

PM SYSTEM

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RE/MAX CENTRAL MANAGEMENT OPERATIONS MANUAL

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WHO WE ARE



PROPERTY MANAGEMENT

Things that REMAX CENTRAL Offer To Our Client That Others May Not Do:

- Consider other competitor's pricing
- Move in and Move out inspection no charge to our owner - also provide a detailed report of the home's condition with photos to owner
- Monthly vacant inspection during vacancy period at no charge to our owner - will also provide owner checklist of things inspector look for with photos if needed
- Interim inspection for ONLY \$75 to help enforce lease agreement for tenant to pay for any damages
- Open 7 days a week for application submitting and rent payment
- Emergency repairs phone line that allow tenant to report any repairs - 7 days a week/24 hours a day
- Consistent updates to owner about the property and comps in the area

FEEES SUMMARY



FULL SERVICE PROPERTY MANAGEMENT TO PROTECT YOUR INVESTMENT



Welcome to our "Protect Your Investment" Property Management for the Professional Management of Your Real Estate Investment(s).

We are a Team with credentials and we are a Team of Professional, Reliable, Dependable and Experienced Property Managers since 1988.



Initial Setup Items: \$250.00 Covers:

- Automated Accounting System And Trust Accounting Management
- Advertising Including Signage, Multiple Listing Service and OVER 1000 Web Sites including LasVegasRealEstate.com, LasVegasRelocation.com, Remax.com, Global.Remax.com, Realtor.com, Listhub.com, Truila.com, Zillow.com, Homes.com, and because we are syndicated there are thousands of websites that receive your listing auto-magically.
- Property Inspection and preparation for optimum showing and leasing
- Complete Property Profile Report with pictures
- Electronic Lock Box
- Set up on your Web site - property info, tenants, reports, pictures, and financial reports. Coming soon will be our automated repair coordinator.



Monthly Management Fee of 8% of gross rents collected - minimum of \$100.00 per month includes the following benefits:

Preparation & Screening

- Tenant Screening Including Communicating With Previous Landlords

Timely Rent Collection and Reporting

- Pay Lease On Line Service
- Office Opened On Weekends For Tenants To Pay Rent
- Adherence To The NRS Laws For Late or Non Paying Tenants
- Reputable Experienced Collection Service Contract
- Experienced Accounting Staff
- Automated On Line Accounting Systems
- Monthly Income And Expense Statements
- Timely Disbursement Of Owner Funds
- Security Deposit Trust Accounting And Disposition
- Banking Services Including Direct Deposit Of Your Monthly Disbursements

HOA Violation Follow Up

- Coordinating With HOA To Notify HOA Of Tenant Occupancy
- Coordinating With HOA And Tenants To Solve Violations

Tenant Eviction by The Letter Of The Law - additional fees may apply.

- Eviction Notices, Notices To Pay, Notices Of Breach



FULL SERVICE PROPERTY MANAGEMENT TO PROTECT YOUR INVESTMENT

- Filing For 5 Day Pay Or Quite Notices
- Summary Eviction Filing
- Attending Court Proceedings For Summary Evictions



Maintenance

- Coordinating With Tenants And Vendors For Major/Minor Repairs
- Repairs And Maintenance Supervision
- Home Inspections Options - Quarterly, Semi Annually, 4th and 9th Month of Lease Term
- Move In and Out Inspection
 - Detailed report of the home's condition with photos.

Maintenance reserve of \$300 - Maintenance reserve for repairs & emergency funds.



New Tenant Lease Fees Are Not Out of Your Pocket.

\$700 Paid out of Rent Proceeds - Includes:

- Full Time Leasing Agent On Staff
- Co-OP Agent Leasing Commissions Paid To Tenant's Agent
- Electronic Lock Box Access For REALTORS And Approved Vendors
- Electronic Lock Box That Tracks The Showings
- Property Evaluation Report with comparable homes on market.
- Internet Advertising to major real estate sites
- Flash E-Mailer Network Publication To Agents
- Property Showings By Our Leasing Agent
- Tenant Application And Prior Rental Screening Service
- **Criminal Background check**
- Pay Lease On Line Set Up For Tenant
- Inspection Report with Pictures Prior To Tenant Occupancy.
- Move In Preparation/Repair co-ordination For Property
- Detailed Verbal Reading And Execution Of Lease With Tenant
- Executed Copies Of Documents To All Parties
- Tenant Acknowledged Move In Condition Report
- Tenant Information Uploaded to Your Website



Tenant Renewal Lease Paid Out of Rent Proceeds - \$150 includes:

- Follow Up With Tenant For Renewal
- Property Inspection With Photos And Report
- Comps On Current Rental Rates For The Area Prior To New Lease Signing
- Execute New Lease With Any And All New NRS And NAC Rules (If Any)

FULL SERVICE PROPERTY MANAGEMENT TO PROTECT YOUR INVESTMENT



Property Inspection Paid out of Rent Proceeds - \$75 Includes:

- Inspections Determine How Tenant is Taking Care of Property
- Recommended - Physical Inspection of Property - when a new tenant occupies the home, we recommend a 4th month inspection only for new tenant's first lease term. This inspection alerts us to tenants who do not report or repair maintenance items that are their responsibility per the lease.
- Recommended - Physical Inspection of Property - 9th Month of the lease term. The 9th month inspection reveals the condition of the property for:
 - Determination if we renew to the same tenant based on the condition of the home.
 - Determination of what repairs/maintenance need to be done to make the home move in ready for the next tenant.
 - Necessary repairs - Three months prior to the end of the lease term allows enough time to have the necessary repairs done and paid for by the tenant per the lease.
- Photos Of Any Problems Found
- Detailed Inspection Report With Details and List Of Items That The Tenant/Owner Is Responsible To Repair Per The Lease
- The move in inspection and the move out inspection are part of the management fee and therefore are not a chargeable item.



Getting Started - The Process And Procedures

- Our Management Agreement is detailed and covers the responsibilities of all parties to the agreement. Our details eliminate surprises!
- The initial set up fee is due upon execution of the Owner Management contract.
- The First Month of the lease term is for the entire month. The Second Month is prorated if the move in is not the first day of the month.
- The New Tenant Placement Fee is deducted from the first month's rental proceeds that are paid by the new tenant.
- Property Management Reserve: \$100
- Lease Renewal for existing tenant is paid from rent proceeds.
- Owners receive the monthly disbursement by ACH by the 20th of each month
- Income And Expense Statements are posted on your website or mailed by the 22nd of the month.
- Any Maintenance Invoices are posted /mailed with the Income and Expense Statements.
- Year End Reporting includes the 1099 reporting to the IRS. Year End Reports for ease of tax reporting. Variations for owners with multiple investments. \$75 Year End Fee per investment.
- RE/MAX has a maintenance department which will be used for most repairs.



FULL SERVICE PROPERTY MANAGEMENT TO PROTECT YOUR INVESTMENT

- The lines of communication are always open for you. You should feel that your investment is in good hands. That's our goal.

Property Managers Broker/Salespersons Licensed and CPM (Certified Property Managers)
Repair Co-ordinator
Home Inspectors
Maintenance Department
Accounting Department
Customer Care

**Full Time Customer Care For Owners and Tenants
(702) 858-0588**

**RE/MAX Property Management Team
8400 West Sahara Avenue
Las Vegas, NV 89117**

**(702) 360-2030 Office Opened 7 Days A Week
(702) 360-5120 Main office Fax Number**

Our Business Is Taking Care Of Homes And The People Who Live In Them



Welcome to our Property Management for Professional Management of Your Real Estate Investments. The RE/MAX Team with credentials and experience. Service You Deserve by the Team of Professional, Reliable, Dependable and Experienced Property Managers - since 1988.



One Time Tenant Placement fee:

- **\$1,000.00 Minimum or One month rent Covers:**
- Automated Accounting System and Trust Accounting Management
- Advertising Including Signage, Multiple Listing Service and OVER 1000 Web Sites including LasVegasRealEstate.com, LasVegasRelocation.com, Remax.com, Global.Remax.com, Realtor.com, Listhub.com, Truila.com, Zillow.com, Homes.com, and because we are syndicated there are thousands of websites that receive your listing auto-magically.
- Property Evaluation Report
- Inspection Report with Pictures Prior To Tenant Occupancy.

- Electronic Lock Box Access for REALTORS and Approved Vendors.

- Preparation & Screening
- Property preparation for optimum showing
- Tenant Screening Including Communicating With Previous Landlords
- Showings and leasing agent
- Electronic Lock Box to Track The Showings
- Internet Advertising

- Flash E-Mailer Network Publication to Agents
- Property Showings by Our Leasing Agent and REALTORS Leasing Commissions Paid To Tenant's Agent
- Tenant Application and Screening Service
- Detailed Verbal Reading and Execution Of Lease With Tenant
- Executed Copies of Documents To All Parties
- Tenant Acknowledged Move in Condition Report





Getting Started - The Process and Procedures

Our Management Agreement is detailed and covers the responsibilities of all parties to the agreement. Our details eliminate surprises!

The initial set up fee is due upon execution of the Owner Management contract.

The First Month of the lease term is for the entire month.

The Second Month is prorated if the move in is not the first day of the month.

The New Tenant Placement Fee is deducted from the rental proceeds collected. Owner receives any balance of rent and the Tenant's security deposit.

Laurine Huynh

Property Manager Broker/Salesperson Licensed and CPM (Certified Property Manager)
(702) 858-0588 Mobile And Texting

RE/MAX Property Management Team
8400 West Sahara Avenue
Las Vegas, NV 89117

(702) 360-2030 Office Opened 7 Days A Week
(702) 360-5120 Main office Fax Number

Our Business Is Taking Care Of Homes And The People Who Live In Them





TENANT FEE SCHEDULE

DESCRIPTION:

FEE ACCESSED:

(NMI)5 DAY POSTING	\$95.00
NSF (NON SUFFICIENT FUNDS)	\$75.00
24 HR. POSTING	\$75.00
RENT LATE FEES	\$50.00 PLUS \$10.00 PER DAY FOR EACH DAY AFTER THE 5TH OF THE MONTH
EVICITION	AVERAGE COST IS \$200 & UP+++ VARIES DEPENDING ON AREA
EVICITION ADMINISTRATIVE FEES	\$125.00
NO/SHOW SCHEDULED APPOINTMENT	\$75.00
HOA FINES	\$50.00 AND UP++++
RENTAL APPLICATION FEE	\$75.00 PER ADULT 18 AND OVER
CERTIFIED MAIL	20.00 & UP++++

OPERATION CHECKLIST



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

Lease Renewal Checklist

Lease End Date ___/___/___

Date: Initials: _____ Renew _____ Not Renewing

- _____ Run MLS Comps
- _____ If Necessary (Email Owner For Approval Of Rent & Term)
- _____ Check for latest inspection. _____ Date
- _____ Ask for inspection if more than a year from last inspection
- _____ Check the security deposit and make sure it is correct
- _____ Inform PM to bill tenant if there are any deductions from security deposit
- _____ Complete Lease Renewal
- _____ Email & Mail Lease Renewal To Tenant (No Response-Automatic Month-Month & Rent Increase by 10%)
- _____ Once Signed Lease Renewal is Received From Tenant Give To PM For Signature
- _____ Not Renewing - inform tenants to submit 30 day notice or of rent increase
- _____ Email Copy Of Executed Lease To Tenant/Owner (BCC)
- _____ Scan & Save Executed Lease Renewal To Property Folder On N Drive
- _____ Update Outlook (Lease End Date Owner & Tenant Contacts)
- _____ Update Term Date on Rent Log
- _____ Update Website
- _____ Check Property Management Agreement For Lease Renewal Fee
- _____ Scan Lease Renewal Check Request
- _____ Give Copy Of Lease Renewal And Check Request To Darlene
- _____ File Lease Renewal In Paper File

Tenant needs 45 days' notice, at the least, to respond before 10% increase in rent.

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PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

Leased Unit/Move In

Move In Date: ___/___/___

Date: Initials:

- ____ PM Create Lease/Notify PI For Key Package
- ____ PM Email PM Team W/Property, Tenant Name And Move In Date
- ____ PM Give BB (Accounting) Copy Of Page 1&2 Of Signed Lease, 1-Page Itemized Receipt W/Funds
- ____ PM Sign Lease w/ Tenant(Lease/Keys)
- ____ PM Email Owner/Tenant Coordinator (if applicable) to Disconnect Utilities

- ____ PMA Submit Check Request for Tenant Placement To BB(Accounting)
- ____ PMA Update MLS Showing Lease, Print, File Away
- ____ PMA Put Paperwork In 5 Tab Folder
- ____ PMA Scan Pg.1 Signed Lease & Email to Owner
- ____ PMA Scan Executed Lease & Save to N Drive
- ____ PMA Input Tenant Info To Outlook Contacts, Update Owners Outlook Contact
- ____ PMA Update Rent Spreadsheet
- ____ PMA Update Online Website
- ____ PMA Erase Listing from Whiteboard

- ____ PI Email Tenant CCR's 1-2 Days Before Meeting PM
- ____ PI Update Outlook Calendar-Inspection (In PM Agreement) Calendar
- ____ PI Order Sign Down
- ____ PI Retrieve Lockboxes
- ____ PI Un-assign Electronic Lockbox From Supra Web
- ____ PI Schedule Move IN Inspection W/Tenant (Note In Writing All Damages Not In Move Out)
- ____ PI Perform Move In Inspection, Give Inspection Report To TC
- ____ PI Take Pictures Of Any Issues So New Tenant Is Not Responsible At Move Out (ie. Repairs Like Garbage Disposal)
- ____ PI Register Tenant With HOA

- ____ TC Schedule Any Repairs/Requests
- ____ TC Disconnect Utilities If Connected Under RE/MAX Central Name
- ____ TC Add/Update Lease Renewal Spreadsheet

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PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

Move Out Checklist

Initiate Date: ____/____/____ Move Out Date: ____/____/____

Date: Initials:

- ____ PMA 30 Days' Notice Received From Tenant
- ____ PMA Email Tenant The Requirements of Move Out For Sec. Deposit
- ____ PMA Email PM Team With Property Address, Tenant Name and Move Out Date
- ____ PMA List Property on Fusion (with 25+ photos)
- ____ PMA Add Property Listing To Whiteboard

- ____ PM Notify Owner Utilities Need To Be Turned On In Their Name Upon Move Out
- ____ PM Notify Tenant Coordinator if Owner Requested Utilities be in RE/MAX Central Name
- ____ PM Tenant Is Contacted to Arrange Showings During The Last 30 Days Of Tenancy, To Ascertain If A Lockbox Is Needed (Should Be Tenants No. Or 335-7070)

- ____ TC File Is Pulled & Put With Checklist In The Move Out Area
- ____ TC Order Repairs And Keep Track Of Invoices For Security Dispositions
- ____ TC Utilities In RE/MAX Name ____YES ____NO If Utilities Are In RE/MAX Central Name Put Hold On Owners Money Distribution
- ____ TC Complete Security Disposition W/in 30 Days Of Move out
- ____ TC Give Completed Security Disposition To BB
- ____ TC Move Tenant Contact Information From Current Tenant To Old Tenant Folder in Contacts
- ____ TC Return File To File Cabinet

- ____ PI Order Sign Up Prior To Move Out
- ____ PI Contact Tenant To Schedule-Move Out Walk Thru Appointment
 - A) All Items Must Be Removed From The Home At This Time
 - B) Utilities Must Remain On For Walk Thru After The Date They Vacate
 - C) All Keys/Remotes/Gate Keys/Receipt For Carpet Cleaning Must Be Returned At This Time
- ____ PI Move Out Inspection, Photos Are Taken, Move Out Inspection Sheet Is Completed, Keys & Forwarding Address Are Collected From Tenant
- ____ PI Put Lockbox On Property
- ____ PI Assign Electronic Lockbox To Supra
- ____ PI Notify Owner As A Friendly Reminder To Turn On All Utilities
- ____ PI Change MLS Showing Instructions-Day Tenants Move Out
- ____ PI Notify Mike Rossman To REKEY Property (Return New Keys To PI-Keybox)
- ____ PI Update File With Forwarding Address, Return Keys To Office
- ____ PI Supra Key Info On MLS Listing-Email Entered
- ____ PI Give Inspection Report To TC



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

New Owner/New Property Checklist

Projected Available Date: ____/____/____

Date: Initials:

- ____ PM Receives New Owner Lead, Schedule Appointment W/PM
- ____ PM Contact Owner-Get Key-Send-Out PI For Inspection
- ____ PM Email Owner Pg.9-14 PM Agreement & List Of What To Bring At Signing
- ____ PM PM Confirms Appointment & Gather Information
- ____ PM PM Agreement And Keys Are Received. Owner to Provide All Gate Remotes, Mailbox #, Garage Remotes, CCR's, Community Access Codes, Parking Space #, Mention Sewer & Trash In Owners Name
- ____ PM Notify Owner To Put Utilities In Their Own Name
- ____ PM Give All Documents To PMA For File Set Up

- ____ PMA Give CK,2PG PM Agreement, Itemized Fees To BB (Accounting)
- ____ PMA Email Team W/Owner Name, Property Address, & Date Available
- ____ PMA Give All Monies, New Doc Recap, ACH, And W9 To Accounting
- ____ PMA Create 5 Tab File
- ____ PMA Check Documents For Completeness & Give To PM
- ____ PMA Enter Owner Into Outlook Contacts-
- ____ PMA Enter Into Website
- ____ PMA Add Property Address To Rent Spreadsheet
- ____ PMA Enter Listing Into MLS, Email Copy To PM, Place Copy IN Blue Foder(25+ Pictures, Remarks-Look At Other Listings
- ____ PMA Enter Information Onto Whiteboard

- ____ PI If Home Ready For Rent-Take MLS Photos & New Property Photos (25)
- ____ PI Perform New Property Inspection, (Turn ON All Faucets, Flush Toilets, Run Shower, Check Air Filters, Open All Doors, Blinds Must Have Wands, Condition Of Carpet, Condition Of Landscaping) Report Any Issues To TC&PM
- ____ PI Update Inspection Calendar
- ____ PI Assign Key Number, Enter Key Number Into Owner Contacts, Put Key Into Key Box
- ____ PI Order Sign (Custom:Yes____ No____)/Rekey : Yes____ No____)
- ____ PI Put Lockbox On Property
- ____ PI Assign Electronic Lockbox ON Supra Web
- ____ PI Give Report To TC ____

- ____ TC Order Repairs If Needed, Consult W/PM



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

CHECK LIST FOR NEW OWNER'S FEE

FEES:

AMOUNT OF SET UP FEES \$ _____

MANAGEMENT FEES -% or Amount \$ ____ / ____%

LEASE RENEWAL FEES \$ _____

TENANT PLACEMENT \$ _____

AMOUNT IN RESERVE - EXPENSES \$ _____

AMOUNT IN RESERVE - PM FEE \$ _____

HOA FEES(IF WE PAY) \$ _____

SERVICE FEES -POOL SERVICES \$ _____

SERVICE FEES -LANDSCAPING \$ _____

DEBTSERVICE FEES \$ _____

HOLDING FOR REPAIRS \$ _____

OTHERS: _____ \$ _____

OTHERS: _____ \$ _____

OTHERS: _____ \$ _____

Owner Pay:

Check attach/Rent

Check attach/Rent

Check attach/Rent

Check attach/Rent

Check attach/Rent

Check attach/Rent

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DATE SUBMITTED TO ACCOUNTING ____/____/____

SUBMITTED BY _____ DATE: _____



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

One Time Tenant Placement Checklist

Projected Available Date: ____/____/____

Date: Initials:

- ____ PM Sends Out Email To Potential Client
- ____ PM Schedule PM Agreement Appointment
- ____ PM Send Out PI For Inspection And Photos-Repair & MLS Listing
- ____ PM PM Agreement & 3 Keys Are Received. Owner To Provide All Gate Gate Remotes, Mailbox#, Garage Remotes, CCR's, Community Access Codes, Parking Space, Inform Owner To Put Utilities Under Owner's Name, Quote Estimate Time For Repairs
- ____ PM Collect Fee, Give BB(Accounting) And Copy Of Contract
- ____ PM Give All Documents To PMA For File Set Up
- ____ PM Sign Lease, Forward To Owner, Close File & Turn Into TC

-
- ____ PMA Email PM Team W/Owner Name, Property Address, & Date Available
 - ____ PMA Give All Monies, New Doc Recap, ACH, And W9 To BB (Accounting)
 - ____ PMA Create Purple File
 - ____ PMA Enter Owners Information Into Outlook Contacts
 - ____ PMA Enter Listing Into MLS, Email Copy To PM, Place Copy IN Purple Folder (25+ Photos, Remarks, Look At Previous Listings-Improve Them
 - ____ PMA Enter Information Onto Whiteboard
 - ____ PMA Once Property Is Rented- Remove From Whiteboard
 - ____ PMA Upon Signed Lease, Email Owner Specified Documents
 - ____ PMA Enter Tenants Information Into Outlook Contacts

-
- ____ PI Perform New Property Inspection
 - ____ PI Put Keys In An Envelope, Place In Cabinet/Return To Owner
 - ____ PI Order Sign Up
 - ____ PI Put Electronic Lockbox
 - ____ PI Assign Electronic Lockbox On Supra Web
 - ____ PI

-
- ____ TC Schedule Repairs
 - ____ TC File In "Old Property" Section In Filing Cabinet

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PROPERTY MANAGEMENT

Property Address _____
 City _____ Zip _____
 Owner _____

Owner And / Or Property Leaving REMAX

Start: Initials:

- _____ PM Owner Provides Written Notice To End Property Management Services
- _____ PM Property Manager Acknowledges Cancellation W/ Owner & Responds W/ Approved_____ Denied_____
- _____ PM Forward Request To PMA To Start Checklist
- _____ PM If Money Is Owed To REMAX Inform Owner

-
- _____ PMA Email Team with address and date requested to cancel management
 - _____ PMA Inform BB Not To Distribute Owner Distribution Until Approved
 - _____ PMA Ask BB For A Print Out Of ALL DATES Showing The Monies In Operating Account & Reserve To Start Close Out Of File
 - _____ PMA Check To Make Sure There Are No Unpaid/Pending Bills
 - _____ PMA Complete Owner Disposition & Print, Take To Ruth A For Approval Of Money Due /Owed By Owner
 - _____ PMA Give Copy Of Approved Owner Disposition Spreadsheet Signed By Ruth A To BB, So BB Can Distribute Monies Due If No Money Is Due To REMAX (If Money Is Owed To REMAX Inform PM)
 - _____ PMA Put Copy Of Check In Blue File, Scan And Save To N Drive
 - _____ PMA Ask BB For A Final Owner Statement Showing \$0.00 In All Accounts
 - _____ PMA Move Owners Contact To Old Owners In Outlook Contacts

-
- _____ TC Ask BB For A Print Out Of Monies In Tenants Security Deposit
 - _____ TC Look For Any Outstanding Invoices That Tenant Is Responsible For
 - _____ TC Start Security Disposition
 - _____ TC After Move-Out Inspection Complete Security Disposition
 *If Tenant Is Staying And Owner Is Transferring To A New PM Send Tenant A Deposit Release Permission Form To Sign And Return
 - _____ TC Give Copy Of The Signed Deposit Release Form (If Applies)To BB Along W/ Copy Of Security Disposition So BB Can Transfer Monies Accordingly.
 - _____ TC Put Copy Of Check In Blue File, Scan And Save To N Drive
 - _____ TC Ask BB For A Final Printed Statement Showing \$0.00 In The Account



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

Continued **Owner And/ Or Property Leaving REMAX**

____ TC Move Tenants Contact To Old Tenant In Outlook Contacts

____ PI Information Copied For New Management Company Or Owner

A: Full Lease Agreement Copied & Emailed To Owner

B: Additional Property Keys (include keys-keys box)/Remotes Released

Release Form Signed By Recipient,

NAME: _____ Date: _____

D: Delete Key Number From Key List, Put Empty Key Tag In Cup

____ PI Outlook Calendar Updated In Lease Renewal And Interim Inspection Area

____ PI Move Blue File Folder To DEAD FILE Drawer

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PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

PRE: MLS Application Checklist

Projected Move In Date: ___/___/___

Date: Initials:

- _____ PMA Collect \$75 Application Fee Per Person. Total Collected \$_____
- _____ PMA Collect GLVAR Application-Complete With Signatures (Last Page)
- _____ PMA Obtain Copies Of Drivers License Or Government Issued Photo ID
- _____ PMA Run All Application Documents
MUST BE DONE SAME DAY!
- _____ PMA Print Current MLS Listing For File
- _____ PMA Run Credit Reports For All Applicants, # Of Applicants_____
- _____ PMA Receive VOE (Employment Income Verification)
- _____ PMA Receive VOR (Previous Rental History Verification)
 - A) Tax Star (From Clark County Assessors Webpage)
 - B) Completed Form
 - C) Letter From Landlord
- _____ PMA Identify Realtor Who Opened Door (Supra Lockbox)
 - Company Name: _____
 - Realtor Name: _____
 - W9 For Brokerage Obtained To Pay Agent!
- _____ PMA Scan all documents to PM email
- _____ PMA Label email subject as property address, mark as unread
- _____ PMA Save to N Drive

-
- _____ PM Approve Or Deny Application After Review With Owner
 - _____ PM Notify PMA Of Approval Or Denial (PMA Will Start A Move In Checklist If Approved), If Denied PMA Is To Email PM Team Property Is Still Available
 - _____ PM Notify Applicant Of Decision
 - _____ PM File Denied Applicant Paperwork In Paper Folder
 - _____ PM Put Folders Together For Expediency (VOE, VOR, ect.)

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DUTIES BY DEPARTMENT

PI Duties

One Time Tenant Placement Checklist

- Enter Information On Whiteboard
- Give Address To Front Desk
- Enter Key No. Into Owner & Tenant Contacts, Put Keys Into Keybox
- Put Keys In An Envelope And Cabinet
- Order Sign
- Put Lockbox On Property
- Assign Electronic Lockbox On Supra Web
- Once Property is Rented- Remove From White Board

Lease Renewal Checklist

- None

Move Out Checklist

- 90 Days (9mo) Interim Inspection Completed & Tenant Moving Out
- Order Sign Up- Prior To MLS
- Tenant Is Contacted- Arrange Showings During The Last 30 Days of Tenancy, To Ascertain If A Lockbox Is Needed (Should Be Tenant's No. Or 335-7070)
- Contact Tenant To Schedule-Move Out Walk Thru Appointment
 - a) All Items Must Be Removed From The Home At This Time
 - b) Utilities Must Remain On For 5 Days After The Date They Vacate
 - c) All Keys/Remotes/Gate Keys/Receipt for Carpet Cleaning Must Be Returned At This Time
- Inspection, Photos Are Taken, Move Out Inspection Sheet Is Completed, Keys & Forwarding Add. Are Collected From Tenant
- Order Sign Up- Prior To MLS - Completed, Keys & Forwarding Add. Are Collected From Tenant
- Put Lockbox On Property
- Assign Electronic Lockbox To SupraWeb
- Change MLS Showing Instructions - Day Tenants Move Out.
- Notify Mike Rossman To REKEY Property (Return New Keys To PI-Keybox)
- Update File With Forwarding Address, Return Keys To Office
- Supra Key Info On MLS Listing - Email Entered
- Give Inspection Report To TC

New Owner / New Property Checklist

- If Home Ready For Rent-Take MLS Photos & 1st Time New Property Photos-25
- Perform New Property Inspection, (Turn On All Faucets, Flush Toilets, Run Shower, Check Air Filters, Open All Doors, Blinds Must Have Wands, Condition Of Carpet, Condition Of Landscaping) Report Any Issues To TC&PM
- Update Inspection Calendar-Review For Missing Dates, Report To PMC
- Assign Key Number, Enter Key Number Into Owner & Tenant Contacts, Put Keys Into Key box
- Order Sign
- Put Lockbox On Property
- Assign Electronic Lockbox On Supra Web
- Give Report To TC, TC To Order Repairs If Needed, Consult W/PM

Owner And/Or Property Leaving REMAX

___ Information Copied For New Management Company Or Owner

A: Lease Agreement Copied

B: Tenant Contact Information Printed

C: Additional Property Keys (include keys in key box) / Remotes Released
Release Form Signed By Recipient,

NAME: _____ DATE: _____

D: Delete Key Number From Key List, Put Empty Key Tag In Cabinet

PRE: MLS Application Checklist

___ None

PRE: APP CHECK LIST-Leased Unit/Move In

___ Update Outlook Calendar -Inspection (In PM Agreement) Calendar

___ Order Sign Down

___ Retrieve Lockboxes

___ Unassign Electronic Lockbox From Supra web

___ Schedule Move In Inspection W/Tenant (Note In Writing All Damages Not In Move out)

___ Takes Pic. Of Any Issues So New Tenant Is Not Responsible At Move Out(le. Repairs Like
Garbage Disposal)

___ Perform Move In Inspection, Give Inspection Report To TC

PM Duties

One Time Tenant Placement Checklist

- PM Agreement Appointment Schedule And Request For 1 Key For PI
- Sent Out PI for Inspection And Photos-Repair & MLS Listing
- PM Agreement & 3 Keys Are Received. Owner To Provide All Gate Remotes, Mailbox #, Garage Remotes, CCR's, Community Access Codes, Parking Space, Inform Owner To Put Utilities Under Owner's Name, Quote Estimate Time For Repairs, Collect Fee
- Collect Fee, Give BB CK And Copy Of Contract
- Email PM Team W/ Owner Name And Property Address, Date Available
- Give All Monies, New Doc Recap, ACH, And W9 To BB
- Give All Documents To TC For File Set Up
- Sign Lease- Forward to Owner- Close File & Turn into TC

Lease Renewal Checklist

- Email Owner For Approval Of Rent & Term-If Necessary
- Sign Lease Renewal- Returns Fully Executed File To TC

Move Out Checklist

- Notify Owner Utilities Need To Be Turned On In Their Name-Move Out, (cc Nancy on this email)

New Owner / New Property Checklist

- Confirms Appointment & Gather Information
- Agreement And Keys Are Received. Owner To Provide All Gate Remotes, Mailbox #, Garage Remotes, CCR's, Community Access Codes, Parking Space No . Mention Sewer & Trash In Owner's Name
- Give To BB CK, 2PG, 1PG, Itemize Fees
- Notify Owner To Put Utilities In Their Own Name
- Email Team W/Owner Name & Property Add, Date Available
- Give All Monies, New Doc Recap, ACH, and W9 to Accounting
- Give All Documents To Nancy For File Set Up
- Create 5 Tab File

Owner And/Or Property Leaving REMAX

- Owner Provides Written Notice To End Property Management Services
 - CC Ruth A Immediately
 - Get BB Trust Deposit Print Out - Categorized 3 Months Report Of OP Report Separate Month With Reserve - BB Not To Distribute Owner Distribution Until Approved By Ruth A
 - A: Addressed to: _____
 - B: Date Received: _____

C: Date Requested To End Services: _____
D: PM Agreement Renewal Date: _____ PM Fees \$ _____
E: Lease Agreement End Date: _____
F: Has Owner Talked W/Ruth or John Ahlbrand: _____ Date: ____/____/____
If yes, find out what was promised before proceeding

___ Property Manager Acknowledges Cancellation W/Owner & Responds
A: Total All Outstanding Invoices/HOA Fees/Charges Etc. That Are Due \$ _____
B: Amount of Money Due To Owner \$ _____
C: Amount Due To REMAX \$ _____
___ Email PM Team W/Owner Name & Property Address & Date Available
___ Reserve Funds Sent To Owner DATE: _____

PRE: MLS Application Checklist

___ Collect \$60 Application Fee Per Person. Total Collected \$ _____
___ Collect GLVAR Application - Complete With Signatures (last page)
___ Obtain Copies Of Drivers License Or Government Issued Photo ID
___ Run All Application Documents
___ Run Credit Reports For All Applicants, # of Applicants _____
___ VOE (Employment Income Verification)
___ VOR (Previous Rental History Verification)
a) Tax Star (From Clark County Assessors Webpage)
b) Completed Form
c) Letter From Previous Landlord
___ Print Current MLS Listing For File (Put Property In Contingent Status)
___ Identify Realtor Who Opened Door(Supra lockbox)
Company name _____
Realtor Name: _____
W9 for Brokerage Obtained To Pay Agent
___ Approve or Deny Application
___ Notify TC Of Approval Or Denial (TC Will Start A Move In Checklist If
Approved), If Denied, TC To Email PM Team House Is Still Available
___ If Applicant Is Denied, Change MLS Status To Available
___ File Denied Applicant Paperwork In Paper Folder
___ Notify applicant
___ Put Folders Together For Expediency(VOE, VOR, etc.)

PRE: APP CHECK LIST-Leased Unit/Move In

___ Create Lease/Notify PI For Key Package
___ Email PM Team W/Property, Tenant Name And Move In Date
___ Give BB Copy Of Page 1 - 2 Of Signed Lease With Funds
___ Check Request Form Submitted To BB(For Tenant Placement Fee &
Agent Fee)
___ Sign Up Tenant Lease/Keys
___ Update MLS And Print Copy Showing Lease, Put In Paper File
___ Put Paperwork In 5 Tab Folder

PMC Duties

One Time Tenant Placement Checklist

- Sends Out Email to Potential Client
- Enter Listing Into MLS, Email Copy To PM, Place Copy In Purple Folder 25 pictures-remarks
look at previous listing - Improve Them

Lease Renewal Checklist

- Run MLS Comps-If Lower-Notify Owner

Move Out Checklist

- Add Property To Top Section Of Whiteboard
- Place Listing Into MLS (With Photos) And White Board

New Owner / New Property Checklist

- Receives New Owner Lead, Schedule Appointment W/PM
- Contact Owner-Get Key-Send Out PI For Inspection
- Email Owner Pg. 9-14- PM Agreement & List Of What To Bring At Signing
- Enter Listing Into MLS, Email Copy To PM, Place Copy In Blue Folder 25 pictures-Remarks -Look
At Previous Listing

Owner And/Or Property Leaving REMAX

- None

PRE: MLS Application Checklist

- None

PRE: APP CHECK LIST-Leased Unit/Move In

- Email Tenant CCR's-1-2 days Before Meeting PM
- Erase Property From White Board
- Register Tenant w/HOA

Customer Service Line

Obtain CC&R For All Current Properties

RA Duties

One Time Tenant Placement Checklist

None

Lease Renewal Checklist

None

Move Out Checklist

None

New Owner / New Property Checklist

None

Owner And/Or Property Leaving REMAX

CC Ruth A Immediately

Ruth Ahlbrand Indicates Permission To Call Owner & Process Termination Of
Management Services _____ DATE ___/___

Final Owner Statement Printed and Approved

PRE: MLS Application Checklist

None

PRE: APP CHECK LIST-Leased Unit/Move In

None

TC Duties

One Time Tenant Placement Checklist

- Schedule Repairs/Make Sure Home Is Rent Ready
- Create Purple Folder
- Enter Into Outlook Owner Contacts
- File In "Old Property", Section In Filing Cabinet

Lease Renewal Checklist

- Run Lease Renewal Report From Outlook Calendar
- Complete Lease Renewal
- Send To Tenant-1page(No Response- Automatic Renew Or Increase rental)
- Give Signed Lease Renewal To PM
- Update Outlook (Owner and Tenant Contacts)
- Update Lease Renewal Calendar
- Update Website
- Give Copy Of Page 1 Of Lease To BB
- Check Property Management Agreement For Lease Renewal Fee
- Give Check Request To BB
- Email Copy Of Lease To Tenant
- File Lease Renewal In Paper File

Move Out Checklist

- 90 Days (9 Mo) Interim Inspection Completed And Tenant Moving Out
- 60 Days Notice Lease Renewal Denial_/30 Days Notice-By Tenant
- Email PM Team With Property, Tenant Name and Move Out Date
- Tenant File Is Pulled & Put With Checklist In The Move Out Area On Desk
- Add Property To Top Section Of Whiteboard
- Notify PM of Notice So PM Can Notify Owner-MLS In Comp Price
- Nancy To Order Repairs & Keep Track Of Invoices
- Give All Outstanding Invoices To PM Once Repairs Are Complete
- Update Website
- Add To Lease Renewal Calendar
- Complete Security Disposition Within 30 Days Of Moveout,
- Give To BB And PMC
- Move Tenant Contact from Current Tenant to Old Tenant Folder
- Return Paper File To File Cabinet

New Owner / New Property Checklist

- Enter Into Outlook Owner Contacts - Check Documents For Completeness And Give To PMC
- Enter Into Website
- Enter Information On Whiteboard
- Give Address To Front Desk - And Ask BB To Put On List For Front Desk

Owner And/Or Property Leaving REMAX

- Tenant's Security Deposit Release
 1. Typed: _____
 2. Sent To Tenant: _____
 3. Signed By Tenant: _____
 4. Given To Barbara: _____
 5. Check Cut: _____
 6. Check Released: _____
- Outlook Calendar Updated In Lease Renewal And Interim Inspection Area

- Move Owner And Tenant Information To Proper Places In Outlook
- Disable Website Access To Owner
- Blue File Folder Moved To DEAD FILE drawer

PRE: MLS Application Checklist

- None

PRE: APP CHECK LIST-Leased Unit/Move In

- Scan Signed Lease And File And Email
- Update Outlook (Owners & Tenants) - move in inspection
- Add To Lease Renewal Calendar
- Update Website-Include 1st page of lease
- Schedule Any Repairs
- Order Pest Control
- Turn Off Utilities (If In REMAX Name)

**INVOICE / LATE
FEE**



PROPERTY MANAGEMENT

DATE:

TENANTS NAME
TENANTS ADDRESS

RE: Tenant charges @ TENANTS ADDRESS

Dear TENANTS NAME

Please be advised that according to our records, you have an outstanding amount of monies due that have yet to be paid in full. These monies due are a result of _____ Please pay these monies due in the amount of \$_____ along with your current rent due no later than _____. Below is a breakdown of the monies that are due.

Late Fee:

\$

5 Day Posting:

\$

Rent:

\$

Grand total of above fees:

\$

Thank you for your time and cooperation. Please get these monies in by the date noted above to avoid further proceedings. Furthermore, any unpaid balance not paid by due date will incur an additional penalty of \$50.00 each month until balance is paid off. Thank you for your time and cooperation.

Best Regards,
Cassandra

**"N:\CASSANDRA folder\LATE FEE LETTER DIFFERENT FORMATS\USE THIS ONE
Standard late fee letter final notice- cassandra.doc"**



PROPERTY MANAGEMENT

INVOICE

DATE:

TENANT NAME
TENANT ADDRESS
TENANT ADDRESS

This invoice is in regards to _____ that occurred on _____. The amount due is \$ _____. Please submit payment no later than _____.

If you have any questions or concerns please feel free to contact me by phone at 702-940-9539 or by email at cassandrapm@relasvegas.net.

Thank you for your time and cooperation. Please get these monies in by the date noted above to avoid further proceedings. *Furthermore, any unpaid balance not paid by due date will incur an additional penalty of \$50.00 each month until balance is paid off. Thank you for your time and cooperation.*

Best Regards,
Cassandra

W/9 FORM



One Time Tenant Placement Agreement

This Agreement is made and entered into on _____ by and between RE/MAX CENTRAL, hereinafter referred to as BROKER, and _____, an individual hereinafter referred to as "OWNER".

The purpose of this Agreement is for the one time tenant placement for the property located at:

BROKER agrees to provide the following leasing services:

1. Install a FOR RENT sign unless the HOA will not allow
2. Enter the property into Multiple Listing Service (MLS) with photos. As a result of this entry, the listing will automatically be syndicated to realtor.com.
3. Place the property on remax.com, lasvegasrealestate.com, lasvegasrelocation.com.
4. Syndicate the listing of the property on hundreds of websites including Trulia and Zillow.
5. Provide a Realtor key safe lockbox for showings.
6. Process Tenant applications including tenant screening and previous landlord follow up on final potential tenant(s).
7. Preparation of Lease Agreement.
8. Execution of Lease Agreement including reading and explaining the lease to the tenant.
9. Collection of Security Deposit & first month's rent from Tenant in guaranteed funds, and will be mailed to owner. The balance of the tenant placement fee will be deducted from the first month's rent.
10. Payment to the cooperating Realtor shall be paid by BROKER.

OWNER agrees to the following:

1. Property shall be ready for occupancy prior to initiation of the internet marketing and placement on the MLS. All necessary repairs shall be completed.
2. Property Manager shall receive at least 3 keys to the property.
3. Electricity & water shall be turned on prior to any marketing of the property.
4. \$500.00 of the Tenant Placement fee, which is equal to the first month rent (minimum of \$1000), shall be paid upon signing this contract.
5. OWNER shall collect all future rents.
6. OWNER shall perform move-out inspections.
7. OWNER shall be solely responsible for the disposition of any and all security deposits.
8. If the property is mortgaged, OWNER agrees to submit a copy of the most recent mortgage payment which shows that the mortgage is not past due.

This Agreement is providing a one time service for a one time fee of \$1000. The Balance of the fee shall be paid upon procuring a tenant for the property . Other services for additional fees can be provided including but not limited to:

- Complete Eviction Process
- Interim Inspections
- Maintenance and Repair Co-Ordination
- Move In and Move Out Inspections
- Leasing renewals
- Monthly Management of monies
- Monthly & Annual Income and Expense Reporting

The undersigned acknowledges and agrees to hold BROKER, its brokers and agents, harmless and free of any and all liabilities in relation to the property and the terms of this agreement.

The Duties Owed of Nevada and the W-9 and Statement from Tenant regarding Security Deposit disposition, documents are attached and part of this contract.

Owner's initial _____



One Time Tenant Placement Agreement

OWNER contact information:

OWNER Address _____

City, State, Zip _____

Telephone Number _____

Fax Number _____

Email Address _____

OWNER Signature : _____ Date _____

REMAX Property Manager _____ Date _____
Laurine Huynh, Broker-Salesperson

REMAX BROKER _____ Date _____
John Ahlbrand, Broker

Section 8 ____Yes ____No

Pets ____Yes ____No ____Consider

Landscape maintenance ____ Tenant ____ Owner

Pool Maintenance ____ Tenant ____ Owner

HOA pays: Water ____ Trash ____ Sewer ____

Gate Code: _____

Co-Op: Owner agree to increase co-op an additional \$____. Making co-op \$_____.

Which increase Management fees to \$_____

Who referred you to us? _____

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) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (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), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.



ACH FORM

RE/MAX CENTRAL ~ Direct Deposit Authorization

- All payments to you from RE/MAX CENTRAL will be deposited into the same account at your financial institution.
- Allow up to 2 weeks for processing this request.

Check one of the following: <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change		Effective Date: <input type="checkbox"/>	<input type="checkbox"/> Future Pay Date ____/____/____	
Name (Last, First, Middle Initial)			Social Security Number	
Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)				
Transit Routing Number (Must be 9 numbers)			Account Number	
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings				
I authorize RE/MAX CENTRAL to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize RE/MAX CENTRAL to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by RE/MAX CENTRAL at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to RE/MAX CENTRAL for distribution. This will delay my check.				
Date (Mo/Day/Yr)		Authorized Signature		Daytime Phone Number
Home Address:	Street	City	State	Zip Code

If you select to have your payment sent to your:

- **Checking account:** Tape a voided or cancelled check to the bottom of this form.
- **Savings account:** Contact your financial institution to obtain its transit routing number and provide RE/MAX CENTRAL with a letter from your bank stating that you are the authorized signature on this account.

Attach a voided check or photocopy of a check for checking account.

DO NOT ATTACH A DEPOSIT SLIP.

Return this form to RE/MAX CENTRAL

John Smith
Mary Jones
1000 Prairieview Lane
Anyplace, WI 54321

VOID

PAY TO THE ORDER OF _____ \$ _____ DOLLARS

ANYOLD BANK
Anyplace, WI 54321

For _____

Routing Number: 250250025
Account Number: 202020086011234

1234
15-000000000

Do not include the check number.



PROPERTY MANAGEMENT AGREEMENT

Property Address _____

City _____ Zip _____

Owner _____

Utilities Form – OWNER

Date: ____ / ____ / ____

As of _____, 20____, the following utilities are in owner’s name.

Gas _____ Electricity _____ Water _____ Sewer _____ Trash _____

All other utilities shall remain under owner’s name until home is leased. REMAX broker/staff will let owner know date to turn off utilities ____ / ____ / ____ . Sewer and trash shall always remain in owner's name. Once tenant(s) move out at end of lease agreement term, all utilities will be switch back to owner's name again, until new tenant(s) are place.

Best contact information.

Email: _____ Tel. # (____) _____ - _____

Owner 1 Signature: _____ Date: ____ / ____ / ____

Owner 2 Signature: _____ Date: ____ / ____ / ____

Broker’s Name: _____ Signature: _____ Date: ____ / ____ / ____

DUTIES OWED BY A NEVADA REAL ESTATE LICENSEE

This form does not constitute a contract for services nor an agreement to pay compensation.

In Nevada, a real estate licensee is required to provide a form setting forth the duties owed by the licensee to:

- a) Each party for whom the licensee is acting as an agent in the real estate transaction, and
- b) Each unrepresented party to the real estate transaction, if any.

Licensee: The licensee in the real estate transaction is <u>Laurine Huynh-Tran</u>	
whose license number is <u>BS 0143341</u> . The licensee is acting for [client's name(s)] _____	
who is/are the <input checked="" type="checkbox"/> Seller/Landlord; <input type="checkbox"/> Buyer/Tenant.	
Broker: The broker is <u>John Ahlbrand</u> , whose	
company is <u>REMAX CENTRAL (Real Estate Property Management, LLC)</u> .	

Licensee's Duties Owed to All Parties:

A Nevada real estate licensee shall:

1. Not deal with any party to a real estate transaction in a manner which is deceitful, fraudulent or dishonest.
2. Exercise reasonable skill and care with respect to all parties to the real estate transaction.
3. Disclose to each party to the real estate transaction as soon as practicable:
 - a. Any material and relevant facts, data or information which licensee knows, or with reasonable care and diligence the licensee should know, about the property.
 - b. Each source from which licensee will receive compensation.
4. Abide by all other duties, responsibilities and obligations required of the licensee in law or regulations.

Licensee's Duties Owed to the Client:

A Nevada real estate licensee shall:

1. Exercise reasonable skill and care to carry out the terms of the brokerage agreement and the licensee's duties in the brokerage agreement;
2. Not disclose, except to the licensee's broker, confidential information relating to a client for 1 year after the revocation or termination of the brokerage agreement, unless licensee is required to do so by court order or the client gives written permission;
3. Seek a sale, purchase, option, rental or lease of real property at the price and terms stated in the brokerage agreement or at a price acceptable to the client;
4. Present all offers made to, or by the client as soon as practicable, unless the client chooses to waive the duty of the licensee to present all offers and signs a waiver of the duty on a form prescribed by the Division;
5. Disclose to the client material facts of which the licensee has knowledge concerning the real estate transaction;
6. Advise the client to obtain advice from an expert relating to matters which are beyond the expertise of the licensee; and
7. Account to the client for all money and property the licensee receives in which the client may have an interest.

Duties Owed By a broker who assigns different licensees affiliated with the brokerage to separate parties.

Each licensee shall not disclose, except to the real estate broker, confidential information relating to client.

Licensee Acting for Both Parties: You understand that the licensee _____ may *or* _____ may not, in the future act for two or more parties who have interests adverse to each other. In acting for these parties, the licensee has a conflict of interest. Before a licensee may act for two or more parties, the licensee must give you a "Consent to Act" form to sign.

I/We acknowledge receipt of a copy of this list of licensee duties, and have read and understand this disclosure.					
_____ <i>Seller/Landlord</i>	_____ <i>Date</i>	_____ <i>Time</i>	_____ <i>Buyer/Tenant</i>	_____ <i>Date</i>	_____ <i>Time</i>
_____ <i>Seller/Landlord</i>	_____ <i>Date</i>	_____ <i>Time</i>	_____ <i>Buyer/Tenant</i>	_____ <i>Date</i>	_____ <i>Time</i>

Approved Nevada Real Estate Division
Replaces all previous versions

Page 1 of 1

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Revised 10/25/07

RE/MAX CENTRAL 8400 W Sahara Ave Las Vegas, NV 89117
Phone: (702) _____

Fax: (702)360-5120

Laurine Huynh

Untitled

Produced with ZipForm® by zipLogix 18070 Fifteen Mile Road, Fraser, Michigan 48026 www.ziplogix.com

CONSENT TO ACT

This form does not constitute a contract for services nor an agreement to pay compensation.

DESCRIPTION OF TRANSACTION: The real estate transaction is the sale and purchase or lease of
Property Address: _____

In Nevada, a real estate licensee may act for more than one party in a real estate transaction; however, before the licensee does so, he or she must obtain the written consent of each party. This form is that consent. Before you consent to having a licensee represent both yourself and the other party, you should read this form and understand it.

Licensee: The licensee in this real estate transaction is Laurine Huynh-Tran ("Licensee") whose license number is BS 0143341 and who is affiliated with _____ ("Brokerage").
 Seller/Landlord _____
Print Name
 Buyer/Tenant _____
Print Name

CONFLICT OF INTEREST: A licensee in a real estate transaction may legally act for two or more parties who have interests adverse to each other. In acting for these parties, the licensee has a conflict of interest.

DISCLOSURE OF CONFIDENTIAL INFORMATION: Licensee will not disclose any confidential information for one year after the revocation or termination of any brokerage agreement entered into with a party to this transaction, unless Licensee is required to do so by a court of competent jurisdiction or is given written permission to do so by that party. Confidential information includes, but is not limited to, the client's motivation to purchase, trade or sell, which if disclosed, could harm one party's bargaining position or benefit the other.

DUTIES OF LICENSEE: Licensee shall provide you with a "Duties Owed by a Nevada Real Estate Licensee" disclosure form which lists the duties a licensee owes to all parties of a real estate transaction, and those owed to the licensee's client. When representing both parties, the licensee owes the same duties to both seller and buyer. Licensee shall disclose to both Seller and Buyer all known defects in the property, any matter that must be disclosed by law, and any information the licensee believes may be material or might affect Seller's/Landlord's or Buyer's/Tenant's decisions with respect to this transaction.

- NO REQUIREMENT TO CONSENT:** You are not required to consent to this licensee acting on your behalf. You may
- Reject this consent and obtain your own agent,
 - Represent yourself,
 - Request that the licensee's broker assign you your own licensee.

CONFIRMATION OF DISCLOSURE AND INFORMATION CONSENT

BY MY SIGNATURE BELOW, I UNDERSTAND AND CONSENT: I am giving my consent to have the above identified licensee act for both the other party and me. By signing below, I acknowledge that I understand the ramifications of this consent, and that I acknowledge that I am giving this consent without coercion.

I/We acknowledge receipt of a copy of this list of licensee duties, and have read and understand this disclosure.					
<i>Seller/Landlord</i>	<i>Date</i>	<i>Time</i>	<i>Buyer/Tenant</i>	<i>Date</i>	<i>Time</i>



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____ Date Prepared: ____/____/____

KEY RECEIPT

TYPES OF KEYS	NUMBER	OF KEYS/DEVICES
DOOR KEYS	_____	_____
GARAGE DOOR OPENERS	_____	_____
GATE CARD	_____	_____
GATE REMOTE	_____	_____
MAIL BOX	_____	_____
PEDESTRIAN GATE KEY	_____	_____
RULES & REGULATIONS HOA	_____	_____
OTHER	_____	_____

SPECIAL INSTRUCTIONS - IF ANY

PICK UP KEYS:

TENANT: _____ DATE _____

DROP OFF KEYS:

TENANT: _____ DATE _____

SIGNATURE OF AGENT/STAFF WHO DISTRIBUTED OR RECEIVED ITEMS.

_____ DATE _____

PICK UP KEYS:

TENANT: _____ DATE _____

DROP OFF KEYS:

TENANT: _____ DATE _____

SIGNATURE OF AGENT/STAFF WHO DISTRIBUTED OR RECEIVED ITEMS.

_____ DATE _____

PICK UP KEYS:

TENANT: _____ DATE _____

DROP OFF KEYS:

TENANT: _____ DATE _____

SIGNATURE OF AGENT/STAFF WHO DISTRIBUTED OR RECEIVED ITEMS.

_____ DATE _____

REMAX - 8400 WEST SAHARA AVENUE - LAS VEGAS NEVADA 89117 - OFFICE (702) 858 -0588 FAX (702) 360 - 5120

INSPECTION FORMS

MUST call Tobie for appointment asap @702-940-9520. Inspection MUST be done within 3 days of move in.

WALK-THROUGH INSPECTION



PROPERTY ADDRESS: _____ DATE: _____

Pursuant to the terms of the Lease Agreement, LESSEE may perform a walk-through inspection of the Property on the move-in date, but not later than thirty (30) days from move in, to ensure the Property and all major systems, appliances, heating/cooling, plumbing, and electrical systems and mechanical fixtures are working. If any systems cannot be checked by LESSEE on walk-through due to non-access, then LESSEE reserves the right to hold LESSOR responsible for defects which could not be detected on walk-through because of lack of such access. The purpose of the walk-through is to confirm (a) the Property is being maintained (b) repairs, if any, have been completed as agreed, and (c) LESSOR has complied with LESSOR's obligations.

The following aspects of the above referenced Property have been personally inspected by the undersigned LESSEE. Any unsatisfactory conditions should be noted in item 1 on page 2. Any items that cannot be checked should be noted in item 2 on page 2.

GENERAL

	Working		
	Yes	No	N/A
Air-Conditioning			
Alarm System			
Automatic Garage Door			
Breaker Box			
Carbon Monoxide Detector(s)			
Central Vacuum			
Door Bell(s)			
Doors and Windows			
Heating			
Intercom			
Smoke Detector(s)			
Thermostat(s)			
Water Conditioner			
Water Heater(s)			

KITCHEN

	Working		
	Yes	No	N/A
Ceiling Fan			
Dishwasher			
Doors and Windows			
Faucets			
Garbage Disposal			
Microwave			
Outlets			
Oven			
Oven Hood/Fan			
Range			
Refrigerator			
Switches			
Trash Compactor			
SCREENS ON WINDOW			

LIVING ROOM

	Working		
	Yes	No	N/A
Ceiling Fan			
Doors/Windows			
Fireplace			
Light Fixtures			
Outlets			
Switches			

SCREENS ON WINDOW

DINING ROOM

	Working		
	Yes	No	N/A
Ceiling Fan			
Doors/Windows			
Fireplace			
Light Fixtures			
Outlets			
Switches			

SCREENS ON WINDOW

FAMILY ROOM

	Working		
	Yes	No	N/A
Ceiling Fan			
Doors/Windows			
Fireplace			
Light Fixtures			
Outlets			
Switches			

SCREENS ON WINDOW

BEDROOMS

	Master Bedroom Working		
	Yes	No	N/A
Ceiling Fan			
Doors/Windows			
Fireplace			
Light Fixtures			
Outlets			
Smoke Detector			
Switches			

SCREENS ON WINDOW

	Bedroom #2 Working		
	Yes	No	N/A

	Bedroom #3 Working		
	Yes	No	N/A

	Bedroom #4 Working		
	Yes	No	N/A

	Bedroom #5 Working		
	Yes	No	N/A

LESSOR (____) (____)	WALK-THROUGH	LESSEE (____) (____)
----------------------	--------------	----------------------

BATHROOMS

**Master Bathroom
Working**

**Bathroom #2
Working**

**Bathroom #3
Working**

**Bathroom #4
Working**

**Bathroom #5
Working**

	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A	Yes	No	N/A
Ceiling Fan															
Doors/Windows															
Exhaust Fan															
Light Fixtures															
Outlets															
Plumbing															
Faucets															
Shower															
Sink(s)															
Toilet															
Tub															
Switches															

MISCELLANEOUS

Working

	Yes	No	N/A
Pool			
Pool Equipment			
Spa			
Washer			
Dryer			

Working

	Yes	No	N/A
Sprinklers			
Front			
Rear			
Sides			

The LESSEE(s) _____, _____, _____
 have personally conducted the above described inspection and acknowledge:

1. Except as otherwise noted below, all items of the subject property are acceptable to LESSEE, and LESSOR has completed all repairs as agreed to by the LESSEE and LESSOR.

Exceptions:

2. The following items were not able to be checked:

LESSOR _____

LESSEE _____ DATE _____

LESSOR _____

LESSEE _____ DATE _____

LESSOR _____

LESSEE _____ DATE _____

LESSOR (_____) (_____) WALK-THROUGH LESSEE (_____) (_____)



PROPERTY MANAGEMENT

Property Address _____
City _____ Zip _____
Inspector _____ Date ____/____/____

VACANT HOME INSPECTION LIST

- PICK UP DEBRIS/TRASH AT FRONT, SIDE, REAR YARD
- CLEAN UP ENTRY WAY: CLEAR AWAY FLYERS, PHONE BOOKS, COB WEBS
- CHECK OUR RE/MAX SIGNAGE FOR WEAR & TEAR/DAMAGE
- PICK UP VISIBLE DEAD BUGS
- FLUSH ALL COMMODOES
- CHECK ALL FAUCETS
- CHECK AND MAKE SURE ALL WINDOWS AND DOORS ARE SECURED
ADD WOODEN STICK TO SLIDING GLASS DOOR(S) _____# INSERTED
- CHECK BLINDS
- CHECK A/C FILTERS
- CHECK UTILITIES GAS WATER ELECTRICITY
- CHECK A/C - HEATER - SET AT APPROPRIATE TEMPERATURE
- BRING ALL REAL ESTATE AGENTS' CARD(S) TO PROPERTY MANAGEMENT OFFICE
- OTHER _____
- OTHER _____

COMMENT(S) _____



PROPERTY MANAGEMENT

Property Address _____
 City _____ Zip _____
 Owner _____

Appliance Inventory

New Property /Move-In/Interim Inspection/Move-Out

Date : ____/____/____

Appliance	Yes	No	Functional/Non-Functional			Note
			Y	N	U	
Refrigerator			Y	N	U	
<i>Side by Side, Ice maker</i>						
Dishwasher			Y	N	U	
Stove			Y	N	U	
<i>Gas / Electric</i>						
Oven			Y	N	U	
<i>Gas / Electric, Built-In</i>						
Microwave			Y	N	U	
Washer			Y	N	U	
Dryer			Y	N	U	
<i>Gas / Electric</i>						
Water Softener			Y	N	U	
Reverse Osmosis			Y	N	U	
Pool Heater			Y	N	U	
Pool Equipment						
Spa Equipment			Y	N	U	
Satellite Dish			Y	N	U	
Blinds/Windows Curtains			Y	N	U	
Ceiling Fan			Y	N	U	

NOTE: _____

Signature Tenant1: _____ Date: ____/____/____

Signature Tenant 2: _____ Date: ____/____/____

Signature Owner 1: _____ Date: ____/____/____

Signature Owner 2: _____ Date: ____/____/____

EVICTIION RULES AND GUIDLINES



PROPERTY MANAGEMENT

EVICITION PROCEDURE

Procedures for PM when tenant pay late:

- A. Tenant does not pay by the 6th: Late fee letter send and email to tenant.
PM submit to NMI for 5 days to pay or quit.
- B. After "5 days to pay or quit" served and payment not received:
 1. Submit to NMI a form for eviction (same form as the 5 days).
 2. NMI will call to let REMAX -PM Dept. know the fees.
 - a. PM go to NMI's office to sign document and bring check or pay by credit card NMI email us forms to sign and fax back - except North Las Vegas, MUST be done in person.
 - b. Once eviction is approved, Constable will call our office and schedule to meet at property with locksmith, if agent not available only locksmith is okay.
 - c. Call tenant to schedule for belongings to be picked up/Call company to bring belongings to storage.

Procedures for PM to get tenant out of a home, when a home is foreclose:

1. Court approved for foreclosure - Tenant is serve by NMI with a 3 days to be out.
2. Tenant not out in 3 days - call attorney to start eviction process.
 - a) Need a check or credit card payment.
 - b) Law office email REMAX PM Dept. forms to sign. Original forms must be return to law office.

Law office will take all the necessary procedures and contact REMAX-PM Dept. when lockout is ready.



PROPERTY MANAGEMENT

EVICITION PROCEDURE

Procedures for PM when tenant pay late:

- A. Tenant does not pay by the 6th: Late fee letter send and email to tenant.
PM submit to NMI for 5 days to pay or quit.
Las Vegas 5 Business Days
Henderson 5 Business Days (Monday thru Thursday)
North Las Vegas 5 Business Days/8 Calendar Days
- B. After "5 days to pay or quit" served and payment not received:
 1. Fax to NMI a form for eviction (same form as the 5 days).
 2. Contact NMI to get the fees.
 - a. PM go to NMI's office to sign document and bring check or pay by credit card NMI email us forms to sign and fax back - except North Las Vegas, MUST be done in person.
 - b. Once eviction is approved, Constable will call our office and schedule to meet at property with locksmith, if agent not available only locksmith is okay.
 - c. Call Sunstone Company to bring belongings to storage.

Procedures for PM to get tenant out of a foreclosed home:

REMAX need:

- Copy of Deed
 - Money from home owner
 - Eviction agreement attached
1. Court approved for foreclosure - Tenant is served by NMI with a 3 days to be out.
 2. Inspector check to see if tenant is out
 - a) Tenant out - locks changed
 - b) Tenant not out-3 days (72 hours) -call attorney, start eviction process
Law office will need a check or credit card payment from REMAX
Law office will email REMAX PM Dept. forms to sign
Original forms must be delivered to law office after signed by PM
 - c) Law office will take all the necessary procedures and contact REMAX-PM Dept. when lockout is ready.

CHECK REQUEST



PROPERTY ADDRESS _____
CITY _____ ZIP _____
OWNER _____

ACCOUNTING REQUEST- TENANT PLACEMENT/ TRANSFER-REIMBURSEMENT

___ Deduct Security Deposit Pay To Owner's Operating Account
___ Deduct Security Deposit Pay To Owner's Reserve Account
___ Deduct Security Deposit Pay To RE/MAX PM
___ Deduct Owner Pay To Tenant For _____ Amount of \$ _____
___ Deduct Tenant Pay To Owner For _____ Amount of \$ _____
___ Deduct _____ Pay To _____ For _____ Amount of \$ _____

Submitted By: PMA _____ PM _____ PI _____ TC _____

Other Charges To Tenant _____ Date Received By Accounting: ___/___/___

Date Account Charged: ___/___/___ Deducted From: _____
Description Of Charges: _____ \$ _____

Tenant Name: _____
Tenant Name: _____

TENANT PLACEMENT FEES:

Date Submitted Accounting: ___/___/___
Submitted By: PMA _____ PM _____ PI _____ TC _____
Pay Referring Agent: \$ _____ Check Date: ___/___/___ Ck# _____
Pay RE/MAX PM: \$ _____ Check Date: ___/___/___ Ck# _____
Name of Brokerage _____
Name of Agent _____

Date Check Written: ___/___/___ Ck#: _____ Ck Amount: \$ _____
Check Payee: _____
Date Completed: ___/___/___ Processed By: _____



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

**CHECK REQUEST - LEASE RENEWAL
INSPECTION**

CHECK PAY TO: _____

CHECK TO BE MAIL TO/HAND DELIVER BY: _____

XX

RENEWAL LEASE FEE Date Submit To Accounting ____/____/____

Renewal Charged To Owner \$100.00 OR \$150.00 Date Charged ____/____/____

Renewal Lease Fee Other Than \$150 must be approved by Ruth Ahlbrand

Amount \$ _____ Signed Approval _____ Date ____/____/____

TENANT NAME: _____

TERM OF NEW LEASE: _____

UPDATE INSPECTION CALENDAR ____/____/____

UPDATE RENEWAL CALENDAR ____/____/____

XX

Date Of Inspection ____/____/____

OWNER'S CHARGES Date Submitted To Accounting ____/____/____

Inspection Fee of \$75 Date Account Charged ____/____/____

Other Charge Owner \$ _____ Date Account Charged ____/____/____

Other: _____

XX

DATE CHECK WRITTEN: ____/____/____ CK #: _____ CK AMOUNT: \$ _____

CHECK PAYEE: _____

PROCESSED BY: _____ DATE COMPLETED ____/____/____

PI _____ DATE: ____/____/____

TC _____ PM _____ RA _____ PMC _____

REMAX - 8400 WEST SAHARA AVENUE - LAS VEGAS NEVADA 89117 - OFFICE (702) 858 -0588 FAX (702) 360 - 5120



PROPERTY MANAGEMENT

Property Address _____
City _____ Zip _____
Owner _____

CHECK REQUEST - ONE TIME TENANT PLACEMENT FEES

CHECK PAY TO: _____

CHECK TO BE MAIL TO/HAND DELIVER BY: _____

XX

ONE TIME TENANT PLACEMENT FEES

\$500 Setup - Up Front Date To Accounting ___/___/___

\$500 Minimum - From Rent Date To Accounting ___/___/___

Tenant Placement includes commission fee of \$300 to leasing agent.

\$_____ Remaining monies pay to RE/MAX

Referring Agent Broker: _____

Referring Agent: _____

XX

TENANT NAME: _____

TENANT NAME: _____

XX

DATE CHECK WRITTEN: ___/___/___ CK #: _____ CK AMOUNT: \$_____

CHECK PAYEE: _____

PROCESS BY: _____ DATE COMPLETED ___/___/___

PM _____ DATE ___/___/___

TC _____ PM _____ PMC _____ RA _____



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

PROPERTY MANAGER - ACCOUNTING REQUEST

SECURITY DEPOSIT \$ _____ MOVE TO OWNER ACCOUNT DATE: ____/____/____

XX

NEW PROPERTY OWNER'S FEES

____ \$250 Setup - Pay Up Front Date Submitted To Accounting ____/____/____

____ \$250 Setup - Pay From Rent Date Submitted To Accounting ____/____/____

XX

TENANT PLACEMENT FEES

Date Submitted To Accounting ____/____/____

Tenant Placement Fee - \$700 Per Contract

Amount \$700 OR \$ _____

Pay Referring Agent \$ _____ Check Date ____/____/____ Ck # _____

Pay Remaining Money To REMAX Check Date ____/____/____ Ck # _____

Name of Brokerage _____

Name Of Agent _____

XX

DATE CK WRITTEN: ____/____/____ CK #: _____ CK AMOUNT: \$ _____

CHECK PAYEE: _____

DATE COMPLETED ____/____/____ PROCESS BY: _____

PM _____ DATE ____/____/____

TC _____ PM _____ RA _____ PMC _____

MISCELLANEOUS

PLEASE READ TO AVOID ADDITIONAL FEES UPON MOVE OUT!!

Hi Tenant,

We have received your 30 days' notice to vacate your rental. If you need any assistance in looking for another property to rent, we will be more than happy to assist you.

Please make sure to contact our inspector, Tobie, at (702) 940-9520 or Tobiepm@relasvegas.net to SCHEDULE your move out no later than 7 business days of your move-out date. Appointment is schedule on a first come first serve. At this inspection you will return all keys and remotes to our inspector. The inspection **MUST** be scheduled for a Monday thru Friday between the hours of 8am and 4pm, not to include holidays. You will be charged rent for any delays after the end of the month up until your inspection date. **ON THIS INSPECTION DATE ALL BELONGINGS MUST BE COMPLETELY OUT OF THE HOUSE OR OUR INSPECTOR WILL RESCHEDULE THE APPOINTMENT AT YOUR COST PLUS AN INSPECTION FEE OF \$75.**

Please make sure that ALL utilities are on until the day after the inspection for the walk through. Failure to do so will result in AN ADDITIONAL FEE OF \$75 for our inspector to revisit the home to test ALL necessary items. Below is a detailed list of things our inspector will be looking,

1. Kitchen: Stove – clean all burners, clean under burners (lift top of stove), oven and oven racks broiler drawer pan and grill, stove hood, light and filter. Clean all cabinets and drawers. Replace any burned or cracked burner components.
2. Bathrooms: Toilets – clean inside and out, all parts must be working properly
3. Tubs/showers/ tub enclosures/shower doors – clean and shine, remove all water marks, clean tracks
4. Mirrors – clean and shine and replace any broken mirrors
5. Medicine cabinets and cupboards – clean inside and wipe down outside
6. Professionally clean all carpets and give receipt to property inspector. Wash floors, clean in corners, wax if appropriate.
7. Landscape: Groom all grass, shrubs and trees. Pick up all debris. Beautify landscape. Watering system shall be in working condition.
8. Wipe down washer and dryer, clean lint screens, wash floor, wax if appropriate
9. Clean out fireplace as needed, wipe down front and clean any glass
10. Replace all A/C filters. Replace burned out light bulbs. Test and replace batteries in smoke alarms
11. Replace any broken fans/fan blades
12. Replace/repair any broken grout. Clean all grout.
13. Wipe down walls where needed. Clean baseboards.
14. Clean all windows in and out, including tracks, brush or hose down screens. Replace any missing screens. Replace any cracked or broken windows.
15. Empty and clean all garage containers.
16. ASSURE THAT THE HOME IS IN A RENT READY/MOVE IN CONDITION.

Please be aware that coordination fee will be charged to you if REMAX CENTRAL need to coordinate any repair upon your move out.

Please let us know if you have any questions or if we can help you in any way.

Thank you,

Cassandra Mata-Raygoza
Property Manager Assistant

Cassandrapm@relasvegas.net
(702)940-9539

GUIDELINE FOR APPLICATION PROCESS

- 1) More than one application can be run if received same day.
- 2) Things to look for on credit apps before running:
 - a. Check move in date on apps. If applicant puts a date that is more than 10 days from day that you are processing, Please let PM know to get owner's approval. It is not fair to owner to keep their home vacant for 1-2 months while we have other applicant who is willing to take it sooner. No matter how great a prospect tenant might be or how great their credit is.
 - b. If our listing shows "NO PETS" allow, applicant puts on apps a pet, PM need owner to approve for the pet's size, breed, etc. If owner does not approve, we do not run the apps. REMAX CENTRAL will have to refund the app fees and return the app to applicant. If a listing shows: "Pet consider" we can run the apps and PM present to owner.
 - c. If applicant call to negotiate on any additional terms, IE: water softener, wanting grass reseed, etc. whoever gets the call will need to direct them to PM.

Two or three months security deposit to be collect depending on the results of verification

- 3) Approval Guideline: **ONLY PM will discuss with the applicant on this.**
 - A) Approve applicant: Credit reports comes back with no shortsale/foreclosure, no collection of any type, no negotiation on rent, meet pet and no pet guideline, rental history comes back good or excellent, Employment verification comes back confirming work and income amount same as proof.
 - B) Depending on Owner: Credit reports comes back with shortsale/foreclosure, collection of some type, no negotiation on rent/some negotiation, Move in date is too far out, Pet request when no pet consider, rental history comes back good or excellent, Employment verification comes back confirming work and income amount same as proof.
- 4) If an owner does not want pet and we are able to push to have them accept pet, pet deposit is \$500 per pet unless owner agreed for less. **PM WILL DISCUSS WITH OWNER AND APPLICANT.**
- 5) Once PM contact applicant for approval - applicant **MUST** bring in certify funds within 24 hours and sign lease agreement. If wire, wire fees is \$45.
- 6) Keys and remote(s) will be given according to lease start date.
- 7) Homes are not hold more than 10 days from approval date.
- 8) **ALWAYS** confirm in an email with owner for their approval on the applicant.



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

Notes: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

DATE: _____

PM _____ PMC _____ PI _____ TC _____

JA/RA _____



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

Certified Mail / Return Receipt Request

Date: _____

Remax Central
8400 West Sahara Ave
Las Vegas, NV 89117

Dear _____:

This letter is a demand for payment in the amount of \$ _____.
I believe I am owed this amount as a result of the following facts and circumstances:

You are hereby informed that you have ten (10) days from the date of this letter to pay the demanded amount or to make a satisfactory arrangement with me to fully resolve this matter. In the event this matter is not resolved to my satisfaction, then it is my intent to file an action in Small Claims Court where I will also request that you pay the costs of suit associated with having the matter heard by the court. Please guide yourself accordingly.

Sincerely,

Signed: _____

Print : _____



**PROPERTY MANAGEMENT
REPAIR REQUEST FORM**

Date:

Address of Property:

Gate Code:

Tenant Contact Information:

Home Warranty Company:

WO#:

Vendor:

REPAIRS:

Vendor Instructions:

- Contact tenant within 24 hours of receipt of service request to schedule service.
- Service must be completed within 3 days from approval date. **Before and after photo(s)**
- Invoices must be submitted by the 5th of the month to be paid within 30 days.
- Signature from tenant if tenant present.

Please call the Tenant Coordinator for authorization or questions,

Any work done without an approval may not be paid.

Desk Phone: 702 - 940 - 9526.

Email: tenantcoordinator@relasvegas.net

Emergency Phone: (702)496 - 6710.



Items an Agent will need to obtain when closing a property transaction that has a current tenant (during Due Diligence):

- ❑ Estoppel Certificate (VERY IMPORTANT) signed by tenant. Items to be noted on the Estoppel Certificate: (Security Dispositions Form)
 1. Deposit amounts (Including Security Deposit, Pet Deposit, Cleaning Deposit, Key Deposits, Furniture Deposit, including all refundable or non-refundable deposits.)
 2. Monthly rent amount
- ❑ Copy of existing lease and any addendums to said lease. Seller/New PM needs to request a lease if there is not a current lease enforce
- ❑ Security Deposit Funds
- ❑ Contact information for the current tenant
- ❑ Contact information for the current Property Management company
- ❑ Letter to tenant at closing to tell tenant where to pay rent and how much rent to pay.
- ❑ Introduction letter to tenant letting them know who the new Property Manager is and to request an inspection of the property and requesting the tenant to sign a new lease.





PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

Appliance Inventory

New Property /Move-In/Interim Inspection/Move-Out

Date : ____/____/____

Appliance	Yes	No	Functional/Non-Functional			Note
			Y	N	U	
Refrigerator			Y	N	U	
<i>Side by Side, Ice maker</i>						
Dishwasher			Y	N	U	
Stove			Y	N	U	
<i>Gas / Electric</i>						
Oven			Y	N	U	
<i>Gas / Electric, Built-In</i>						
Microwave			Y	N	U	
Washer			Y	N	U	
Dryer			Y	N	U	
<i>Gas / Electric</i>						
Water Softener			Y	N	U	
Reverse Osmosis			Y	N	U	
Pool Heater			Y	N	U	
Pool Equipment						
Spa Equipment			Y	N	U	
Satellite Dish			Y	N	U	
Blinds/Windows Curtains			Y	N	U	
Ceiling Fan			Y	N	U	

NOTE: _____

Signature Tenant 1: _____ Date: ____/____/____

Signature Tenant 2: _____ Date: ____/____/____

Signature Owner 1: _____ Date: ____/____/____

Signature Owner 2: _____ Date: ____/____/____



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

UTILITIES

Date ____/____/____

As of _____, 20____, the following utilities are in owner's name.

Gas Yes No Electricity Yes No Water Yes No

Sewer Yes No Trash Yes No

All Other utilities shall remain under owner's name until home is leased. REMAX broker/staff will let owner know date to turn off utilities ____/____/____. Sewer and trash shall always remain in owner's name. Once tenant(s) move out at end of lease agreement term, all utilities should be switch back to owner's name, until new tenant(s) are place.

Best contact information to be notify for switch of utilities:

Email : _____ OR Tel. # (____) _____ -- _____

Owner 1 Signature: _____ Date: ____/____/____

Owner 2 Signature: _____ Date: ____/____/____

Broker's Name _____ Signature _____ Date ____/____/____

RECEIPT



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

KEY RECEIPT

TYPES OF KEYS

DOOR KEYS

GARAGE DOOR OPENERS

GATE CARD

GATE REMOTE

MAIL BOX

PEDESTRIAN GATE KEY

RULES & REGULATIONS HOA

OTHER

NUMBER OF KEYS/DEVICES

SPECIAL INSTRUCTIONS - IF ANY

PICK UP KEYS:

TENANT: _____ DATE _____

DROP OFF KEYS:

TENANT: _____ DATE _____

SIGNATURE OF AGENT/STAFF WHO DISTRIBUTED OR RECEIVED ITEMS.

_____ DATE _____

PICK UP KEYS:

TENANT: _____ DATE _____

DROP OFF KEYS:

TENANT: _____ DATE _____

SIGNATURE OF AGENT/STAFF WHO DISTRIBUTED OR RECEIVED ITEMS.

_____ DATE _____

PICK UP KEYS:

TENANT: _____ DATE _____

DROP OFF KEYS:

TENANT: _____ DATE _____

SIGNATURE OF AGENT/STAFF WHO DISTRIBUTED OR RECEIVED ITEMS.

_____ DATE _____



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

RECEIPT- CERTIFIED MAIL

DATE SUBMITTED TO TOBIE ___/___/___

CERTIFIED MAIL FEE: _____

CERTIFIED MAIL CHARGE TO: _____ OWNER _____ TENANT

MAIL SENT OUT BY: _____ PM _____ PMA _____ TC _____ PI

RECIPIENT NAME: _____

TENANT

OWNER

OTHER _____

RECIPIENT ADDRESS: _____

DESCRIPTION: _____

"N:\Most use Forms\CERTIFIED MAIL RECEIPT.doc"

SECURITY DISPOSITION

PROPERTY ADD:			TRUST	
OWNER NAME:			TENANT NAME /FORWARDING ADDRESS:	
	Per Lease	Per Accounting		
NON-REFUNDABLE			Lease Date:	
Pet Deposit:			Move-out Date:	
REFUNDABLE				
Security Deposit:			TOTAL DEPOSITS	
Key Deposit:				
Cleaning Deposit			INVOICES	
			Misc repairs	
Total:			Cleaning	
			July late fee	
TOTAL:	\$ -	\$ -	July NMI	
MISC REPAIRS/Fees: replace missing bolt cap in bath upstairs, replace missing tub stopper in hall bath, replace 21 light bulbs, replace mini blinds. General cleaning of home. July Late, July NMI.			TOTAL INVOICES	
			REFUND TO TENANT	
			Security Deposit	
			Key Deposit	
			Cleaning Deposit	
			TOTAL REFUND	
			TENANT OWES	0



DEPOSIT RELEASE PERMISSION

Date:

Tenant Name:

Tenant Address:

I hereby authorize RE/MAX CENTRAL to release my

Security Deposit	in the amount of	\$
Key Deposit	in the amount of	\$
Pet Deposit	in the amount of	\$
Cleaning Deposit	in the amount of	\$

To the following entity:

I understand that there will be no move out inspection completed by RE/MAX CENTRAL and that RE/MAX CENTRAL will no longer be in possession of my deposit(s) listed above.

I understand that RE/MAX CENTRAL will no longer be the Property Management Company of _____ as of 10/12/13 and is released from all liability on any claim I may have.

It is the policy of RE/MAX CENTRAL that the tenant sign below and return to REMAX CENTRAL before funds are transfered. If form is not signed, funds will remain at REMAX CENTRAL until acknowledgement of tenant is received.

Tenant's Signature

Date

Tenant's Signature

Date

Property Manager : _____

Date

OWNER LEAVING DISPOSITION

PROPERTY ADDRESS:				TRUST #	
OWNER NAME:					
TENANT NAME:			Tenant: Staying ___ Leaving___ Left ___		
Lease Term Date:					
PM Agreement Date:					
PM Fees Per Month:			New PM/Owner:		
			Total In Owners Account		
				To Owner	To New PM
	Per Lease	Per Accounting Up to date	Transferred From Sec.Dep. Reserve Operating Account	\$ -	
Detail Of Deposits			Sub Total Of All Monies	\$ -	
Security Deposit					
Key Deposit:			Outstanding Invoices		
Refundable: Yes No					
Pet Deposit:			Late Fees	\$ -	
Refundable: Yes No			Sewer/Trash	\$ -	
Cleaning Deposit				\$ -	
Invoices Paid				\$ -	
Invoices/Late Fees NOT PAID			Reserve 4 Outstandings Inv.		
Sewer/Trash					
Late Fees			PM Term Fees		
Total:	\$ -	\$ -	Year End Fees 2014 &14		
			Total Expenses:	\$ -	
			Balance To Owner	\$ -	
Amount To New PM		\$ -			
Amt. For Invoices Not Paid		\$ -	Barbara - Check & Verify		
			Attach Deposit Report and 3 Months Owner Statement		
Amt. For 90 Day Holding		\$ -	Cassandra -Calculate & Input fees to REMAX & Inv.		
Amount To REMAX		\$ -			
Amount To Owner		\$ -			
Do not disburse any monies until signed.			Prepared By: _____	Date	___/___/___
Signed By Barbara Bernacchi			_____	Date	___/___/___
Signed By Ruth A			_____	Date	___/___/___

REPAIR LOGISTICS

NEW OWNER LOGISTICS

OWNER LEAVING LOGISTICS

OLD FORMS



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

Owner Leaving PM Disposition Of Funds

Date _____

____ **PMC**

Due RE/MAX

PM Fees Due \$ _____ Months _____

Storage Fees \$ _____ Include \$100 For RE/MAX

Inspection Fees \$ _____

Late Fees Due \$ _____ Months _____

Year End Due \$ _____

Other Due \$ _____

____ **BB Fill Out:**

Outstanding Eviction And Related Fees

\$ _____

Outstanding Invoices

\$ _____

\$ _____

\$ _____

Balance In Account \$ _____

Minus Reserve \$ _____

Minus Due RE/MAX \$ _____

Minus Fees & Invoices \$ _____

Total To Owner \$ _____

Total To RE/MAX \$ _____

Approved RA _____



PROPERTY MANAGEMENT

EVICITION PROCEDURE

Procedures for PM when tenant pay late:

- A. Tenant does not pay by the 6th: Late fee letter send and email to tenant.
PM submit to NMI for 5 days to pay or quit.
- B. After "5 days to pay or quit" served and payment not received:
 1. Submit to NMI a form for eviction (same form as the 5 days).
 2. NMI will call to let REMAX -PM Dept. know the fees.
 - a. PM go to NMI's office to sign document and bring check or pay by credit card NMI email us forms to sign and fax back - except North Las Vegas, MUST be done in person.
 - b. Once eviction is approved, Constable will call our office and schedule to meet at property with locksmith, if agent not available only locksmith is okay.
 - c. Call tenant to schedule for belongings to be picked up/Call company to bring belongings to storage.

Procedures for PM to get tenant out of a home, when a home is foreclose:

1. Court approved for foreclosure - Tenant is serve by NMI with a 3 days to be out.
2. Tenant not out in 3 days - call attorney to start eviction process.
 - a) Need a check or credit card payment.
 - b) Law office email REMAX PM Dept. forms to sign. Original forms must be return to law office.

Law office will take all the necessary procedures and contact REMAX-PM Dept. when lockout is ready.



PROPERTY MANAGEMENT

Property Address _____

City _____ Zip _____

Owner _____

RESIDENTIAL LEASE AGREEMENT RENEWAL ADDENDUM # _____

In reference to the Residential Lease Agreement executed on ___/___/___, between _____ (LESSOR), legal owner of the property through the Owner's Broker, Real Estate Property Management, LLC (BROKER), and _____, collectively, (LESSEE).

TERMS – LESSOR does hereby rent to LESSEE for residential purposes only those certain premises described as: _____ commonly known as: _____,

Clark County, Nevada, for a period of _____ month(s) _____ day(s), commencing on the _____ day of _____, 20____, and terminating on _____, 20____, for a total of \$ _____, at a monthly rate of \$ _____ payable in advance on the 1st day of each and every month.

- Mailed or deliver rent payment to 8400 West Sahara Avenue, Las Vegas, NV 89117, during normal business hours. (Monday-Friday 8: 30am thru 5:30pm; Saturday & Sunday 10am thru 3pm)
- Rent payments are legally the responsibility of the LESSEE without notice or demand and may be acted upon anytime after the due date stated above.
- No Cash Payments will be accepted. Make checks payable to REPM, LLC
- LATE FEES The rent is due on the first of the month. The rent is late on the 6th of the month. LESSEE shall pay a charge of \$50.00 plus \$10.00 per day for each day after the 5th of the month. All late fees and services fees shall be due and payable when billed and after thirty (30) days shall become a part of the rents due. Failure to pay the full amount is considered a breach of contract and could result in eviction.

If BROKER does not receive a signed renewal by ___/___/___, then the rent shall increase to \$ _____ per month effective ___/___/____. When executed by both this Addendum is made an integral part of the aforementioned Residential Lease Agreement. All other terms of this agreement shall remain the same as the original residential lease agreement.

LESSEE 1 Signature: _____ Date: ___/___/___

LESSEE 2 Signature: _____ Time: _____

Best email address _____ Tel. No.(____) _____ - _____

AUTHORIZED BROKER FOR LESSOR Name _____

Signature: _____ Date: ___/___/___ (ALL renewal will be emailed to LESSEE once received and signed by BROKER.)



PROPERTY MANAGEMENT

DEPOSIT REFUND

Property Manager: _____

Date: _____

Rental Property Address: _____
Street City St Zip

Tenant's Forwarding Address

Tenant's Name: _____

Street City State Zip

Deductions from Deposits:

_ Sewer/Trash Paid: \$ _____

Total Deductions: \$ _____

Security Deposit: \$ _____	Key Deposit Refund: \$ _____
Security Deposit: \$ _____	Security Deposit Refund: \$ _____
Cleaning Deposit: \$ _____	Cleaning Deposit Refund: \$ _____
Pet Deposit: \$ _____	Pet Deposit Refund: \$ _____
Total Deposits: \$ _____	

To Tenant: \$ _____ To Trust: \$ _____

Authorized by: _____
Property Manager

Date Refunded: _____ Check # _____



PROPERTY MANAGEMENT

RE: Tenant Charges @

Dear

Please be advised that according to our records, your rent for the month of _____ was paid in the amount of \$_____ on _____ This leaves you with an outstanding balance of \$_____.

Per your contract "all late fees, service fees, utilities, and remaining balance of rent shall be due and payable. This amount shall become a part of the rents due".

Late fee: \$ _____
Late Fees For The Month Of: _____
Utilities: \$ _____
Utilities For The Month Of: _____
5 Day Pay Or Quit Fee: \$ _____
Other: _____: \$ _____
Total Amount Due: \$ _____

Any payments made less than the rent due, plus above stated fees and/or charges, totaling \$_____, will be viewed as non-payment for the month of _____.

Failure to pay the full amount above by the 5th of _____ is considered a breach of your lease contract and may result in eviction.

Thank You,

Remax Property Management Team
Any questions regarding this letter please call 702)858 -0588 or email Laurine at Laurinepm@relasvegas.net

PROPERTY CONDITION REPORT



TENANT: _____ MOVING: ___ IN ___ OUT
 ADDRESS: _____ AGENT: _____ DATE: _____

The purpose of this report is to note the current condition of the premises. THIS IS NOT A REPAIR LIST. If any item is unsatisfactory, please mark that item and explain fully under "other remarks." Please return this report to the Property Manager by _____.

LOCKS

FRONT DOOR: TOP _____ BOTTOM _____ BACK DOOR: TOP _____ BOTTOM _____
 NEW LOCKS NEEDED? FRONT _____ BACK _____ ALL _____

LIVING ROOM

FAMILY ROOM/DEN

HALLS

FENCE

WALLS _____	WALLS _____	WALLS _____	FRONT _____
CEILING _____	CEILING _____	CEILING _____	SIDE _____
WOOD WORK _____	WOOD WORK _____	WOOD WORK _____	REAR _____
DOOR _____	DOOR _____	CLOSET _____	GATE(S) _____
DOOR STOP _____	DOOR STOP _____	CLOSET DOOR _____	
CLOSET _____	CLOSET _____	CLOSET ROD _____	
CLOSET DOOR _____	CLOSET DOOR _____	CLOSET SHELF _____	
CLOSET ROD _____	CLOSET ROD _____	DOOR STOP _____	
CLOSET SHELF _____	CLOSET SHELF _____	ELECT. PLATES _____	
WINDOWS _____	WINDOWS _____	LIGHT _____	
DRAPERY RODS _____	DRAPERY RODS _____	A/C FILTER _____	
ELECT. PLATES _____	ELECT. PLATES _____	CARPET _____	
LIGHTS _____	LIGHTS _____	OTHER _____	
DRAPES _____	DRAPES _____		
CARPET _____	CARPET _____		
FIREPLACE _____	FIREPLACE _____	SMOKE ALARMS _____	
OTHER _____	A/C UNIT _____	FIRE EXTING'S _____	

OTHER REMARKS: _____

ROOF

A/C-HEAT

LAWN/FRONT

LAWN/BACK

CONDITION _____	CENTRAL _____	COND. GRASS _____	COND. GRASS _____
TRIM _____	EVAPORATIVE _____	COND. TREES _____	COND. TREES _____
	WINDOW UNIT _____	COND. SHRUBS _____	COND. SHRUBS _____
WATER HEATER _____	WALL HEATER _____	SPRINKLER _____	SPRINKLER _____
		SYSTEM _____	SYSTEM _____

OTHER REMARKS: _____

KITCHEN

WALLS _____
 CEILING _____
 WOOD WORK _____
 DOOR _____
 DOOR STOP _____
 SINK _____
 FAUCETS _____
 FLOOR _____
 WINDOWS _____
 CURTAIN RODS _____
 REFRIGERATOR _____
 STOVE/OVEN _____
 MICROWAVE _____
 VENT HOOD _____
 DISPOSAL _____
 DISHWASHER _____
 CABINETS _____
 ELECT. PLATES _____
 LIGHTS _____
 TRASH COMP. _____

DINING ROOM

WALLS _____
 CEILING _____
 WOOD WORK _____
 DOOR _____
 DOOR STOP _____
 FLOOR _____
 WINDOWS _____
 DRAPERY ROD _____
 DRAPES _____
 ELECT. PLATES _____
 LIGHTS _____
 OTHER _____

POOL

FILLED _____
 CONDITION _____
 EQUIPMENT _____

LAUNDRY ROOM

WALLS _____
 CEILING _____
 WOOD WORK _____
 DOOR _____
 DOOR STOP _____
 FLOOR _____
 WASHER _____
 DRYER _____
 ELECT. PLATES _____
 VENTS _____
 LIGHTS _____
 OTHER _____

GARAGE

WALLS _____
 FLOOR _____
 DOOR _____
 DOOR OPENER _____
 HOOK UPS _____

OTHER REMARKS: _____

BEDROOM 1

WINDOWS _____
 WALLS _____
 CEILING _____
 WOOD WORK _____
 DOOR _____
 DOOR STOP _____
 CLOSET _____
 CLOSET DOOR _____
 CLOSET ROD _____
 CLOSET SHELF _____
 ELECT. PLATES _____
 LIGHTS _____
 DRAPERY RODS _____
 DRAPES _____
 CARPET _____
 OTHER _____

BEDROOM 2

WINDOWS _____
 WALLS _____
 CEILING _____
 WOOD WORK _____
 DOOR _____
 DOOR STOP _____
 CLOSET _____
 CLOSET DOOR _____
 CLOSET ROD _____
 CLOSET SHELF _____
 ELECT. PLATES _____
 LIGHTS _____
 DRAPERY RODS _____
 DRAPES _____
 CARPET _____
 OTHER _____

BEDROOM 3

WINDOWS _____
 WALLS _____
 CEILING _____
 WOOD WORK _____
 DOOR _____
 DOOR STOP _____
 CLOSET _____
 CLOSET DOOR _____
 CLOSET ROD _____
 CLOSET SHELF _____
 ELECT. PLATES _____
 LIGHTS _____
 DRAPERY RODS _____
 DRAPES _____
 CARPET _____
 OTHER _____

BEDROOM 4

WINDOWS _____
 WALLS _____
 CEILING _____
 WOOD WORK _____
 DOOR _____
 DOOR STOP _____
 CLOSET _____
 CLOSET DOOR _____
 CLOSET ROD _____
 CLOSET SHELF _____
 ELECT. PLATES _____
 LIGHTS _____
 DRAPERY RODS _____
 DRAPES _____
 CARPET _____
 OTHER _____

OTHER REMARKS: _____

BATHROOM 1

BATHROOM 2

BATHROOM 3

WALLS _____
 CEILING _____
 WOOD WORK _____
 DOORS _____
 DOOR STOP _____
 SINK _____
 FAUCETS _____
 SOAP DISH _____
 TUB/SHOWER _____
 TOILET _____
 VENT FAN _____
 WINDOWS _____
 CURTAIN ROD _____
 CURTAINS _____
 TOWEL BAR _____
 T/P ROLLER _____
 VANITY _____
 FLOOR _____
 SHOWER ROD _____
 ELECT. PLATES _____
 LIGHTS _____
 CABINETS _____
 OTHER _____

WALLS _____
 CEILING _____
 WOOD WORK _____
 DOORS _____
 DOOR STOP _____
 SINK _____
 FAUCETS _____
 SOAP DISH _____
 TUB/SHOWER _____
 TOILET _____
 VENT FAN _____
 WINDOWS _____
 CURTAIN ROD _____
 CURTAINS _____
 TOWEL BAR _____
 T/P ROLLER _____
 VANITY _____
 FLOOR _____
 SHOWER ROD _____
 ELECT. PLATES _____
 LIGHTS _____
 CABINETS _____
 OTHER _____

WALLS _____
 CEILING _____
 WOOD WORK _____
 DOORS _____
 DOOR STOP _____
 SINK _____
 FAUCETS _____
 SOAP DISH _____
 TUB/SHOWER _____
 TOILET _____
 VENT FAN _____
 WINDOWS _____
 CURTAIN ROD _____
 CURTAINS _____
 TOWEL BAR _____
 T/P ROLLER _____
 VANITY _____
 FLOOR _____
 SHOWER ROD _____
 ELECT. PLATES _____
 LIGHTS _____
 CABINETS _____
 OTHER _____

OTHER REMARKS: _____

Property Condition Report must be returned by the date noted on Page 1 or all items are deemed acceptable, and Tenant will be responsible for any damaged or non-working items.

AGENT'S SIGNATURE _____

TENANT'S SIGNATURE _____



PROPERTY MANAGEMENT

LEASE/RENTAL AGREEMENT

Notice To Lessee/Tenant Regarding Utilities

Dear _____

AGREEMENT entered into between _____ hereinafter called LESSOR and _____ hereinafter called LESSEE, where parties agreed that:

UTILITIES - LESSEE shall immediately connect all utilities and services of premises upon commencement of lease. LESSEE is to pay when due all utilities and other charges in connection with LESSEE's individual rented premises. Responsibility is described as (T) for Tenant (Lessee) and O for Owner (Lessor):

Trash/ Sewer - T \$ _____.

The amount of charges for Trash and Sewer is \$_____ per month and is due with the rent payment making the total rent payment \$_____.

Thank you,

RE/MAX Property Management Team.

If you have any questions please call Customer Care at (702) 858-0588 or email Laurine at Laurinepm@relasvegas.net



TRUST # _____

RENT RECEIPT

<p>Office Hours Mon-Fri 8:30-530 Saturday 9am - 4pm Sunday 10am - pm</p>

Property Address: _____

Tenant: _____

Date Received: _____ Rent for the month of: _____

Amount Received: \$ _____ Rent: _____

Late fee: _____

NMI: _____

Deposits:
Security: _____

Cleaning: _____

Pet: _____

Key: _____

Paid By: Check # _____ Money Order # _____

Other _____

Name of person accepting rent