**CONDOMINIUM/COOPERATIVE/HOMEOWNER ASSOCIATION LANDLORD:**

Please attach a copy of your Association Bylaws/Rules and Regulation to this form.

**INSURANCE COVERAGE:** (Homeowner's policy must be converted or amended to \_\_\_\_\_.) If not submitted herewith, a copy of the Insurance policy must be forwarded to Managing Agent for retention in file.

Damage/Comprehensive:  
Insurance Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expires \_\_\_\_\_

Personal Liability:  
Insurance Agent \_\_\_\_\_ Phone \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expires \_\_\_\_\_

**UTILITIES:**

Water and Sewer Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Location of Main Cut Off Valves: \_\_\_\_\_  
Septic Tank Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Attach copy of septic tank, septic field, and distribution box locations.  
Date last pumped: \_\_\_\_\_  
Well and Pump Service: \_\_\_\_\_ Phone: \_\_\_\_\_  
Electric Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Gas Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Location of Gas Meter: \_\_\_\_\_  
 Fuel Oil Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Location of Tank: \_\_\_\_\_ Size of Tank: \_\_\_\_\_  
 Telephone Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Type of Phone Jacks: \_\_\_\_\_ Locations of Phone Jacks: \_\_\_\_\_  
 Internet Connection: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Cable TV Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Location of Cable Outlets: \_\_\_\_\_  
 Trash/Recycling Collection: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Trash Pick Up Day: \_\_\_\_\_ Recycling Day Pick Up Day: \_\_\_\_\_

**HEATING AND AIR CONDITIONING:**

Type of Heating:  Hot Air  Hot Water  
 Fuel:  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: \_\_\_\_\_

Air Conditioners: No. of Units \_\_\_\_\_ Make(s) \_\_\_\_\_ Model No. \_\_\_\_\_  
 Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone: \_\_\_\_\_

Hot Water Heater: Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
 Age \_\_\_\_\_ Capacity \_\_\_\_\_  Gas  Oil  Electric  
 Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone: \_\_\_\_\_

Electronic Air Filter: Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_

Humidifier: Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_

Smoke Detector Locations: \_\_\_\_\_

**APPLIANCES:** Provide all instructions/care booklets available.

Refrigerator Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
 Age \_\_\_\_\_ Color \_\_\_\_\_  
 Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone \_\_\_\_\_

Stove Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
 Age \_\_\_\_\_ Color \_\_\_\_\_  Gas  Electric  
 Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone \_\_\_\_\_

Disposal Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
 Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone \_\_\_\_\_

Dishwasher Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
 Age \_\_\_\_\_ Color \_\_\_\_\_  Portable  Built-in  
 Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone \_\_\_\_\_

Exhaust Fan Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
Age \_\_\_\_\_ Self-Vented \_\_\_\_\_ Externally Vented \_\_\_\_\_  
Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone \_\_\_\_\_

Microwave Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
Age \_\_\_\_\_ Color \_\_\_\_\_  
Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone \_\_\_\_\_

Washer Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
Age \_\_\_\_\_ Color \_\_\_\_\_  
Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone \_\_\_\_\_

Dryer Make \_\_\_\_\_ Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_  
Age \_\_\_\_\_ Color \_\_\_\_\_  
Service Contract Co. \_\_\_\_\_ Expires \_\_\_\_\_ Phone \_\_\_\_\_

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

\_\_\_\_\_

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**OTHER APPLIANCES OR EQUIPMENT:** Please furnish pertinent information below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER SERVICE CONTRACT OR WARRANTIES** (attach copies if available):

1. Termite \_\_\_\_\_ Company \_\_\_\_\_  
Expires \_\_\_\_\_ Phone \_\_\_\_\_
2. Lawn \_\_\_\_\_ Company \_\_\_\_\_  
Expires \_\_\_\_\_ Phone \_\_\_\_\_
3. Home Warranty \_\_\_\_\_ Company \_\_\_\_\_  
Expires \_\_\_\_\_ Phone \_\_\_\_\_
4. Other \_\_\_\_\_ Company \_\_\_\_\_  
Expires \_\_\_\_\_ Phone \_\_\_\_\_

Managing Agent will call Landlord's contractors whenever possible, but in no event shall Managing Agent be held liable should Managing Agent fail to do so.