



Listing Agreement

PROPERTY ADDRESS _____

Owner Name: _____ Phone Number _____

Property Services Coordinator _____ Maintenance Manager _____

Listing Agent _____ To Be Marketed: ____/____/____

Market Center: _____

Status: ☐ Vacant ☐ Owner Occupied ☐ Tenant Occupied ☐ Leasing

Preferred method of communication:

- ☐ Text _____
- ☐ Phone _____
- ☐ Portal
- ☐ Email _____



CONSUMER NOTICE

THIS IS NOT A CONTRACT

In an effort to enable consumers of real estate services to make informed decisions about the business relationships they may have with real estate brokers and salespersons (licensees), the Real Estate Licensing and Registration Act (RELRA) requires that consumers be provided with this Notice at the initial interview.

- Licensees may enter into the following agency relationships with consumers:

Seller Agent

As a seller agent the licensee and the licensee's company works exclusively for the seller/landlord and must act in the seller's/landlord's best interest, including making a continuous and good faith effort to find a buyer/tenant except while the property is subject to an existing agreement. All confidential information relayed by the seller/landlord must be kept confidential except that a licensee must reveal known material defects about the property. A subagent has the same duties and obligations as the seller agent.

Buyer Agent

As a buyer agent, the licensee and the licensee's company work exclusively for the buyer/tenant even if paid by the seller/landlord. The buyer agent must act in the buyer/tenant's best interest, including making a continuous and good faith effort to find a property for the buyer/tenant, except while the buyer is subject to an existing contract, and must keep all confidential information, other than known material defects about the property, confidential.

Dual Agent

As a dual agent, the licensee works for both the seller/landlord and the buyer/tenant. A dual agent may not take any action that is adverse or detrimental to either party but must disclose known material defects about the property. A licensee must have the written consent of both parties before acting as a dual agent.

Designated Agent

As a designated agent, the broker of the selected real estate company designates certain licensees within the company to act exclusively as the seller/landlord agent and other licensees within the company to act exclusively as the buyer/tenant agent in the transaction. Because the broker supervises all of the licensees, the broker automatically serves as a dual agent. Each of the designated licensees are required to act in the applicable capacity explained previously. Additionally, the broker has the duty to take reasonable steps to assure that confidential information is not disclosed within the company.

- In addition, a licensee may serve as a Transaction Licensee.

A transaction licensee provides real estate services without having any agency relationship with a consumer. Although a transaction licensee has no duty of loyalty or confidentiality, a transaction licensee is prohibited from disclosing that:

- The seller will accept a price less than the asking/listing price,
- The buyer will pay a price greater than the price submitted in the written offer, and
- The seller or buyer will agree to financing terms other than those offered.

Like licensees in agency relationships, transaction licensees must disclose known material defects about the property.

- Regardless of the business relationship selected, all licensees owe consumers the duty to:
 - Exercise reasonable professional skill and care which meets the practice standards required by the RELRA.
 - Deal honestly and in good faith.
 - Present, as soon as practicable, all written offers, counteroffers, notices and communications to and from the parties. This duty may be waived by the seller where the seller's property is under contract and the waiver is in writing.

CONSUMER NOTICE

- Comply with the Real Estate Seller Disclosure Law.
- Account for escrow and deposit funds.
- Disclose, as soon as practicable, all conflicts of interest and financial interests.
- Provide assistance with document preparation and advise the consumer regarding compliance with laws pertaining to real estate transactions.
- Advise the consumer to seek expert advice on matters about the transaction that are beyond the licensee's expertise.
- Keep the consumer informed about the transaction and the tasks to be completed.
- Disclose financial interest in a service, such as financial, title transfer and preparation services, insurance, construction, repair or inspection, at the time service is recommended or the first time the licensee learns that the service will be used.
- The following contractual terms are *negotiable* between the licensee and the consumer and must be addressed in an agreement/disclosure statement:
 - The duration of the licensee's employment, listing agreement or contract.
 - The licensee's fees or commission.
 - The scope of the licensee's activities or practices.
 - The broker's cooperation with and sharing of fees with other brokers.
- All sales agreements must contain the property's zoning classification except where the property is zoned solely or primarily to permit single family dwellings.
- The Real Estate Recovery Fund exists to reimburse any person who has obtained a final civil judgment against a Pennsylvania real estate licensee owing to fraud, misrepresentation, or deceit in a real estate transaction and who has been unable to collect the judgment after exhausting all legal and equitable remedies. For complete details about the Fund, call (717) 783-3658.

Before you disclose any financial information to a licensee, be advised that unless you select a business relationship by signing a written agreement, the licensee is NOT representing you. A business relationship is NOT presumed.

ACKNOWLEDGMENT

I acknowledge that I have received this disclosure.

Date: _____
(Consumer's Printed Name) (Consumer's Signature)

Date: _____
(Consumer's Printed Name) (Consumer's Signature)

I certify that I have provided this document to the above consumer during the initial interview.

Date: _____

(Licensee's Printed Name) (Licensee's Signature) (License #)








Adopted by the State Real Estate Commission at 49 Pa. Code §35.336.

PRE-LISTING CHECKLIST

☐ Leasing Only

In addition to executing this agreement, the following documents are required in order to lease, manage and maintain your portfolio. This will also allow the meeting to move quickly and free up more time for question you may have.

All items are required in order to market your property

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Drivers License |  <input checked="" type="checkbox"/> Keys | <input type="checkbox"/> Unit evaluation work order created |
|  <input checked="" type="checkbox"/> Copy of Deed / HUD 1 | <input checked="" type="checkbox"/> Lockbox ____ Code ____ | <input type="checkbox"/> Preference of communication |
| <input checked="" type="checkbox"/> Voided Check | <input type="checkbox"/> Photos | |
|  <input checked="" type="checkbox"/> Setup Fee | <input checked="" type="checkbox"/> Leases & Ledgers | HOA Documents: x2 |
| <input checked="" type="checkbox"/> Portfolio Minimum / Owner's Reserve | <input type="checkbox"/> Back Taxes | <input type="checkbox"/> Trash Pickup Schedule |
|  <input type="checkbox"/> Copy of home warranty (if applicable) | <input type="checkbox"/> Rental Survey | <input type="checkbox"/> Rules & Regulations |
|  <input type="checkbox"/> Copy of service contracts (if applicable) | <input type="checkbox"/> Published (if vacant) | <input type="checkbox"/> Trash Cans & Recycling |
| <input type="checkbox"/> Copy of most recent utility bill | <input type="checkbox"/> Portal Activation | <input type="checkbox"/> Mail Box Keys |
| <input type="checkbox"/> Tax Payment | <input type="checkbox"/> ePay instructions given | <input type="checkbox"/> Garage Door Openers |
|  <input checked="" type="checkbox"/> Proof of Insurance | <input type="checkbox"/> Introduction call w/resident | <input type="checkbox"/> Forms (HOA) |
|  <input checked="" type="checkbox"/> W9 | <input type="checkbox"/> Introduction call w/owner | <input type="checkbox"/> Tenant Plates |

Today's Date: _____

Next Appointment: _____

☐ CO/Smoke Detectors Installed & Working

☐ Yes ☐ No

EXCLUSIVE RIGHT TO LEASE REAL ESTATE CONTRACT

In consideration of listing the real property hereinafter described ("the Property") by **Rentwell**, a Pennsylvania corporation and a licensed Pennsylvania Real Estate Brokerage ("Broker"), the undersigned ("Owner") hereby grants to Broker the exclusive right to lease said Property as the Lessor's Agent, as described in the Pennsylvania mandated Consumer Notice disclosed to the Owner. This agreement commences at the time of this signing unless otherwise noted here;

Start Date _____ / _____ / _____ Ending on _____ / _____ / _____ (the "Term").

The real "**Property**" is located and is described in the: **Property Information Addendum. Either Party can end this Agreement by written notice at any time and for any reason without penalty.**

1. Commission Rate. In the event the Property is leased, the Owner agrees to pay the Broker a leasing commission equal to the following:

- (a) **New Tenant with lease term up to one year:** One month's rent
- (b) **New Tenant with lease term more than one year:** One month's rent plus 25% of one month for each six (6) month period in excess of one year term.
- (c) **For Lease Renewals:** See Property Management Addendum

Commissions shall be earned immediately upon finding a qualified resident regardless of who found the qualified tenant as this is an EXCLUSIVE RIGHT TO LEASE AGREEMENT. A qualified resident is defined on the renter qualification form. Upon execution of the lease, 100% of the leasing commission is due. The Broker may pay compensation (at Broker's discretion) on part of the agreed commission to subagents or agents that represent the tenant or transaction licensees of other real estate firms when assisting in leasing the Property and/or procurement of a tenant. Such compensation shall also be paid if the Property is leased within a "Protection Period" of 180 days after the cancelation or expiration of this Agreement (or any extension thereof) to anyone with whom the Broker has had contact or negotiations with prior to the cancelation or expiration.

- 2. Lease-Up Guaranty.** Broker grants to Owner a "Ninety (90) Day Tenant Guarantee" on all "Broker recommended" tenants. In the event the Property needs to be remarketed within ninety (90) days of placement of a Broker approved tenant regardless of the reason (excepting for habitability claims by tenant) Broker will remarket the Property to obtain a new tenant for Owner at no additional commission cost. This Commission Guarantee is extended to twelve (12) months when Owner is a Property Management Client. Client must be an active client with RentWell and Leasing Commissions Guarantee will be prorated based upon the length of tenancy.
- 3. Resident Deposits.** During the term of this Agreement, the Owner hereby authorizes the Broker to accept a "Reservation Deposit" to be applied against rental payments, leasing commissions or as a security deposit, and to prepare and sign a lease agreement on the Owner's behalf. Broker, who has the duty to escrow security deposit money for a transaction involving the above referenced Property, is hereby granted permission to refrain from depositing the security deposit, to retain all deposits and to remit the remaining monies to the Owner after the lease signing per the terms in item 5. All funds collected from the applicant/tenant will be made payable to "RentWell."
- 4. Funds Due Owner.** Funds will be mailed via check within fifteen (15) business days of lease execution. The transmission of funds to Property Management clients is explained in the Property Management Handbook relating to Portal Setup Addendum.
- 5. Access to the Property.** Owner agrees to permit RentWell to use a 'Lock Box' or 'Rently' self-showing system. Owner and third party entering the Property on behalf the Owner shall use their own lockbox for personal access to the Property.
- 6. Conflict.** A conflict of interest is when a Broker has a financial or personal interest in the Property or where Broker cannot put the Owner's interest before any other. If Broker or any Broker's agents has a conflict of interest, Broker will notify the Owner thereof. Owner agrees that Broker may list other properties for rent; and that Broker may also show other properties to prospective tenants.

Owner _____ / _____ DATE

Listing Agent _____ / _____ DATE

EXCLUSIVE RIGHT TO LEASE REAL ESTATE CONTRACT

Owner agrees not to market the Property in competition with RentWell and to terminate all previous marketing efforts. Owner will forward the contact information for any prospective tenants to Rentwell

7. **Owner Disclosure.** The Owner has a duty to disclose "Material Defects" or conditions with respect to the Property and hereby represents and warrants that Owner knows of no defect or condition with respect to the Property except as follows:

(1) If none—No Defects: (Owner Initial) _____

(2) The following Property is subject to the Defects:

The Owner authorizes Broker to disclose material defects to any prospective tenant resident.

8. **Inspection Reports.** Owner advises Broker that the following inspection reports have been prepared with respect to the Property (list all reports, studies, letters, test results, reports, and similar documents, all of which are collectively referred to herein as "Reports") addressing the issue of the existence or nonexistence of infestations, asbestos, molds and other toxics compounds: (if none, initial "No Reports") _____

☐ NO REPORTS: (Owner Initial) _____

The Owner authorizes Broker to disclose material conditions to any prospective Tenant resident.

9. **Indemnification.** The Owner agrees to indemnify and hold harmless the Broker and any agents or subagents against liability, including court costs and attorney fees, caused by the Owner's failure to disclose accurately and completely any Material Defects or

Reports related to the condition of the Property that may affect its desirability and occupancy.

10. **Fair Housing.** Federal and state laws make it illegal for Owner, Broker, or anyone else to use RACE, COLOR, RELIGION or RELIGIOUS CREED, SEX, DISABILITY, FAMILIAL STATUS, AGE, NATIONAL ORIGIN, USE OR HANDLING/TRAINING OF SUPPORT OR GUIDE ANIMALS, or the FACT OF RELATIONSHIP OR ASSOCIATION TO AN INDIVIDUAL KNOWN TO HAVE A DISABILITY as reasons for refusing to show, or rent properties, set deposit amount or as reasons for any decision relating to the conditions and terms of lease of property. Owner will not meet or communicate with applicants/tenants nor will RentWell provide any information outside of the Renters Qualification Form.

14. **Owner's Interest.** Owner represents that Owner owns fee simple title to the Property and/or has full right, power, and authority to complete the lease as provided in this Agreement. Unless otherwise agreed in writing, Owner represents that Owner shall derive any municipal occupancy or use license/certificate, unless otherwise agreed to in writing.

NOTE: The Pennsylvania Real Estate Recovery Fund has been established for the purpose of giving relief for an unpaid judgment against a licensed real estate person under certain circumstances. For more information, call 800-822-2113 within Pennsylvania or 717-783-4854 outside Pennsylvania. The Owner has read the Consumer Notice as adopted by the State Real Estate Commission at 49 PA Code 35.336. Fax or electronic copies of this agreement with signatures are considered legal and binding contracts. The Owner hereby acknowledges receipt of a copy of this Agreement and authorization to lease.

15. **Sale of Property.** If a Rentwell placed tenant purchases the property, Owner agrees to a Selling Agent commission to Rentwell in the amount of 2.5% of the selling price.

Owner _____ / _____ DATE

Listing Agent _____ / _____ DATE

PROPERTY MANAGEMENT ADDENDUM

NOT APPLICABLE IF LEASING ONLY RELATIONSHIP

TERM

This Agreement commences at time of signing unless otherwise noted

(Start Date) _____ / _____ / _____ Ending Date _____ / _____ / _____

Please reference Exclusive Listing Agreement dated _____ / _____ / _____

This agreement will automatically renew at the end of each term for one (1) additional term and may be canceled by either party at any time with 60 days written notice"

FUNDING ACCOUNT

At the signing of this Agreement, owner shall deposit the sum of \$_____ with Rentwell to be held in escrow to satisfy the obligations of owner to RentWell "Unit Reserve". At all times, owner shall maintain a positive unit reserve balance. RentWell will notify owner when the unit reserve is below the minimum. Owner shall replenish the unit reserve with the minimum balance within ten (10) days of notice from RentWell or sooner if directed by RentWell.

ZERO FAULT / PENALTY CANCELLATION

Management Duties: Owner and Broker agree that either party may cancel this Agreement at any time for any reason and without penalty upon one calendar month written notice which shall be effective at the end of the following calendar month (the "Termination Date"). Broker will be entitled to all fees and commissions due through the Termination Date and all management responsibilities will end on the Termination Date. Termination will not be effective until both parties sign cancellation addendum and all fees and commissions are satisfied. Owner agrees that fees and commission due Broker may be deducted from any funds held by Broker.

Final Accounting Reconciliation: All funds will be paid and a final statement of reconciliation will be provided to Owner within 90 days of the Termination Date in order for Broker to reconcile all accounting related statements and funds.

RESPONSIBILITIES

Owner agrees to make available all data, records and documents pertaining to the Property which the Broker may require to properly exercise Broker's duties hereunder. The Owner agrees to allow Broker to place signs on Property, in print or electronic media advertising its availability for lease.

INSURANCE

Owner must provide proof of insurance naming Rentwell and it's subsidiaries as additional insured.

Owner _____ / _____ DATE

Listing Agent _____ / _____ DATE

PROPERTY MANAGEMENT ADDENDUM

NOT APPLICABLE IF LEASING ONLY RELATIONSHIP

The Owner hereby nominates and constitutes Broker as Owner agent to perform the following responsibilities:

Property Turnover, Inspections and Maintenance

- ✓ Conduct move-in evaluation
- ✓ Conduct all Borough / Government Inspections (does not apply for owners who handle their own maintenance)
- ✓ Issue a 5 day move-in inspection report to tenant
- ✓ General Maintenance Coordination
- ✓ Emergency Maintenance Coordination
- ✓ Resident Relations
- ✓ Issue and accept keys from tenant
- ✓ Record tenant forwarding contact information
- ✓ Conduct move-out evaluation

Rent Collection/Tenant Relations

- ✓ Collect fees, rents, late rents and other charges
- ✓ Maintain rent collection records
- ✓ Prepare and serve late rent, pay or quit, notices
- ✓ Serve rental increases (if applicable) and tenancy termination notices
- ✓ Send out lease renewal reminders
- ✓ Negotiate and prepare lease renewals
- ✓ Conduct renewal lease signing

MULTI-FAMILY ONLY: Repairs and Maintenance for Multi-Family Properties

- ✓ Schedule the cleaning of common areas
- ✓ Schedule the replacement of light bulbs in common areas
- ✓ Schedule the cleaning of stairs, decks, patios, façades and sidewalks
- ✓ Schedule landscaping, pool maintenance and snow removal
- ✓ Schedule the cleaning of exterior common areas and grounds

Accounting and Reporting

- ✓ Invoice and Payment of management fee
- ✓ Owner Account:
 - Draft Statement e-mailed on or before the 15th of the month for the current month
 - Final statement published to Owner portal on or before the 15th of the month for the previous month
- ✓ Owner Draws:
 - Rents collected before the 10th of the month will post by the 15th of the current month
 - Rents collected between the 11th of the month and the 25th of the month will post by the end of current month
- ✓ 1099's will be posted to your portal on or before January 31st
- ✓ Annual Income Statement will be Published to your Owner portal by January 31st
- ✓ Holding of Security Deposit
- ✓ Distribution of Security Deposit (*only applies to escrow deposits held by RentWell*)
- ✓ Accounting of Portfolio Minimum (Owners Reserve) may need to be adjusted based upon needs of portfolio.

☐ SFH - \$500 per building

☐ MFH - \$500 1st unit - \$200 per additional unit(s)

Owner _____ / _____ DATE

Listing Agent _____ / _____ DATE

PROPERTY MANAGEMENT ADDENDUM

NOT APPLICABLE IF LEASING ONLY RELATIONSHIP

FEE SCHEDULE

| Services Summary | Standard | Custom |
|---|---|--------|
| Property Management Fee (Gross income collected) | 10% | |
| One Time Account Set Up Service Some or All May Apply: Photos, Videos, Marketing, Professional 10 to 30 Page Initial Property Evaluation, Development of a Seasonal Maintenance Program, Rental License Inspection, Resident Registration (leases, ledgers, insurance, contact information, payment plans), Resident E-Check Banking Setup, Resident and Client Online Owner Portal Setup | \$250.00 for the first unit and \$150.00 for Each Additional Unit | |
| Lease Renewal Service Some or All May Apply: New Lease Agreement (Ensuring that the resident is on a current lease and that the lease expiration date is controlled by Management, Lease Expiration Evaluation (ensuring that the resident is following the guidelines of the lease), Current Rental Market Analysis (ensures maximum return on investment), Rental Rate Negotiations, Review of Current Renters Insurance Policy, Review of Current Rental Certificate | \$250.00 for a 12 Month Term and \$50.00 for Each Additional 6 Month Term | |
| Standard Eviction Service (Additional costs may apply on the occasion there is a continuance and/or appeal) <i>\$500.00 includes the administrative time for filing of all legal documents, as well as representation in court and communication with court. Owner pays all court filing fees. All costs are billed back to the Tenant upon a successful judgment but will first be PRE-PAID by the owner.</i> | \$500.00 | |
| Onsite Services Utility Setup (four hour window), Insurance inspection, Appraisal Inspection, Fire/Safety Inspection, Failed Section 8 (when owner does maintenance). | \$75 first hour \$35 each additional | |
| Technology & Convenience Reimbursement Transferring funds, software, data backup and storage, 1099, owner/resident portals | \$5 per unit/per month | |

All Applicable Fees and Vendor Invoices will be deducted from income collected by Manager. Leasing fees will be paid at the time of the lease signing. If income does not cover expenses, the Owner will reimburse Broker within 5 Business Days.

Broker herein shall not incur any liability for bankruptcy or failure of the depository insured by FDIC.

Owner _____ / _____ DATE

Listing Agent _____ / _____ DATE

PROPERTY MAINTENANCE ADDENDUM

NOT APPLICABLE IF LEASING ONLY RELATIONSHIP

The maintenance options below will modify the rate schedule depending on the level of service you choose. Your selection will modify the responsibility between owner and RentWell. Please choose the level of service appropriate for you.

☐ **Maintenance – Managed by Owner**

Managed by Owner maintenance is for the experienced owner who is familiar with all aspects of his/her investment. By choosing this option, you should have the time, ability and experience to handle everyday maintenance as well as emergency calls.

- ✓ RentWell takes all calls and does a brief diagnosis
- ✓ RentWell informs owner of maintenance call
- ✓ OWNER is responsible for all inspections (borough/section 8)
- ✓ OWNER is responsible for all snow removal and ground maintenance
- ✓ OWNER must respond to all emergency calls. This is for owner's protection and safety of property.
- ✓ FEE: Included in management fee
- ✓ OWNER is responsible and assumes liability for all seasonal maintenance including snow removal, salting, lawn care and all ground maintenance.
- ✓ OWNER inspects property while vacant.

— OR —

☒ **Maintenance – Managed by Rentwell**

When we manage your maintenance, we manage every aspect of the project for you. Permits, Contractors, follow-up, it's all included. We've negotiated rates with our vendors so you don't need to shop around.

- ✓ RentWell handles all calls
- ✓ RentWell does vendor management and scheduling
- ✓ RentWell handles Work Order Management
- ✓ RentWell will seek owner approval if any work will exceed \$500
- ✓ RentWell manages all inspections and abatements
- ✓ Construction Management
- ✓ 15% standard markup off of vendor invoices (unless emergency or required municipality inspection).
- ✓ Rentwell to coordinate landscaping, salting, snow removal for multifamily or vacant single family homes.

☐ Opt-Out _____
Owner Initial _____ Date _____

☒ **Special Evaluations**

These evaluations consist of a multi-page report with pictures and explanations that detail the overall condition of your property. These evaluations may be done at change of seasons or with special circumstances to preserve the safety and integrity of your investment.

Single Family: \$75
Multi (2-4 units) \$50/unit
Multi (6+ units) \$35/unit

☐ Opt-Out _____
Initial _____ Date _____

10/2/18

Owner _____ / _____ DATE

Listing Agent _____ / _____ DATE

Legal and Signature Page

Disclosure

All rent belongs to the Owner; all other fees, including but not limited to application/reservation fees, late fees, collection and administration fees, bad check charges, and forfeited reservation deposits shall be the property of RentWell. RentWell may pay (and receive) referral fees, commissions, co-op commissions, rebates and bonuses to (and from) outside real estate agents/brokers, tenant referral companies, rental relocation companies, material suppliers, multiple listing companies, builders, developers, home warranty companies, banks, contractors and vendors who assist RentWell in the marketing showing, monitoring, leasing, managing and maintaining of the Property, including companies where RentWell may be a member, owner, agent, broker, stockholder or partner.

Legal

The Owner agrees to hold RentWell harmless from any damage or lawsuits in connection with Broker's involvement of the Property, including as a result of the use of the Lock Box or Rently access systems, and from any liability for any injury suffered by any employee of Owner, any Tenant, or any other person not employed by Broker unless such damage or lawsuit arises from the gross negligence of Broker. Owner will carry, at its expense, adequate liability insurance and will add RentWell as a named insured.

The RentWell shall not be liable for any error of business judgment or for any mistake of fact or law, or for anything which he may do or refrain from doing hereunder, except in cases of RentWell's gross negligence.

If a lawsuit is brought to collect RentWell's commissions or fees due from Owner, or if RentWell successfully defends any action brought against RentWell by Owner, relating to the Property, the Owner agrees to pay all costs incurred by RentWell in connection with such action, including reasonable attorney's fees. Any civil action brought against RentWell must be filed in Delaware County or Allegheny County, Pennsylvania.

If more than one person signs this Agreement, their liability is joint and several. Any modifications or additions to the Agreement must be in writing and signed by both parties.

Complete one: name to be listed as Primary and under whose name and Tax EIN incomes are to be reported to the IRS.

INDIVIDUAL:

Name: _____

SS#: - -

ENTITY NAME _____

Tax ID: -

PARTNERSHIP: Each partner receives separate share and individual Form 1099 MISC Income at year end.

_____% Share Legal Name: _____

Tax ID:

_____% Share Legal Name: _____

Tax ID:

_____% Share Legal Name: _____

Tax ID:

All owners must submit separate W-9 Forms

CONTACT INFORMATION: *(Circle Preferred Method of Communication)*

Date: _____ Primary Contact: _____

Home Phone: _____ Cell Phone: _____ E-Mail: _____

Mailing Address: _____

Listing Agent Signature: _____ Owner Signature: _____

Listing Agent Name & License # _____

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

| | | |
|---|--|---|
| Print or type See Specific Instructions on page 2. | Name (as shown on your income tax return) | |
| | Business name/disregarded entity name, if different from above | |
| | Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ | |
| | <input type="checkbox"/> Exempt payee | |
| | Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional) | Requester's name and address (optional) |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| | | | | | | | | | | |
|------------------------|--|--|--|---|--|--|--|---|--|--|
| Social security number | | | | | | | | | | |
| | | | | - | | | | - | | |

| | | | | | | | | | | |
|--------------------------------|--|--|--|---|--|--|--|--|--|--|
| Employer identification number | | | | | | | | | | |
| | | | | - | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Property Information Addendum

Complete for each Building and Unit

Owner: _____

Property Address: _____ Unit: _____

City, State and Zip: _____ Borough/Township: _____

Building Unit/Type

- ☐ Single Family Home ☐ Student
☐ Multi ☐ Mixed Use
☐ HOA Number of Units: _____
☒ How units are labeled: _____

Bedrooms: _____ Bath: _____ Maximum Occupancy: _____

Number of Floors: In Building: _____ In Unit: _____

☐ HOA – Home Owners Association ☐ YES Smoking ☐ YES Section 8

☒ Reserve: \$ _____ ☐ TBP

☒ Setup Fee: \$ _____ Management Commission: _____
For Leasing Commission: See Agreement

Owner Payment

☐ ACH ☐ Check

RentWell Holds

☐ Last Month ☒ Security Deposit

Lead Source

- ☐ All Property Management
☐ Referral: _____
☐ Website: _____
☐ Repeat Business
☐ Cold Call

Reason for Listing

☐ Accidental ☐ Investor

Sales Contact (Listing Agent): _____

Property Services Coordinator: _____

Showing Agent: _____

Maintenance Manager: _____

Move-In Condition & Readiness

☐ Vacant ☐ Start Marketing: _____ (Date)

☐ Occupied By Owner ☐ Occupied By Tenant

Move-Out Date: _____

Name: _____

Phone: _____

E-Mail: _____

☐ Under Eviction ☐ \$ _____ Balance

☐ Ledger On File Rental Price: \$ _____

☐ Need Professional Rental Survey

Move-In Date: _____

☐ Move-In Ready ☐ Not Move-In Ready

Notes

Utilities

Included

☐ Electricity ☐ Heating ☐ Hot Water

☐ Telephone ☐ Cable ☐ Internet

☐ Water ☐ Trash ☐ Sewer

☐ Landscaping ☐ Snow Removal

Heating Age: _____

☐ Electric
☐ Baseboard ☐ Forced Air ☐ Radiant

☐ Oil
☐ Baseboard ☐ Forced Air ☐ Radiant

☐ Gas
☐ Baseboard ☐ Forced Air ☐ Radiant

☐ Other: _____

Air Conditioning

☐ Annual Utility Charge ☐ Central

☐ Wall Unit (Included) ☐ Wall Unit (Not Included)

☐ Window (Included) ☐ Window (Not Included)

Waste Water

☐ Sewer ☐ Septic System

Plumbing

☐ Sump Pump

Water Heater Age: _____

☐ Electric ☐ Gas ☐ Oil-Hookup

Appliances

☐ Dishwasher ☐ Refrigerator

☐ Freezer ☐ Stove

☐ Disposal ☐ Microwave (Built In)

☐ Microwave (Free-Standing)

Laundry

☐ None ☐ Onsite (Coin)

☐ Hookups In Unit ☐ Hookups In Basement

☐ Washer/Dryer In Unit

☐ Other: _____

Owner: _____ / _____ DATE

Listing Agent: _____ / _____ DATE

Property Information Addendum

Pets

- ☐ None Accepted
- ☐ \$_____ Pet Per Month. Maximum Of _____
- ☐ \$_____ Non-Refundable Pet Fee.
- ☐ (____) Cats ☐ (____) Dogs
- ☐ Declawed ☐ Spayed/Neutered

Property

Amenities

- ☐ Fitness Center ☐ Play Ground
- ☐ Doorman ☐ Pool
- ☐ Basketball Court ☐ Tennis Court

Located Near

- ☐ Walk To Trolley _____
- ☐ Walk To Train _____
- ☐ Walk To Bus # _____
- ☐ Walk To Shopping _____
- ☐ Near School _____
- ☐ Near Park _____
- ☐ Near Highway _____

Parking

- ☐ Guest Parking ☐ On-Street W/Permit
- ☐ Unlimited On-Street ☐ Private Parking
- ☐ Shared Parking
- ☐ Garage for _____
- ☐ Off-Street for _____
- ☐ Assigned for _____

Unit

Amenities

- ☐ Attic (Accessible) ☐ Attic (No Access)
- ☐ Cable-Ready ☐ Intercom System
- ☐ View(s) _____
- ☐ Fireplace
- ☐ Not Working ☐ Gas
- ☐ Electric ☐ Wood

Outdoor Spaces

- ☐ Porch
- ☐ Front ☐ Rear ☐ Side
- ☐ Enclosed ☐ Screened ☐ Glass
- ☐ Shared ☐ Private
- ☐ Patio
- ☐ Front ☐ Rear ☐ Side
- ☐ Enclosed ☐ Screened ☐ Covered
- ☐ Shared ☐ Private
- ☐ Fenced ☐ Partially Fenced
- ☐ Balcony
- ☐ Front ☐ Rear ☐ Side
- ☐ Small ☐ Medium ☐ Large
- ☐ Shared ☐ Private
- ☐ Deck
- ☐ Front ☐ Rear ☐ Side
- ☐ Enclosed ☐ Screened ☐ Covered
- ☐ Shared ☐ Private
- ☐ Yard
- ☐ Private ☐ Shared ☐ Rear
- ☐ Side ☐ Front ☐ Gravel
- ☐ Concrete ☐ Grass ☐ Garden
- ☐ Partially Fenced ☐ Fenced

Age of the Roof _____

Indoor Spaces

Bathroom

- ☐ Linoleum Flooring ☐ Linoleum Tile Flooring
- ☐ Tile ☐ Hardwood
- ☐ Laminated Wood ☐ Marble
- ☐ Other Flooring: _____
- ☐ Shower Only ☐ Tub/Shower Combo
- ☐ Bathtub Only

Bedroom

- ☐ Linoleum Flooring ☐ Linoleum Tile Flooring
- ☐ Tile ☐ Hardwood
- ☐ Laminated Wood ☐ Marble
- ☐ Carpet ☐ Other Flooring: _____

Kitchen

- ☐ Linoleum Flooring ☐ Linoleum Tile Flooring
- ☐ Tile ☐ Hardwood
- ☐ Laminated Wood ☐ Marble
- ☐ Eat-In Kitchen ☐ Other Flooring: _____
- Cooking ☐ Electric Range ☐ Gas Range

Dining Room

- ☐ Linoleum Flooring ☐ Linoleum Tile Flooring
- ☐ Tile ☐ Hardwood
- ☐ Laminated Wood ☐ Marble
- ☐ Carpet ☐ Other Flooring: _____

Living Room

- ☐ Linoleum Flooring ☐ Linoleum Tile Flooring
- ☐ Tile ☐ Hardwood
- ☐ Laminated Wood ☐ Marble
- ☐ Carpet ☐ Other Flooring: _____

Basement

- ☐ No Access ☐ Finished ☐ Unfinished
- ☐ Private ☐ Shared ☐ Walk-Out
- ☐ Garage to Garage

Storage

- ☐ Private ☐ Shared ☐ Secured
- ☐ Unsecured ☐ Basement

Highlights:

Posting Title 1:

Posting Title 2:

Posting Title 3:

Owner _____ / _____ DATE

Listing Agent _____ / _____ DATE

Official Owner Renters Qualification Form (One Per Portfolio/Ownership Group)

Portfolio/Ownership Group: _____

NET INCOME REQUIRED

(3X) Monthly Gross Rent

INCOME TYPE

- ☐ W-2 with 3 most recent paystubs
- ☐ 1099 with 3 years of notarized tax returns
- ☐ Guarantor, *income 4x's rent
- ☐ 3 times the annual rental rate in a US Bank account (1st/2xSD/PPLMR)

COLLECTIONS

If multiple persons apply all income will be combined and averaged. Medical bills and student loans are not taken into consideration.

- ☐ Nothing in collections
- ☐ No more than \$ _____

CREDIT

- ☐ 650+ 1st/SD
- ☐ 550-650 1st/SD/LMR
- ☐ 500-550 1st/2xSD/LMR

Minimum Credit: _____

FELONIES

- ☐ Not accepted
- ☐ None within the last 10 years

MISDEMEANOR

(Violence/Drug Related Offenses)

- ☐ Not accepted
- ☐ None within the last year
- ☐ None within the last 3 years
- ☐ None within the last 5 years
- ☐ None within the last 10 years

EVICCTIONS

- ☐ Not accepted

Owner Name: _____

Owner Signature: _____

Date: _____

UTILITY and BILL PAY

– TO BE COMPLETED BY PROPERTY MANAGER

The following table will determine who is responsible for the utilities listed below. It will also allow us to determine who is receiving the utility bill directly, as well as who will be paying for the indicated service.

RentWell does not receive invoices that are going to be paid by the property owner. We only receive bills that we are responsible for and will collect accordingly from the resident (if applicable). If you wish for **RentWell** to receive and pay bills on your behalf, we need you to contact the vendors directly and provide them with our mailing address. ***Note: All utilities will stay in your name; the only change will be the MAILING ADDRESS.**

| | | 🏠 | 🏠 | | | Only when Billed to RentWell | | | | |
|--|---------------------------|---|--|--------------------------|--------------------------|------------------------------|--------------------------|---------|---|----------|
| | | Responsibility (Check One) | Bill Mailed to | | | Collected From | | Notes | | |
| | | | RentWell | Owner | Resident | Owner | Resident | Sq. Ft. | % | Flat Fee |
| HVAC Contract | Heat Ventilation and Air | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | | | | | | | | | | |
| Electricity | Common Areas | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Unit | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Water | Common Areas | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Unit | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Gas | Heating | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Hot Water | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Cooking | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Oil | Common Areas | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Unit | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| <i>Gauges must be in working order</i> | | | <i>Minimum 1/2 tank at time of move-in</i> | | | | | | | |
| Services | Trash | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Sewer | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Laundry | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Landscaping | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Snow Removal | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Security System | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Condo Association | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| | Additional Utility Charge | <input type="checkbox"/> Tenant <input type="checkbox"/> Owner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Owner _____ / _____ DATE

Listing Agent _____ / _____ DATE

Accounting and Portal Setup

- ☐ Already on file (no need to provide further information)
- ☐ Leasing Client – NOT APPLICABLE

ATTACH VOIDED CHECK

If check is not available please scan and
e-mail to corresponding accounting inbox
All information below must still be completed.

☐ Checking _____ ☐ Savings _____

Banking Institution _____

Authorized signer on Account – PRINT NAME _____

Authorized signer on Account – PRINT NAME _____

Please mail to the secure mail box at: PO Box 366, Drexel Hill, PA 19026

I hereby authorize Rentwell to deposit entries to the bank account and depository specified on the voided check, or written information, above and authorize said depository to process such transaction to the account specified. I agree not to dispute such transaction with the depository, so long as long as the entry is in compliance with the terms of this authorization and my contract with RentWell. This authorization is to remain in full force until RentWell has received written notification from me of its termination in such time and in such manner as to afford the RentWell and Depository a reasonable opportunity of 15 days to act on it.

Initial Maintenance Setup Checklist

Address: _____

Date: ____/____/____

RENTAL LOCKS

- ☐ Yes—Number of Doors _____ \$87.50/door
- ☐ Installation 1 Door \$95
- ☐ Installation 2 Doors \$120
- ☐ Installation 3 Doors \$145
- ☐ Installation 4 Doors \$170
- ☐ Special Quote – #Doors in building: _____
- ☐ Interested – Not right now
- ☐ Not Interested

RENTWELL LOCK BOX

- ☐ To be set up
- ☐ Installed. Date: ____/____/____ by _____
- ☐ Code: _____
- ☐ Location: _____

KEYS

- ☐ Provided
- ☐ Waiting on keys
- ☐ Six (6) copies needed
- ☐ No – Using Rental Locks
- ☐ No – Leasing Client
- ☐ RentWell provide (\$25)
- ☐ Mailbox keys provided Qty: _____
- ☐ Mailbox keys pending Qty: _____
- Key Notes: _____
- _____
- _____
- _____

MAINTENANCE HANDLED BY:

- ☐ RentWell NE ☐ RentWell ER
- ☐ Owner NE ☐ Owner ER
- ☐ \$500 Limit

RENTAL LICENSE STATUS

- ☐ Up to date – Owner to provide
- ☐ Expired – Needs Re-inspection
- ☐ 1st time rental – Need New Rental Cert.
- Exp. Date _____

SEASONAL ITEMS

Do you have a contract for:

- ☐ HVAC
- ☐ Landscaping
- ☐ Other: _____
- _____
- _____

NON-EMERGENCY CALLS

- ☒ RentWell

UNIT TURN

- ☐ RentWell
- ☐ Owner
- ☐ TBD

WOULD YOU LIKE RENTWELL TO SERVICE:

- ☐ Heater
- ☐ Hot Water Heater
- ☐ A/C Unit

LAST KNOWN SERVICE OF:

- ☐ Heater _____
- ☐ Hot Water Heater _____
- ☐ A/C Unit _____
- ☐ Smoke Detectors _____

EMERGENCY CALLS

- ☒ RentWell

HOME WARRANTY

- ☒ Currently **does** have
- Company: _____
- Telephone: _____
- Policy #: _____
- Deductible: _____
- ☐ Current **does not** have

Welcome To... RentWell!

New Client COPY

| To Do | Completed | Not Applicable | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | Add RentWell as additionally insured to your landlord/fire insurance policy: Additional insured: Your Local Leasing Company, DBA RentWell: Lease, Manage, Maintain Physical address: 630 Parkway Drive Broomall, PA 19008 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Change billing address for all bills that RentWell will be receiving: New name: Owner's first name + last name c/o RentWell Mailing Address: P.O. Box 366, Drexel Hill, PA 19026-366 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Change utility accounts to " Landlord Accounts " and name RentWell as a contact |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide all keys for the property including building, unit(s), garage(s), storage, mail box, etc... |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide all current leases & ledgers for all residents living in your property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Update your address with all government agencies to ensure that you receive tax bills, etc... |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide any legal paperwork pertaining to the resident(s) living in your property <i>Example: Evictions, Legal Suits, etc.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide current Rental Certificates |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Remove all rental advertisements that you have created for the property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Edit and sign letter about " New Management " for all residents and/or previous manager |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a filled out W-9 Form for each ownership group |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide us with photos you currently have of your property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide Owner contribution |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide a voided blank check |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Send RentWell the following documentation : Copy of Driver's License Copy of Deed or HUD1 |

We need this information by: _____

to list the property on: _____