



From The Office Of:

Joan H. Raley
Realtor®, GRI, CRS, ABR
Home Economist
(850) 599-1950

Joan H. Raley, REALTOR®

*Property Management
Agreement and Procedures*

1.850.545.9390

Joan@JoanRaley.com

www.JoanRaley.com

EXPERIENCE • EXPERTISE • EXCELLENCE • EDUCATION
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Exclusive Property Management Agreement



This Exclusive Property Management Agreement ("Agreement") is between

____ ("Owner") and

Joan H. Raley, REALTOR

____ ("Broker")

1. AUTHORITY TO MANAGE PROPERTY: Owner gives Broker the EXCLUSIVE RIGHT TO MANAGE the real and personal property (collectively "Property") described below beginning the 12 day of September, 2016 ending at 11:59 p.m. the 31 day of December, 2016 *, except that either party may terminate this Agreement by giving 30 calendar days written notice to the other party by certified mail. Owner certifies and represents that he/she has the legal authority and capacity to lease the Property and improvements.

2. DESCRIPTION OF PROPERTY:

(a) Real Property: Street Address: _____

(b) Legal Description: See Addendum _____, Legal Description of Real Property.

(c) Personal Property, including appliances: See Addendum _____, Inventory.

Refrigerator with ice-maker, range, dishwasher, microwave, disposal, window treatments, washer and dryer.

(d) Type of Property (single family home, warehouse, etc.): _____ Duplex Townhouse

(e) Occupancy: Property is is not currently occupied by a tenant. If occupied, the lease term expires _____.

3. BROKER OBLIGATIONS AND AUTHORITY: Broker will use due diligence to manage, operate and lease the Property in accordance with this Agreement.

(a) Tenant Matters: Owner authorizes Broker to (check if applicable):

- Secure a tenant for the Property, see Addendum website, Exclusive Right to Lease Agreement.
 Enter into a lease/contract to lease on Owner's behalf (Owner must execute special power of attorney).
 Complete and sign the lead-based paint/hazards certification on Owner's behalf (for Property built before 1978).
 Manage tenant relations, including negotiating renewals of existing leases; collecting, holding and disbursing rents and other amounts due or to become due to Owner; handling tenant requests and negotiations; terminating tenancies and signing and serving appropriate notices on behalf of Owner; initiating and prosecuting eviction and damages actions on behalf of Owner; and procuring legal counsel when necessary to protect Owner's interests and rights in connection with the Property.

(b) Property Maintenance: Owner understands that Florida law requires licensed professionals in the construction trades to perform relevant repairs on rental properties unless the repairs can be made for under \$1,000 and are not of a life/safety concern. Additionally, Owner understands that when Broker acts as the Owner's agent Florida law provides the Broker may contract for repairs, maintenance, remodeling or improvement of the Property with a certified or registered contractor when labor and materials together do not exceed \$5,000. Subject to these limitations set by law, Owner authorizes Broker to (check if applicable):

- Maintain and repair interior, exterior and landscaping of Property, including making periodic inspections; purchasing supplies; and supervising alterations, modernization and redecoration of Property. Broker will obtain prior approval of Owner for any item or service in excess of \$300.00, except for monthly or recurring expenses and emergency repairs which, in Broker's opinion are necessary to prevent the Property from becoming uninhabitable or damaged, to avoid suspension of services required to be provided by law or lease, or to avoid penalties or fines to be imposed by a governmental entity.
 Enter into contracts on Owner's behalf for utilities, public services, maintenance, repairs and other services as Broker deems advisable.
 Hire, discharge and supervise all labor and employees required for the operation and maintenance of the Property, and to arrange for bonding for employees who will handle cash on behalf of Owner and Broker.

(c) Other Matters: Owner authorizes Broker to (check if applicable):

- Make payments on Owner's behalf, including (check all that apply):
 mortgage \$ _____ per _____ to _____
 insurance \$ _____ per _____ to _____
 property taxes \$ _____ per _____ and special assessments as made.
 condominium or homeowners' association dues \$ _____ per _____ and assessments as made.

SAMPLE

Owner () and Broker/Sales Associate () acknowledge receipt of a copy of this page, which is Page 1 of 3 Pages.



charges for repairs, materials, equipment, labor and attorneys' fees and costs.

state and local sales and service taxes.

Maintain accurate records of receipts, expenses and accruals to **Owner** in connection with managing the Property. **Broker** will render to **Owner** itemized financial statements (how often) Monthly reports and net proceeds checks shall be sent at the end of the month (in arrears of rent check). (Please prepare your budget accordingly.)
and will promptly remit to **Owner** the balance of receipts less disbursements and accruals for future expenses.

Other Duties: See **Addendum** _____, entitled _____

4. OWNER OBLIGATIONS: In consideration of the obligations of **Broker**, **Owner** agrees:

(a) To cooperate with **Broker** in carrying out the purpose of this Agreement.

(b) To provide **Broker** with the following keys to the Property (specify number): unit 2 / building access _____ / mailbox _____ / pool _____ / garage door/opener 1-2 / other _____

(c) To provide complete and accurate information to **Broker** including disclosing all known facts that materially affect the value of the Property (see **Addendum** N/A, entitled _____). If the Property was built in 1977 or earlier, **Owner** will provide **Broker** with all information **Owner** knows about lead-based paint and lead-based paint hazards in the Property and with all available documents pertaining to such paint and hazards, as required by federal law. **Owner** understands that the law requires the provision of this information to **Broker** and to prospective tenants before the tenants become obligated to lease the Property. **Owner** acknowledges that **Broker** will rely on **Owner's** representations regarding the Property when dealing with prospective tenants.

(d) To carry, at **Owner's** sole expense, public liability, property damage and worker's compensation insurance adequate to protect the interests of **Owner** and **Broker**. Said insurance will name both **Broker** and **Owner** as insured parties, and will specifically cover the indemnity and hold harmless provision of subparagraph 4(h). **Broker** will not be liable for any error of judgment or mistake of law or fact or for any loss caused by **Broker's** negligence, except when the loss is caused by **Broker's** willful misconduct or gross negligence. **Owner** will carry insurance as follows:

(1) Perils of fire, lightning, wind, hail, explosion, smoke, riot, aircraft, vehicles, vandalism, and burglary on the contents of the Property in the amount of \$ _____.

(2) "At Risk" protection on the building in the amount of \$ _____, and on rental income in the amount of \$ _____.

(3) Liability for personal injury and property damage in the amount of \$ _____ (\$500,000 minimum).

(e) To inform **Broker** before conveying or leasing the Property.

(f) Upon termination of this Agreement, to assume obligations of all contracts that **Broker** entered into on **Owner's** behalf.

(g) To pay all amounts billed by **Broker** for authorized expenditures within 30 calendar days after written notice of the expense is placed in the mail by **Broker**. If **Owner** fails to promptly reimburse **Broker**, **Owner** authorizes **Broker** to reimburse itself out of rents collected, if applicable.

(h) To indemnify and hold harmless **Broker** and **Broker's** officers, directors, agents and employees from all claims, demands, causes of action, costs and expenses, including reasonable attorneys' fees at all levels, and from liability to any person, to the extent based on (1) **Owner's** misstatement, negligence, action, inaction or failure to perform the obligations of this contract or any lease or agreement with a vendor; (2) the existence of undisclosed material facts about the Property; (3) **Broker's** performance, at **Owner's** request, of any task beyond the scope of services regulated by Chapter 475, F.S., as amended, including **Broker's** referral, recommendation or retention of any vendor; or (4) services or products provided and expenses incurred by any vendor. This subparagraph will survive **Broker's** performance and the transfer of title.

(i) To reasonably inspect the Property before allowing the tenant to take possession and to make the repairs necessary to transfer a reasonably safe dwelling unit to the tenant.

(j) To exercise reasonable care to repair dangerous defective conditions upon notice of their existence by the tenant, after the tenant takes possession.

5. COMPENSATION: **Owner** agrees to compensate **Broker** as follows, plus any applicable taxes on **Broker's** services

(a) For securing a tenant, see **Addendum** website, Exclusive Right to Lease Agreement.

(b) For managing tenant relations, a fee of:

_____ % of the gross lease value

_____ % of rent due in each rental period

\$ _____

other _____

The above fee is to be paid (when, how) _____

(c) For managing the Property, a fee of:

\$ _____ to be paid (when, how) Leasing Fee-50% one full month lease amount.

15% of rent due in each rental period to be paid (when, how) _____ of gross monthly rent.

other Annual Lease Renewal Fee-25% of one full month of subsequent year(s) for lease renewal for current tenant.

(d) For supervising alterations, modernization, redecorating, or repairs above and beyond normal refurbishment of the

Property, a fee of \$ _____ per hour OR _____ 10% to be paid (when, how) _____ after four repairs or more in a year or \$400.00 or more in a year (not preventative maintenance).

(e) Other: See **Addendum** _____, Attachment to Property Management Agreement.

Owner (_____) and **Broker/Sales Associate** (_____) acknowledge receipt of a copy of this page, which is Page 2 of 3 Pages

6. DISPUTE RESOLUTION: This Agreement will be construed under Florida law. All disputes between **Broker** and **Owner** based on this Agreement or its breach will be mediated under the rules of the American Arbitration Association or other mediator agreed upon by the parties. Mediation is a process in which parties attempt to resolve a dispute by submitting it to an impartial mediator who facilitates the resolution of the dispute but who is not empowered to impose a settlement on the parties. The parties will equally divide the mediation fee, if any. In any litigation based on this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees and costs at all levels, unless the parties agree that disputes will be settled by arbitration as follows:

Arbitration: By initialing in the space provided, **Owner** (____) (____), Listing Associate (JNR) and Listing Broker (JNR) agree that disputes not resolved by mediation will be settled by neutral binding arbitration in the county in which the Property is located in accordance with the rules of the American Arbitration Association or other arbitrator agreed upon by the parties. The arbitrator may not alter the Contract terms. Each party to any arbitration or litigation (including appeals and interpleaders) will pay its own fees, costs and expenses, including attorneys' fees at all levels, and will equally split the arbitrators' fees and administrative fees of arbitration.

7. ATTORNEYS' FEES: In any action between **Owner** and a tenant in which **Broker** is made a party because of acting as an escrow agent under this Agreement, or if **Broker** interpleads escrowed funds, **Broker** will recover reasonable attorneys' fees and costs, to be paid out of the escrowed funds and charged and awarded as court costs in favor of the prevailing party.

8. MISCELLANEOUS. This Agreement is binding on **Broker's** and **Owner's** heirs, personal representatives, administrators, successors and assigns. Signatures, initials, documents referenced in this Agreement, counterparts and modifications communicated electronically or on paper will be acceptable for all purposes and will be binding.

9. ADDITIONAL CLAUSES: *This Exclusive Property Management Agreement shall automatically renew annually. Owner shall provide all the items on the "Property Management Owner's List" attached by September 20, 2016. A sample of the Tenant Lease Package is on www.JoanRaley.com/Properties for Rent. A copy of the Landlord and Tenant Act is on www.JoanRaley.com/Properties for Rent. A copy of this Exclusive Property Management Package shall be provided via e-mail within five days after execution. It is advised that owner set up a separate account for her rental business.

Broker advises Owner to consult an appropriate professional for related legal, tax, property condition, environmental, foreign reporting requirements and other specialized advice.

→ Date: _____ Owner: _____ Tax ID/SSN: _____

Date: _____ Owner: _____ Tax ID/SSN: _____

Home Telephone: _____ Work Telephone: _____ Facsimile: _____

Address: _____

E-mail: _____

Date: 9/12/16 Authorized Licensee or Broker: Joan N. Raley

Home Telephone: 850.599.1950 Work Telephone: 850.545.9390 Facsimile: 1.888.798.1950

Address: 2425 Bass Bay Drive, Tallahassee, FL 32312

E-mail: Joan@JoanRaley.com

Copy returned to **Owner** on the ____ day of _____, _____ by: personal delivery mail facsimile

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SAMPLE

Owner (____) (____) and Broker/Sales Associate (JNR) (____) acknowledge receipt of a copy of this page, which is Page 3 of 3 Pages.

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Serial#: 006595-900147-3687188

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Property Management Owner's List of Items Required for Management

This is a list of items that I will need from you to start our property management transaction and for our property management agreement:

1. A set of two working keys to all the doors in the property (multiple keys?), garage door remote(s), pool or clubhouse keys, two mail box keys and any other access apparatus.
2. A deposit of \$300.00 to open the operating account.
3. A copy of your current Homeowner's Policy. When the unit is converted to a rental and it is occupied you can change your policy to a Dwelling Policy.
4. The properly executed Power of Attorney.
5. Initial box of one dozen filters for air conditioning returns. If there is more than one size we will need all the sizes. I can purchase these for you.
6. "Other" items related to the specific property.

These items will be ready by Sept. 20 2016 and I understand these are needed before starting the leasing process.

X
Owner _____ Date _____

Owner _____ Date _____
Jane Paley _____ 9/12/16
Property Manager _____ Date _____

SAMPLE

Compensation and Fee Schedule
for Joan H. Raley, REALTOR®
Property Management

Leasing and Re-Leasing Fee-

The Leasing Fee is paid to the Property Manager for securing a qualified tenant for the owner. It is paid from the first month's gross lease payment. The amount is 50% of this first month's gross lease amount.

The Re-Leasing Fee is paid each new rental period when the current Tenant extends his or her lease at the unit. It is 25% of the first month's gross lease amount beginning the next lease period.

Management Fee-

This is paid to the Property Manager monthly for management of the property and tenant for the owner. It is paid from the gross monthly lease amount. The amount is 15% of the gross lease monthly lease amount.

The manager or her assistant shall visit the unit monthly usually between approximately the 1st and 5th of the month to change the air conditioning filter(s) and "view" the property.

Supervision of Major Operations Fee-

This is paid for supervising major projects such as, but not limited to, alterations, modernization, or repairs above and beyond normal refurbishment of the property. The amount is 10% of the gross cost of the project and is paid to the Property Manager when the vendors are paid. This is also paid for managing repairs that are more than four instances during the year (not recommended preventative maintenance) or if the costs of the repairs total over \$400.00 year to date.

Operating Account Fee-

This a initial fee paid to open the Operating Account for the owner. It is as specified in the Exclusive Property Management Agreement paragraph 3B. This is held in Capital City Bank in the Joan H. Raley, REALTOR, Property Management Operating Account. It is used for monthly maintenance and repairs as needed. This amount shall be retained in the Account until the Account is terminated.

Heating and Air Conditioning Filters-

The owner shall supply one dozen filters the first month of the Property Management and retain them for the monthly visits. The Property Manager can purchase these filters for the owner by using the Operating Account Fee.

The owner understands and accepts these terms.

X _____
Owner Date

Owner Date
Joan H. Raley, Property Manager 9/12/16
Date

SAMPLE

Customary Costs Incurred for Residential Rentals

Monthly Costs:

1. Lawn Care
 - A. Growing Season- eight months, visits twice a month
 - B. Non-growing Season- four months, visits once a month
2. Management Fees
3. Misc. Repairs, etc.

Quarterly:

1. Manicuring of Landscape
2. Cleaning Leaves off the Roof and Inspection
3. Misc.

Annually:

1. HVAC Service
2. Termite & Wood Rot Inspection/Treatment/Repair
3. Homeowner's Dues – these could be paid Monthly/Quarterly
4. Purchase a Box of Air Conditioning Filters
5. Leasing or Re-Leasing Fee
6. Home Warranty Premium
7. Misc.

Bi-annually:

1. Clean the Fireplace
2. Clean the Dryer & Bathroom Vents
3. Misc.

Periodically: (Repairs, Maintenance and Updating)

1. Plumbing
2. Electrical
3. Appliances
4. HVAC
5. Roof
6. Structural Items (Wood Rot, etc.)
7. Clean Exterior
8. Paint Interior/Exterior
9. Misc.

SAMPLE

* _____
* JNR

Leasing Costs

Costs to Lease the Unit:

1. Advertising Costs- Signage, Newspaper, etc.
2. Turn On the Utilities
3. Change out the Keys each Turnover
4. Clean Carpet-tenant to cover this in my lease
5. Clean Unit-tenant to cover this in my lease
6. Painting or Touch Up Painting
7. Repairs that are Wear and Tear and/or Tenant Damage
8. Updating or Renovations, if needed
9. Management Fees, Leasing Fees and/or Re-Lease Fees
10. Home Warranty Premium
11. Certified Mail Fees
12. CPA and/or Accounting Fees
13. Legal Fees
14. Other

SAMPLE

* _____
A JNR _____

Nonlawyer Disclosure



Instructions to Licensee: Before you begin to complete the next form, you must give this nonlawyer disclosure to the landlord or tenant for whom you are filling in the blanks. (If you are filling in the blanks for both landlord and tenant, complete two nonlawyer disclosures and give one to each.)

1. Insert your name in the first 5 blank "Name" spaces and **sign** below.
2. Have the landlord or tenant whom you are assisting complete the provision regarding her/his ability to read English, and have her/him **sign** below.
3. Give this completed disclosure to the landlord or tenant, as appropriate. Keep a copy of this completed disclosure and all forms you give to the landlord or tenant in your files for at least 6 years.

_____ Joan H. Raley _____ told me that he/she is a nonlawyer and may not give legal
(Name)
advice, cannot tell me what my rights or remedies are, cannot tell me how to testify in court, and cannot represent me in court.

Rule 10-2.1(b) of the Rules Regulating The Florida Bar defines a paralegal as a person who works under the supervision of a member of The Florida Bar and who performs specifically delegated substantive legal work for which a member of The Florida Bar is responsible. Only persons who meet the definition may call themselves paralegals. _____ Joan H. Raley _____ informed me that he/she is not a paralegal as defined by the
(Name)
rule and cannot call himself/herself a paralegal.

_____ Joan H. Raley _____ told me that he/she may only type the factual information
(Name)
provided by me in writing into the blanks on the form. Except for typing, _____ Joan H. Raley _____
(Name)
may not tell me what to put in the form and may not complete the form for me. However, if using a form approved by the Supreme Court of Florida, _____ Joan H. Raley _____ may ask me factual questions to fill in
(Name)
the blanks on the form and may also tell me how to file the form.

SAMPLE

Landlord or Tenant:

I can read English.
_____ I cannot read English but this notice was read to me by _____
(Name)
in _____ which I understand.
(Language)

* _____
Landlord or Tenant signature

Joan H. Raley
Licensee signature

Landlord or Tenant signature

Notice from Landlord to Tenant-Termination for Failure to Pay Rent

To:

Tenant's Name _____

Address _____

City, State, Zip Code _____

From: _____

Date: _____

You are hereby notified that you are indebted to me in the sum of \$ _____ for the rent and use of the premises located at _____, Florida, now occupied by you and that
(insert amount owed by Tenant)
(insert address of premises, including county)

I demand payment of the rent or possession of the premises within three days (excluding Saturday, Sunday and legal holidays) from the date of delivery of this notice to-wit: on or before the _____ day of _____, 20____.
(insert the date which is three days from the delivery of this notice, excluding the date of delivery, Saturday, Sunday and legal holidays)

Signature _____

Name of Landlord /Property Manager

Address (street address where Tenant can deliver rent) _____

City, State, Zip Code _____

Phone Number _____

SAMPLE

Hand delivered on _____

Posted on _____

Approved for use under Rule 10-2.1(a) of the Rules Regulating The Florida Bar The Florida Bar 2010	This form was completed with the assistance of: Name: _____ Address: _____ Telephone Number: _____
---	---

NOTE: This notice may be delivered by mail or by delivering a copy to the dwelling unit, or, if the Tenant is absent from the dwelling unit, by leaving a copy thereof at the dwelling unit.

If the Tenant fails to pay rent when due and the default continues for three (3) days (excluding Saturday, Sunday, and legal holidays) after delivery of written demand by the Landlord for payment of the rent or possession of the premises, the Landlord may terminate the rental agreement. This written demand is a prerequisite to an action to evict the Tenant or recover past due rent. Your written rental agreement may have allowed for a longer period than three days and should be reviewed.

SOURCE: Section 83.56(3) and (4), Florida Statutes (2007).

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

X _____

JWR
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Notice from Landlord to Tenant-Notice of Noncompliance for Matters Other than Failure to Pay Rent



To:

Tenant's Name

Address

City, State, Zip Code

From:

Date:

You are hereby notified that you are not complying with your rental agreement in that _____

(insert noncompliance, default or violation)

Demand is hereby made that you remedy the noncompliance, default or violation within seven days of receipt of this notice or your rental agreement shall be deemed terminated and you shall vacate the premises upon such termination. If this same conduct or conduct of a similar nature is repeated within twelve months, your tenancy is subject to termination without further warning and without your being given an opportunity to cure the noncompliance, default or violation.

Landlord's Name

Landlord's Address

()

Landlord's Phone Number

SAMPLE

	This form was completed with the assistance of: Name: _____ Address: _____ Telephone Number: _____
--	---

NOTE: Violations of a rental agreement which may entitle the Landlord to send this Notice include, the material failure of Tenant to comply with its statutory obligations to maintain the dwelling unit under Florida Statute 83.52 or material provisions of the rental agreement (other than the failure to pay rent), or reasonable rules and regulations. For the notice necessary to terminate the rental agreement under circumstances where the Tenant must be given the opportunity to remedy the violation, see Florida Statutes 83.56(2)(b).

Under some situations, such as the Tenant's intentional destruction of property of the Landlord or other Tenants, the Landlord may be able to terminate the rental agreement without giving the Tenant an opportunity to remedy the violation. For the notice necessary to terminate the rental agreement under these circumstances, see Florida Statute 83.56(2)(a).

The delivery of this written notice may be by mailing or delivering a true copy to the dwelling unit, or, if the Tenant is absent from the dwelling unit, by leaving a copy of the notice at the dwelling unit.

This written notice must be delivered, and the seven day time period must run, prior to any termination of the rental agreement or any lawsuit for eviction.

SOURCE: Sections 83.52 and 83.56 Florida Statutes (2013).

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

JNR
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Notice of Intention to Impose Claim on Security Deposit



To: _____
Tenant's Name

Address [include city, state, and zip code]

Date: _____

This is a notice of my intention to impose a claim for damage in the amount of \$ _____ [insert amount of damages] upon your security deposit due to _____

[insert damage done to premises or other reason for claiming security deposit]. This notice is sent to you as required by Section 83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within 15 days from the time you receive this notice or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to: _____
[insert Landlord's address].

SAMPLE

Landlord's Name

Landlord's Address

Landlord's Telephone Number

Approved for use under Rule 10-2.1(a) of
the Rules Regulating The Florida Bar

The Florida Bar 2010

This form was completed with the assistance of:

Name: _____

Address: _____

Telephone Number: _____

NOTE: A Landlord must return a Tenant's security deposit, together with interest if otherwise required, to the Tenant no more than 15 days after the Tenant leaves the leased property. The Landlord may claim all or a portion of the security deposit only after giving the Tenant written notice, by certified mail to the Tenant's last known mailing address, of the Landlord's intention to keep the deposit and the reason for keeping it. The Landlord's notice must be sent within 30 days of the date Tenant vacates the leased property. If the Landlord does not send the notice within the 30-day period the Landlord cannot keep the security deposit. If the Tenant does not object to the notice within 15 days after receipt of the Landlord's notice of intention to impose a claim on the deposit, the Landlord may then keep the amount stated in the notice and must send the rest of the deposit to the Tenant within 30 days after the date of the notice.

SOURCE: Section 83.49(3), Florida Statutes (2007)

FORM NOTES ARE FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT COMPLETELY DESCRIBE REQUIREMENTS OF FLORIDA LAW. YOU SHOULD CONSULT AN ATTORNEY AS NEEDED.

JMR

Please fill out!
Thanks!

Your Contact Information!

I will need all the contact information below in regards our business relationship. I appreciate all your assistance here. Please fill this out individually. Thank you!

Your name:

Spouse/partner:

Address:

Home Phone:

Work Phone:

Cell Phone:

Do you use text messaging?

Work e-mail address:

Personal e-mail address:

Fax Number:

Special Instructions for Faxing:

What is the preferred method of contact from above?

Best times to talk with you:

Earliest?

Latest?

Are you in a different time zone?

Point Person:

Joan H. Raley, REALTOR®

850.545.9390 ~ 1.888.798.1950

Joan@JoanRaley.com ~ www.JoanRaley.com

Word/business/forms/yourcontactinformation

Your Contact Information!

I will need all the contact information below in regards our business relationship. I appreciate all your assistance here. Please fill this out individually. Thank you!

Your name:

Spouse/partner:

Address:

Home Phone:

Work Phone:

Cell Phone:

Do you use text messaging?

Work e-mail address:

Personal e-mail address:

Fax Number:

Special Instructions for Faxing:

What is the preferred method of contact from above?

Best times to talk with you:

Earliest?

Latest?

Are you in a different time zone?

Point Person:

Joan H. Raley, REALTOR®

850.545.9390 ~ 1.888.798.1950

Joan@JoanRaley.com ~ www.JoanRaley.com

Word/business/forms/yourcontactinformation

This Document prepared by:
Susan S. Thompson, Esquire
3520 Thomasville Road, 4th Floor
Tallahassee, Florida 32309

LIMITED POWER OF ATTORNEY

KNOW ALL MEN by these presents, that we, _____
and _____, do hereby make, constitute and appoint **JOAN H. RALEY** our true and lawful attorney in fact for us, and in our name, place, and stead, to enter into a lease/contract to lease for property located at _____,
_____. The negotiations of said lease/contract to lease shall also include the execution of any and all documents to complete said negotiation.

We further grant to said attorney in fact full power and authority to perform all acts to be done as we could do if personally present.

All rights, powers, and authority of said attorney in fact to exercise any and all of the rights and powers herein granted shall remain in full force and effect until said lease negotiation is completed.

WITNESS my hand this _____ day of _____.

Signed, sealed and delivered in the presence of:

Signature

Printed Name

Signature

Printed Name

SAMPLE

**STATE OF FLORIDA
COUNTY OF LEON**

THE FOREGOING instrument was acknowledged before me this _____ day of _____ by _____, who are personally known to me/presented _____ as identification and who did/did not take an oath.

NOTARY PUBLIC

Joan H. Raley

From: Joan H. Raley <joan@joanrale.com>
Sent: Tuesday, August 23, 2016 4:50 PM
To: Joan Raley
Subject: August 2016 Property Management Report

PROPERTY MANAGEMENT REPORT

AUGUST 2016

Greetings! School has probably started for some of you and football season will start soon for all those fans out there.* Of course, there is hunting season for some of you, too! How about some cooler weather? *That* would be really nice.

Attached is your August Property Management report. We have had a good number of tenants renew and this is great for you- little or no turnover costs! Please let me know if you have any questions here.

The good news is that repairs have been moderate this summer. Plumbing is the most popular repair. The HVAC repairs were not too bad during this hot weather (knock on wood - summer is not over yet). One house actually got a full new heatpump system through First American Home Warranty a couple of months ago. This was a \$5000.00 value for a *lot* less. Yahoo!

Your Property Management Report is attached. Please let me know if you have any questions on it. Have a great Labor Day Holiday! Take good care!

*Your Leon County School Schedules and Football Schedules will be sent out soon!

Joan

Check my Resource and Real Estate Site
at JoanRaley.com!

Joan H. Raley, REALTOR®
CRS, CDPE, SFR, e-PRO, SRES, GRI, ABR, CHMS, WCR
Home Economist, Broker /Owner

2425 Bass Bay Drive, Tallahassee, FL 32312
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SAMPLE

  Member of the Energy and Synergy Group of Real Estate Professionals

Certified Residential Specialist...CRS
Certified Distressed Property Expert...CDPE
Certified Short Sale & Foreclosure Resource...SFR
NAR Technology Certification Program...e-PRO
Senior Real Estate Specialist...SRES
Graduate, REALTOR Institute...GRI
Accredited Buyer's Representative...ABR
Certified Home Marketing Specialist...CHMS
Women's Council of REALTORS...WCR
B.S. in Education

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2010 Property Management Account Rental

Property Address: ~~444 S. Dale~~, Tallahassee, FL 32303

~~850-999-9999~~

Mailing Address: ~~444 N. Queen St. #444, Tallahassee, FL 32303~~

Date		Operating Account Status			Tax-Related Expenses								
		Amount	Check No.	Debit	Credit	Balance	Advertising	Cleaning & Maintenance	Mgt Fee	Repairs	Supplies	Utilities	Depreciable Assets
Beginning Balance						\$ 300.00							
Jan													
1.1.10	Rental Income - Lindsey Silz & Brendan Biggs	\$ 875.00	185		\$ 875.00	\$ 1,175.00							
1.18.10	David Lewis - Southern Landscape Management	\$ 70.00	1026	\$ (70.00)		\$ 1,105.00		\$ 70.00					
1.22.10	Management Fee - Joan Raley 15%	\$ 131.25	1032	\$ (131.25)		\$ 973.75			\$ 131.25				
1.22.10	Net Proceeds to Owner - Retain \$300 in account	\$ 673.75	1033	\$ (673.75)		\$ 300.00							
Feb													
2.1.10	Rental Income - Lindsey Silz & Brendan Biggs	\$ 875.00	188		\$ 875.00	\$ 1,175.00							
2.11.10	David Lewis - Southern Landscape Management	\$ 35.00	1048	\$ (35.00)		\$ 1,140.00		\$ 35.00					
2.15.10	Managaement Fee - Joan Raley 15%	\$ 131.25	1057	\$ (131.25)		\$ 1,008.75			\$ 131.25				
2.15.10	Net Proceeds to Owner - Retain \$300 in account	\$ 708.75	1058	\$ (708.75)		\$ 300.00							
Mar													
3.1.10	Rental Income - Lindsey Silz & Brendan Biggs	\$ 875.00	191		\$ 875.00	\$ 1,175.00							
3.22.10	David Lewis - Southern Landscape Management	\$ 35.00	1069	\$ (35.00)		\$ 1,140.00		\$ 35.00					
3.22.10	Managament Fee - Joan Raley 15%	\$ 131.25	1078	\$ (131.25)		\$ 1,008.75			\$ 131.25				
3.22.10	Net Proceeds to Owner - Retain \$300 in account	\$ 708.75	1079	\$ (708.75)		\$ 300.00							
Apr													
4.1.10	Rental Income - Lindsey Silz & Brendan Biggs	\$ 875.00	195		\$ 875.00	\$ 1,175.00							
4.20.10	Managament Fee - Joan Raley 15%	\$ 131.25	1098	\$ (131.25)		\$ 1,043.75			\$ 131.25				
4.20.10	Net proceeds to Owner - Retain \$300 in account	\$ 743.75	1099	\$ (743.75)		\$ 300.00							
May													
5.1.10	Rental Income - Lindsey Silz & Brendan Biggs	\$ 875.00	197		\$ 875.00	\$ 1,175.00							
5.17.10	David Lewis - Southern Landscape Management	\$ 35.00	1115	\$ (35.00)		\$ 1,140.00		\$ 35.00					
5.21.10	Managament Fee - Joan Raley 15%	\$ 131.25	1121	\$ (131.25)		\$ 1,008.75			\$ 131.25				
5.21.10	Net proceeds to Owner - Retain \$300 in account	\$ 708.75	1122	\$ (708.75)		\$ 300.00							
June													
6.1.10	Rental Income - Lindsey Silz & Brendan Biggs	\$ 875.00	199		\$ 875.00	\$ 1,175.00							
6.14.10	Steve Andrews - Yard Maintenance	\$ 35.00	1139	\$ (35.00)		\$ 1,140.00		\$ 35.00					
6.14.10	Management Fee - Joan Raley 15%	\$ 131.25	1145	\$ (131.25)		\$ 1,008.75			\$ 131.25				
6.14.10	Net proceeds to Owner - Retain \$300 in account	\$ 708.75	1146	\$ (708.75)		\$ 300.00							

Joan H. Raley, REALTOR --- Office: 850.599.1950; Email: Joan@JoanRaley.com

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INVOICE

September 30, 2010

Make Check Payable To:

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

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BILL TO:

Joan Raley
2425 Bass Bay
Tallahassee, FL 32312

Description	Bushes & Trees Quarterly	Yard Maintenance 2 Times	Total
Yard Maintenance			
1813 Doric Drive		35.00	70.00
We appreciate your business			
Total	0.00	35.00	70.00
<i>paid 10/11/10 chk # 1274</i>			