

BENEFITS TO YOU

- ❖ Your property will be presented to the largest available rental market.
- ❖ We offer a broad range of media advertising at no cost to you.
- ❖ Provide protection (Chapter 83 F.S.) through lease agreements, late notices and other legal documents.
- ❖ We use qualified maintenance vendors.
- ❖ Full time professionals working for you!
- ❖ Monthly Computerized Statements, provided to you, for easy accounting.
- ❖ All management, maintenance, and leasing fees could be a tax deduction.

MAXIMUM EXPOSURE

- ❖ Member of Local and National Multiple Listing Service.
- ❖ Professional signs placed on property, providing 24-hour advertisement.
- ❖ Member of Local and National Relocation Service.
- ❖ Yellow Page Advertising.
- ❖ Provide a 24 hour automated rental list.
- ❖ Internet Advertising
- ❖ Florida Times Union weekly advertising.
- ❖ Walk in clients.
- ❖ Access to all Military Housing Authorities.
- ❖ A member of NAR, NEFAR and FARPM.

PROVIDING QUALIFIED TENANTS

- ❖ Rental Applications screened through ASAP Software.
- ❖ Equifax credit report.
- ❖ Statewide Criminal Background Screening.
- ❖ Duval and Clay County Evictions Screening.
- ❖ Two years of consistent job history verification (tenant requirement).
- ❖ Past rental history verification (tenant requirement 1 yr).
- ❖ Tenant monitoring by ASAP software for 13mths.

PROFESSIONAL LEASE/ADDEMDUMS

- ❖ Legally prepared lease protecting owner and owner's property.
- ❖ Legally prepared lease addendums protecting owner and owner's property.
- ❖ Rent collected on 1st and late by the 3rd of each month.
- ❖ Late notices (3-day notice of eviction) sent to all delinquent tenants by the sixth of each month.
- ❖ All evictions filed on the 15th of the month.
- ❖ Security Deposits and Pet Fees collected to cover move-out damage done to property.

REPAIR AND MAINTENANCE

- ❖ Visually and/or written documented move in and move out inspections.
- ❖ Move in and move out inspection report filled out by property manager or agent.
- ❖ Property Inspections preformed on a regular basis.
- ❖ Qualified vendors, state licensed, handling any maintenance request given.
- ❖ Maintenance work verified and handled by management.

ACCOUNTING SERVICES

- ❖ Professional Bookkeeping.
- ❖ Computerized monthly statement mailed to owner on the 8th of every month.
- ❖ Owner checks mailed or deposited on approximately the 8th of every month.
- ❖ Mortgage payments handled through our office (by request only).
- ❖ Computerized yearly statements for IRS reporting including 1099's.
- ❖ Computerized unit reports available upon request.
- ❖ Computerized tenant reports available upon request.
- ❖ All delinquent move out tenants reported to Professional Debt Mediation Inc.

MARKET EVALUATION

- ❖ Computerized rent evaluation done annually.
- ❖ Free rental income/comparable sales evaluation.
- ❖ Access to Duval, Clay and St. Johns County Property Tax Records.
- ❖ Over thirty-years of sales and property management experience.
- ❖ Management of over 400 properties in Jacksonville and surrounding counties.

AFFILIATIONS

Florida Association of Residential Property Managers

Northeast Florida Association of Realtors

Florida Association of Realtors

National Association of Realtors

Members of the Multiple Listing Service

Jacksonville Chamber of Commerce

Greater Nassau Chamber of Commerce

Certified Commercial Investment Member

Graduate of Realtor Institute

Northeast Florida Commercial Listing Service

Florida Association of Residential Property Managers

References available upon request

DAN JONES & ASSOCIATES, INC.
REALTOR
PROPERTY MANAGEMENT DIVISION
1403 DUNN AVENUE, SUITE 3, JACKSONVILLE, FL. 32218
904-757-3466 800-940-3466
PROPERTY MANAGEMENT AGREEMENT

This AGREEMENT entered into this _____ day of _____, 2008, by and between _____ hereinafter called OWNER, and Dan Jones & Associates, Inc. hereinafter called AGENT.

For and in consideration of the covenants herein made the parties hereby agree as follows:

1. **EMPLOYMENT:** The Owner hereby employs Agent as its exclusive authorized agent to lease, rent, operate, possibly sell and manage the described premise located at: _____ in the city of Jacksonville, Florida, at the monthly rate of \$ _____ dollars per month. Agent is given permission to rent the premises for as low as \$ _____ dollars per month if market conditions warrant such reduction. Such reduction will be at the discretion of Agent. The initial term of this agreement shall be for a period of **one year** from the date hereof. In the event the term of the lease so negotiated exceeds the term of this agreement, this agreement shall automatically be extended to include the term of the lease so negotiated and any renewals thereof.
2. **LEASING:** Agent is authorized to advertise and utilize all professional methods to secure and qualify tenants; to execute leases and renewals; to terminate tenancies and to sign and service for the Owner in such matters relating to efficient property management; to institute legal actions in the name of the Owner to evict tenants when necessary. Such legal action to enforce the provision of the lease will be at the Owners expense. Any such expenses, if not otherwise collected by Agent shall be deducted from future rents. A copy of the form lease to be used by Agent for Owner, and prospective tenants is attached hereto. Owner agrees to the form and content of said lease and subject to the insertion of rental rates and duration, agrees to be bound by the terms thereof when executed on its behalf by Agent.
3. **RENTS/PETS:** Agent is authorized to collect and disburse rents, security deposits and other such funds. Disbursement of rents will be in accordance with Owners requirements; Agent shall not be liable for any loss suffered by the Owner as a result of refusal of a tenant to pay rent or from the negligence of a tenant, or his/her guests or invitees, by reason of any mortgage payments, real estate taxed or insurance that may be due upon the property that is the responsibility either of owner or the tenant, and the following matters which are not intended to serve as an exclusive list: upkeep of the lawn or shrubbery, homeowners association dues or the violation of homeowners association rules. The Agent will not advance any of such costs or expenses and the same will remain the responsibility of the Owner. In addition, the agent shall not be liable for any damages caused by any pet. The owner () will () will not permit pets on the property.

4. MAINTENANCE: Agent is authorized to employ, supervise and discharge all labor required for the operation and maintenance of the property. Such authorized repairs shall not exceed Two Hundred Fifty Dollars (\$250.00), except emergency repairs, and shall be deducted from the Owners account. Agent is authorized to maintain a property maintenance fund in the maximum amount of Two Hundred and Fifty Dollars (\$250.00). Agent shall incur no liability for repairs ordered by the Agent, which in the exercise of reasonable judgment are necessary to the proper care and maintenance of the property. If, in the sole opinion of the agent, the owner fails to maintain the property in a condition acceptable to the agent, the agent may cancel this agreement upon thirty days (30) prior written notice to the owner. If this agreement is cancelled in such fashion, the agent shall collect all fees and expenses due it through the final date of cancellation and, thereafter, the agent shall owe no further duty to the owner and the agreement shall be considered cancelled and of no further force or effect.
5. FEES: In consideration for services performed by Agent, **Owner agrees to pay a Sign up Fee of Two hundred and fifty \$250.00 dollars to begin services.** Owner also agrees to pay a leasing fee on one-half (1/2) of the first full month's rent (30 day period) for each tenant procured, however, no more than one Leasing Fee per year will be paid and no additional Leasing Fee for the same tenant who renew their lease will be charged. Thereafter, the management fee will be 12% of the gross rent received, with a minimum fee of One Hundred Dollars (\$100.00) per month required. Agent will retain 12% of any security deposit forfeited by tenant. There is no management fee if the property is vacant. Further, as additional consideration for the services to be performed by the agent, Agent shall retain all late fees collected from any tenant in addition to the above described fees. If owner agrees to enter into a lease/purchase or a lease/option agreement with a tenant or prospective purchaser, the agent shall be entitled to receive in addition to the other fees hereinabove described, a fee equal to 1/2 of the deposit toward the purchase or option part of the agreement which shall be applied toward any brokerage fee to be paid to the agent under paragraph six (6) herein below if a closing ultimately takes place.
6. SALES AGREEMENT: In the event the property is sold by the Owner or any real estate broker acting for the Owner during the terms of this agreement, the Owner agrees to pay Agent their standard Brokerage fee.
7. AUTOMATIC RENEWAL: Notwithstanding anything contained hereinabove to the contrary, that after the initial term of this agreement, the same shall automatically continue to be renewed without any action necessary on the part of either party for the same period as the initial term of the agreement unless 90 days prior to the expiration of the initial term or any subsequent term either party sends a written notice to the other that terminates or cancels same. Notwithstanding such termination, all fees and expenses due the agent will be paid by the owner prior to the termination becoming effective. Further, if this agreement is automatically extended by the terms hereof, owner and the agent agree to be bound to the terms of any successor property management agreement in use by the agent at the time of such renewal whether or not a new agreement is signed between the parties. The agent may assign this agreement at any time to another property management company and the owner shall be obligated to continue this agreement

through its normal expiration upon the same terms and conditions that are herein described.

8. **TERMINATION:** This agreement may be terminated, in writing, by notice of either party during any period when the house is **unoccupied by tenants** (provided that Agent has been fully reimbursed for any expense incurred by Agent or as fees due Agent); or by payment in advance of any fees and charges which would otherwise be due and payable to Agent over the term of an existing lease entered into by and between Agent and tenant on behalf of Owner over the period of the lease and any previously negotiated extensions.
9. **LIABILITY:** Owner agrees to indemnify and hold Agent harmless from any liability of any nature in connection with the property and Agent's management of the property. Owner shall maintain hazard insurance with extended risk coverage on the property for its full insurable value and liability in connection therewith in the amount of One Hundred Thousand Dollars (\$100,000.00) or more and shall name Agent as an additional insured under such policies. Within 30 days hereof Owner shall deliver to Agent a certificate of such insurance.
10. **RECORDS:** Agent shall render Owner a statement monthly showing all funds collected and disbursements made there from. Net proceeds, after deducting of fees and expenses, shall be paid to Owner on a monthly basis.
11. **LOCKBOX:** Owner desires _____ does not desire _____ utilization of a Lockbox System. In this connection, Owner has been informed that through use of a Lockbox System, the property may be more readily shown to prospective tenants, but personal property of the Owner may, therefore, be more susceptible to theft or damage. Owner agrees that the Lockbox, if utilized, will be for the benefit of Owner and releases Agent and those working through Agent from all liability and responsibility in connection with any loss that may occur.
12. **INDEMNIFICATION:** Owner certifies to the best of Owner's knowledge this property has no evidences of radon gas, mold, lead paint or urea formaldehyde foam at this time and none has been removed from this property. Owner hereby agrees to indemnify Agent and hold agent harmless by reason of any damages, losses, injury or any other matters involving such item at any time or in the future.
13. **COLLECTION:** It is anticipated that if a tenant fails to make any payment due under the terms of any lease agreement, that the agent has the authority to file litigation on behalf of the owner not only for the purpose of evicting the tenant but also seeking the entry of a monetary judgment against the tenant for unpaid rents, court costs and reasonable attorney's fees. The owner agrees to be responsible for all cost and attorney's fees incurred by such litigation and the same shall be deducted from the owners account or the owner shall pay same when presented with an invoice. If recovery is made for any reason of any settlement agreement or the recovery of any judgment through the payoff of same at any time in the future, owner agrees that the agent may deduct these expenses (including any advances made on behalf of the owner) and the balance thereof shall be forwarded to the owner. If the owner collects same, the owner will pay the agent all of the fees and expenses due under the terms of this agreement. The agent shall continue to serve as the agent for the owner even after the termination of this management agreement for the purpose of collecting any unpaid balances, collection accounts or monetary judgments.

This contract contains 4 pages and by signing below you agree to the terms and conditions on the previous pages.

14. REQUIRED PERTINENT INFORMATION:

Owners Mailing Address _____

City _____ State _____ ZIP _____

SSN _____ Federal ID No. _____

Home Phone _____ Work Phone _____ Fax _____

Email Address: _____

Emergency Contact: Name _____ Phone _____

Address: _____ City _____ State _____ Zip _____

15. INSURANCE: Company _____ Policy No. _____

Agent's Name _____ Phone _____

16. HOME WARRENTEE: Company _____ Policy No. _____

Agent's Name _____ Phone _____

17. HOA INFO: Community HOA Name: _____

Agent's Name _____ Phone _____

Both parties agree and understand that all properties must be leased and managed without regard to a prospective tenant's race, color, religion, gender, handicap, familial status, or national origin.

WITNESS:

OWNER:

Signature

Signature



Dan Jones & Associates, Inc.

Direct Deposit of Investment Surplus Authorization Agreement for Automatic Deposits

ERA Dan Jones and Associates, Inc.
Company name

I authorize the above company and the financial institution listed below to electronically deposit my investment surplus. Checking Savings

<u>Bank name</u>	<u>Branch</u>
<u>City</u>	<u>State</u> <u>Zip code</u>
<u>Bank Transit/ABA Number</u>	<u>Account Number</u>

If monies to which I am not entitled are deposited to my account, I authorize this company to direct the financial institution to return said funds. This authority will remain in effect until I have completed a new authorization, or until revoked by Dan Jones & Associates, Inc. IN WRITING, or me or upon termination of my contract with said company.

<u>Printed Name</u>	<u>Date</u>
<u>Signature</u>	

Please staple a VOIDED CHECK to this form to verify bank account information for a deposit into a Checking Account or a deposit slip for deposits into a Savings Account.

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, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	
List account number(s) here (optional)		
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 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.

Social security number								
or								
Employer identification number								

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

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. person (including a U.S. resident alien).

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

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

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

U.S. person. 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.

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

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

• Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov/online/ss-5.pdf. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses/ and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

²Circle the minor's name and furnish the minor's SSN.

³You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

PROPERTY DESCRIPTION

(Please fill out below and return to Property Management office)

Address: _____ Area/Subdivision _____

Lock box preferred: Yes No Year built: _____ Rent \$ _____ Deposit \$ _____ Sq. Ft. _____

HOA: Yes No (If yes, please provide copies of the Community Documents) Hud Accepted: Yes No

Occupied Vacant If yes, please give names of all tenants: _____

(If there is a current lease in effect, please provide a copy.) If not occupied, give Date available: _____

Location of keys/garage remotes/pool keys/access cards: _____

Directions: _____

Special Instructions: _____

- | | | |
|---|--|--|
| <p>4)Apt. :Down _____ Up _____ Garage _____
 1)Condo:Down _____ Up _____ w/Loft _____
 2)Duplex: _____
 1)Mobile Home: _____
 1)Patio Home/ SFA: _____
 1)Private Home/ SFD: _____
 2)Townhome: _____
 Bed/Bath Layout: _____
 25)Back Porch: _____ Glassed-in _____ Screened _____
 BBQ Pit: _____
 Blinds: _____
 Blinds/Curtains: _____
 11)Carpet: _____ New _____
 11)Carpet/Hardwood _____ Vinyl _____ Tile _____
 11)Carpet/Parquet/ _____
 22)Carport: _____ Detached _____
 11)Ceilings-Vaulted: _____
 20)Constr-Brick w/ Stucco _____
 Vinyl Siding _____
 Alum Siding _____
 Block/Siding _____
 Block/Vinyl _____
 Block/Wood _____
 Wood Siding _____
 Block _____
 Brick _____
 Frame _____
 Stucco _____
 14)Cool-Window _____
 25)Deck _____ Closed-in _____
 15)Fans _____
 12)Fireplace _____
 22)Garage: 1car _____ 2car _____ Detached _____</p> | <p>12/13)Heat/Air – Central _____
 13)Heat: Gas _____ Kerosene _____
 13)Heat-Space/Fuel _____
 13)Heat-Window _____
 13)Heat-Fuel/Central Air _____
 12/13)Heat/Cool Window _____
 HUD _____
 16)Incl – Septic Tank _____
 9)Incl – Smoke Detector(s) _____
 16)Incl – Water _____
 8)Incl – Microwave _____
 8)Incl – Dishwasher _____ Disposal _____
 8)Incl – Fridge _____
 8)Incl – Gas Range _____
 8)Incl – Range _____
 25)Patio _____ Screened _____
 36/38)Pets OK, \$250. _____ Outside _____
 36/38)Pets - \$500 Dep. _____ Outside _____
 36/38)Pets, Small Only _____
 36/38)Pets Not Permitted _____
 36/38)Pets-No Snakes/Birds _____
 11)Picture Window _____
 23)Pool: Private _____ Community _____
 25)Porch:Front _____ Back _____
 25)Porch-Screened _____
 28)Riverfront _____
 10)Rm-Bonus _____
 10) Rm-Den _____
 6)Rm-Dining _____
 6)Rm-DR/LR Combo _____
 10)Rm-Florida Room _____
 10)Rm-Great _____
 6)Rm-Kitchen, Eat-In _____</p> | <p>10/9)Rm-Laundry _____
 10)Rm-Living _____
 4)Rm-Split Bedrooms _____
 10)Rm-Sunroom _____
 6)Rm-Living/Den combo _____
 10)Rm-Eat-In/Dining Combo _____
 9)Security System _____
 16)Sewer-Septic Tank _____
 25)Shed(s) _____
 11)Spacious Closets _____
 25)Storage Sheds _____
 23)Swimming Pool _____ above _____
 9/10)Utility Room _____
 8)Washer/Dryer Included _____
 8)Washer/Dryer H/U-Den _____
 8)Washer/Dryer Hookups _____
 16)Water-Well _____
 17)Water Heater-Elec _____
 17)Water Heater-Gas _____
 26)Yard-Back Fenced _____
 Yard-Corner Lot _____
 26)Yard – Fenced _____
 25)Yard – Well & Pump _____
 Yard is Large _____
 40)Possession: Immed _____
 40)1st of Month _____
 40)Call Office _____
 40)Showing Instructions:
 40)Special Instr CLO _____
 40)Appt CLO _____
 40)Vacant _____ LB _____
 40)Occupied _____
 40)Key in list office _____
 40)Sign at Property _____</p> |
|---|--|--|

Rentals Input Form: Northeast Florida MLS, Inc.

Required Field *Field with a list Page 1

General Information					
<i>Listing Member</i>			Co-listing Member		
Address Information					
<i>Street Number</i>	<i>Street Direction Pfx*</i>	<i>Street Name</i>	<i>Street Sfx*</i>	<i>Street Direction Sfx*</i>	<i>Unit #</i>
<i>City*</i>		<i>State/Province*</i>	<i>County*</i>	<i>Postal Code</i>	
Listing Information					
<i>Category*</i>		<i>Listing Date</i>	<i>Expiration Date</i>	<i>Referral Fee</i>	
Date Available		<i>Region*</i>	<i>Area*</i>	<i>Price</i>	
<i>Real Estate Parcel #</i>					
Call Seller Directly					
Location					
<i>Legal Name of Subdiv*</i>			<i>Common Name of Sub*</i>		
Property Description					
<i>Waterfront Y/N*</i>		<i>Navg. Wtr Frnt Y/N*</i>	<i>Gated Community*</i>		<i>Year Built</i>
<i>Approx. Heated SqFt</i>		<i>Bedrooms</i>	<i>Full Baths</i>		<i>Half Baths</i>
Elementary School*		Middle School*	High School*		<i>Association Fee*</i>
Assoc Fee		Assoc Fee Freq*			
Directions and Remarks					
Directions					
Public Remarks					
Private Remarks					

Rentals Input Form: Northeast Florida MLS, Inc. Required Field *Field with a list Page 2

Type of Dwelling: 1 to 4 req'd <input type="checkbox"/> Sngl. Fam.-Detached <input type="checkbox"/> Sngl. Fam.-Attached <input type="checkbox"/> Mob.Hm w/Sngl w/l and <input type="checkbox"/> Mob.Hm w/DbI w/l and <input type="checkbox"/> Mob.Hm w/Trpl w/l and <input type="checkbox"/> Manufactured Housing <input type="checkbox"/> Condominium <input type="checkbox"/> Mobile Home <input type="checkbox"/> Efficiency <input type="checkbox"/> Garage Apartment		Interior Amenities 11 <input type="checkbox"/> Walk-in-Closet(s) <input type="checkbox"/> Built-in-Bookshelves <input type="checkbox"/> Vaulted/Cath. Ceil. <input type="checkbox"/> Ceiling 8+ Ft. <input type="checkbox"/> Stained Glass Wnd(s) <input type="checkbox"/> Glass Block Windw(s) <input type="checkbox"/> Bay/Bow Window(s) <input type="checkbox"/> Picture Window(s) <input type="checkbox"/> Greenhouse Windw (s) <input type="checkbox"/> Skylight(s) <input type="checkbox"/> Palladian Window(s) <input type="checkbox"/> Thermal Window(s) <input type="checkbox"/> Tinted Window(s) <input type="checkbox"/> Window Treatment(s) <input type="checkbox"/> Sliding Glass Dr(s) <input type="checkbox"/> French Door(s) <input type="checkbox"/> Atrium Door(s) <input type="checkbox"/> Elevator <input type="checkbox"/> Wall-to-Wall Carpet <input type="checkbox"/> Tile Floors <input type="checkbox"/> Terrazzo Floors <input type="checkbox"/> Vinyl Floors <input type="checkbox"/> Wood Floors <input type="checkbox"/> Marble Floors <input type="checkbox"/> Ceramic Tile <input type="checkbox"/> No Floor Cover <input type="checkbox"/> Floor Plugs <input type="checkbox"/> Structured Wiring <input type="checkbox"/> Prewired Audio <input type="checkbox"/> Unfurnished <input type="checkbox"/> Furnished <input type="checkbox"/> Partially Furnished		Unit Location 18 <input type="checkbox"/> Ground Level <input type="checkbox"/> 2nd Story <input type="checkbox"/> 3rd Story <input type="checkbox"/> 4th Story <input type="checkbox"/> 5th Story <input type="checkbox"/> 6th - 10th Story <input type="checkbox"/> 11th - 20th Story <input type="checkbox"/> Above 20th Story <input type="checkbox"/> Penthouse <input type="checkbox"/> End Unit <input type="checkbox"/> Interior Unit	
Style 2 <input type="checkbox"/> Ranch <input type="checkbox"/> Contemporary <input type="checkbox"/> Traditional <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> Tudor <input type="checkbox"/> Bermuda <input type="checkbox"/> Colonial <input type="checkbox"/> Stilt House <input type="checkbox"/> Bungalow <input type="checkbox"/> Log Home <input type="checkbox"/> Split Level <input type="checkbox"/> Tri-Level <input type="checkbox"/> Duplex <input type="checkbox"/> Triplex <input type="checkbox"/> Four Plex <input type="checkbox"/> Patio Home <input type="checkbox"/> Townhouse <input type="checkbox"/> ZERO lot line		Stories 19 <input type="checkbox"/> 1 Story <input type="checkbox"/> 2 Stories <input type="checkbox"/> 3 Stories <input type="checkbox"/> 4 Stories <input type="checkbox"/> 5 Stories <input type="checkbox"/> 6 - 10 Stories <input type="checkbox"/> 11 - 20 Stories <input type="checkbox"/> 21 + Stories			
Square Foot Source: 1 to 4 req'd 33 <input type="checkbox"/> Measured <input type="checkbox"/> Tax Roll <input type="checkbox"/> Appraisal <input type="checkbox"/> Plans <input type="checkbox"/> Survey		Construction 20 <input type="checkbox"/> Frame <input type="checkbox"/> Concrete Block <input type="checkbox"/> Poured Masonry Walls <input type="checkbox"/> Pre-Cast Masonry <input type="checkbox"/> Steel Framing <input type="checkbox"/> Brick - Norwegian <input type="checkbox"/> All Brick <input type="checkbox"/> Mostly Brick <input type="checkbox"/> Brick Front <input type="checkbox"/> Brick Accent <input type="checkbox"/> Imitation Brick/Ston <input type="checkbox"/> Wood Siding <input type="checkbox"/> Metal Siding <input type="checkbox"/> Coquina <input type="checkbox"/> Cementitious Siding <input type="checkbox"/> Stucco <input type="checkbox"/> Stucco Front <input type="checkbox"/> Vinyl Siding <input type="checkbox"/> Aluminum Siding <input type="checkbox"/> Shingle-Composition <input type="checkbox"/> Wood Shake <input type="checkbox"/> Asbestos Siding <input type="checkbox"/> Tilt-Up <input type="checkbox"/> Pre-Fab <input type="checkbox"/> Off Grade <input type="checkbox"/> Open Foundation <input type="checkbox"/> Concrete Floor <input type="checkbox"/> Wood Floor Constr <input type="checkbox"/> Handicap Accessible			
Bedrooms 4 <input type="checkbox"/> Split Bedrooms <input type="checkbox"/> 1 Bdrm - Guest Suite <input type="checkbox"/> Guest House <input type="checkbox"/> Efficiency <input type="checkbox"/> Apartment		Fireplace 12 <input type="checkbox"/> 1 Fireplace <input type="checkbox"/> 2 or more Fireplaces <input type="checkbox"/> Brick Fireplace <input type="checkbox"/> Stone Fireplace <input type="checkbox"/> Tile Fireplace <input type="checkbox"/> Marble Fireplace <input type="checkbox"/> Mantle <input type="checkbox"/> Fireplace-Living Rm <input type="checkbox"/> Frplc-Fam Rm/Den/Gr <input type="checkbox"/> Fireplace-Bedroom <input type="checkbox"/> Fireplace-Heat Circ <input type="checkbox"/> Electric Fireplace <input type="checkbox"/> Gas Fireplace <input type="checkbox"/> Wood Burning Frplc <input type="checkbox"/> Free Standing Frplc			
Bath 5 <input type="checkbox"/> MBR Bath Shwr No Tub <input type="checkbox"/> MBR Bth Tub W/Shwr <input type="checkbox"/> MBR Bath Tub Sep <input type="checkbox"/> MBR Bath W/W/Whrlnool <input type="checkbox"/> Garden Bath <input type="checkbox"/> Outside Shower		Type of Heating: 1 to 4 req'd 13 <input type="checkbox"/> Central Heating <input type="checkbox"/> Window/Wall Heating <input type="checkbox"/> Space Heating <input type="checkbox"/> Floor Furnace Heat <input type="checkbox"/> Radiant Floor Tubing <input type="checkbox"/> Baseboard <input type="checkbox"/> Steam <input type="checkbox"/> Other Heating <input type="checkbox"/> No Heating <input type="checkbox"/> Individual Heating <input type="checkbox"/> Common Heating <input type="checkbox"/> Electric Source <input type="checkbox"/> Oil Fuel <input type="checkbox"/> Gas Fuel <input type="checkbox"/> Solar Fuel <input type="checkbox"/> Other Fuel			
Dining 12 <input type="checkbox"/> Separate Dining Room <input type="checkbox"/> Dining 'L' <input type="checkbox"/> Living/Dining Combo <input type="checkbox"/> Kitchen/Family Combo <input type="checkbox"/> Breakfast Room <input type="checkbox"/> Eating Space-Kitchen		Type of Cooling: 1 to 4 req'd 14 <input type="checkbox"/> Central Cooling <input type="checkbox"/> Window/Wall Cooling <input type="checkbox"/> Other Cooling <input type="checkbox"/> No Cooling <input type="checkbox"/> Individual Cooling <input type="checkbox"/> Common Cooling <input type="checkbox"/> Electric Source <input type="checkbox"/> Other Fuel			
Kitchen 7 <input type="checkbox"/> Breakfast Bar <input type="checkbox"/> Cooking Island <input type="checkbox"/> Food Prep Island <input type="checkbox"/> Pantry - Closet <input type="checkbox"/> Pantry - Walk in <input type="checkbox"/> Solid Srfce Cntrtps		Energy Features 15 <input type="checkbox"/> Heat Pump-Air <input type="checkbox"/> Heat Pump-Water <input type="checkbox"/> Forced Air <input type="checkbox"/> Zoned System <input type="checkbox"/> Attic Fan <input type="checkbox"/> Exhaust Fans <input type="checkbox"/> Powered Ventilator <input type="checkbox"/> Wind Turbine Vent. <input type="checkbox"/> Ridge Vents <input type="checkbox"/> Energy Recovery Unit <input type="checkbox"/> Ceiling Fan(s) <input type="checkbox"/> Awnings Cloth <input type="checkbox"/> Awnings - Other <input type="checkbox"/> R-11 Wall <input type="checkbox"/> R-19 Wall <input type="checkbox"/> R-19 Ceiling <input type="checkbox"/> R-30 Ceiling			
Major Appliances 8 <input type="checkbox"/> Range Electric <input type="checkbox"/> Range Gas <input type="checkbox"/> Self Cleaning Oven <input type="checkbox"/> Down-Draft Cook top <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Compactor <input type="checkbox"/> Refrigerator <input type="checkbox"/> Freezer-Stand Alone <input type="checkbox"/> Ice Maker-Refrigeratr <input type="checkbox"/> Ice Maker Stnd Alone <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> Washer/Dryer Connect <input type="checkbox"/> Central Vacuum		Utilities: 1 to 10 req'd 16 <input type="checkbox"/> Water - Public <input type="checkbox"/> Water - Private <input type="checkbox"/> Water Well(drinking) <input type="checkbox"/> Sewer - Public <input type="checkbox"/> Sewer - Private <input type="checkbox"/> Sewer - Septic Sys <input type="checkbox"/> Gas - Bottled <input type="checkbox"/> Gas - Piped <input type="checkbox"/> Cable - Connected <input type="checkbox"/> Cable - Available <input type="checkbox"/> DSL Available <input type="checkbox"/> Underground Util. <input type="checkbox"/> Sep Irrigation Meter <input type="checkbox"/> Emergency Generator <input type="checkbox"/> Separate Water Meter <input type="checkbox"/> Separate Elec Meter <input type="checkbox"/> Separate Gas Meter <input type="checkbox"/> Common Water <input type="checkbox"/> Common Sewer <input type="checkbox"/> Common Electric <input type="checkbox"/> Common Gas <input type="checkbox"/> Common Heat & Air <input type="checkbox"/> Common Hot Water <input type="checkbox"/> Common Fuel-Other <input type="checkbox"/> Other Utilities			
Additional Equipment 9 <input type="checkbox"/> Intercom <input type="checkbox"/> Smoke Detector <input type="checkbox"/> Security Sys.-Owned <input type="checkbox"/> Security Sys.-Leased <input type="checkbox"/> Water Soft.-Owned <input type="checkbox"/> Water Soft.-Leased <input type="checkbox"/> Satellite Sys - Own <input type="checkbox"/> Satellite Sys - Lse <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> Wet Bar <input type="checkbox"/> Wine Chiller <input type="checkbox"/> Laundry on Premises <input type="checkbox"/> Laundry on Floor <input type="checkbox"/> No Laundry Facility <input type="checkbox"/> Trash Chute		Water Heater 17 <input type="checkbox"/> Electric Water Heatr <input type="checkbox"/> Gas Water Heater <input type="checkbox"/> Solar Water Heater <input type="checkbox"/> Solar w/Booster W.H. <input type="checkbox"/> No Water Heater			
Additional Rooms 0 <input type="checkbox"/> Entry Hall / Foyer <input type="checkbox"/> Separate Living Room <input type="checkbox"/> Florida Room <input type="checkbox"/> Family Room <input type="checkbox"/> Great Room <input type="checkbox"/> Library/Office <input type="checkbox"/> Bonus Room/Game Room <input type="checkbox"/> Home Theater <input type="checkbox"/> Loft <input type="checkbox"/> Atrium <input type="checkbox"/> Lndry/Util. (inside) <input type="checkbox"/> Storage Room <input type="checkbox"/> Balcony <input type="checkbox"/> Screened Balcony <input type="checkbox"/> Glassed Balcony <input type="checkbox"/> Glass Room <input type="checkbox"/> Work Shop <input type="checkbox"/> Sauna <input type="checkbox"/> Wine Cellar		Parking Facilities: 1 to 10 req'd 22 <input type="checkbox"/> 1 Car Space <input type="checkbox"/> 2 Car Space <input type="checkbox"/> 3 + Car Space <input type="checkbox"/> 1 Car Garage <input type="checkbox"/> 2 Car Garage <input type="checkbox"/> 3 Car Garage <input type="checkbox"/> 4+ Car Garage <input type="checkbox"/> + 1 / 2 Car Garage <input type="checkbox"/> Oversize Gar/Storage <input type="checkbox"/> Golf Cart Storage <input type="checkbox"/> Garage Door Opener <input type="checkbox"/> Keypad Entry <input type="checkbox"/> 1 Car Carport <input type="checkbox"/> 2 Car Carport <input type="checkbox"/> 3+ Car Carport <input type="checkbox"/> Parking Garage <input type="checkbox"/> Garage-Ground Level <input type="checkbox"/> Garage-Under Bldg <input type="checkbox"/> Attached Parking <input type="checkbox"/> Detached Parking <input type="checkbox"/> On Street Parking <input type="checkbox"/> Covered Parking <input type="checkbox"/> No Covered Parking <input type="checkbox"/> Assigned Parking <input type="checkbox"/> Not Assigned Parking <input type="checkbox"/> Guest Parking <input type="checkbox"/> No Guest Parking <input type="checkbox"/> 1 Addl Parking Spot <input type="checkbox"/> 2 + Addl Prkg Spaces <input type="checkbox"/> RV / Boat Parking <input type="checkbox"/> Other Parking <input type="checkbox"/> Asphalt Blacktop <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel <input type="checkbox"/> Secured <input type="checkbox"/> Security <input type="checkbox"/> Valet			
		Pool/Hot Tub: 1 to 4 req'd 23 <input type="checkbox"/> No Pool <input type="checkbox"/> Pool - In Ground <input type="checkbox"/> Pool - Above Ground <input type="checkbox"/> Screened Pool <input type="checkbox"/> Automatic Cleaner <input type="checkbox"/> Heated Pool <input type="checkbox"/> Pool Cover <input type="checkbox"/> Pool Security Fence <input type="checkbox"/> Hot Tub / Spa			

Rentals Input Form: Northeast Florida MLS, Inc.

Required Field *Field with a list Page 3

Common/Club Ament 24

<input type="checkbox"/> Club Facilities	<input type="checkbox"/> Clubhouse
<input type="checkbox"/> Club Pool	<input type="checkbox"/> Hot Tub/Spa
<input type="checkbox"/> Children's Pool	<input type="checkbox"/> Sauna
<input type="checkbox"/> Tennis Court(s)	<input type="checkbox"/> Basketball Court(s)
<input type="checkbox"/> Soccer Field(s)	<input type="checkbox"/> Baseball Field(s)
<input type="checkbox"/> Football Field(s)	<input type="checkbox"/> Playground
<input type="checkbox"/> Golf Course	<input type="checkbox"/> Dock/Pier
<input type="checkbox"/> Boat Slip	<input type="checkbox"/> Boat Ramp
<input type="checkbox"/> Boathouse	<input type="checkbox"/> Exercise Room
<input type="checkbox"/> Game Room	<input type="checkbox"/> Handicap Accessible
<input type="checkbox"/> RV Boat Parking	<input type="checkbox"/> Airplane Hanger
<input type="checkbox"/> Runway	<input type="checkbox"/> Horse Stall(s)
<input type="checkbox"/> Bike Path	<input type="checkbox"/> Walking/Jogging Path
<input type="checkbox"/> Nature Trails	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Security Guard	<input type="checkbox"/> Pest Control-Int
<input type="checkbox"/> Pest Control-Ext	<input type="checkbox"/> Garbage Pick-up
<input type="checkbox"/> Community Garbage	<input type="checkbox"/> Vehicle Wash Area

Misc Exterior 35

<input type="checkbox"/> Porch-Front	<input type="checkbox"/> Porch-Wrap Around
<input type="checkbox"/> Porch-Open	<input type="checkbox"/> Porch-Screen
<input type="checkbox"/> Patio-Open	<input type="checkbox"/> Patio-Covered
<input type="checkbox"/> Patio-Screened	<input type="checkbox"/> Patio-Glassed
<input type="checkbox"/> Deck-Wood	<input type="checkbox"/> Deck-Wood-Screened
<input type="checkbox"/> Lanai	<input type="checkbox"/> Lanai-Screened
<input type="checkbox"/> Gazebo	<input type="checkbox"/> Barbecue Pit
<input type="checkbox"/> Summer Kitchen	<input type="checkbox"/> Detached Shed
<input type="checkbox"/> Green House	<input type="checkbox"/> Garden
<input type="checkbox"/> Yard Well & Pump	<input type="checkbox"/> Sprinkler System
<input type="checkbox"/> Outside Lighting	<input type="checkbox"/> Landscape Lighting
<input type="checkbox"/> Motion Lighting	<input type="checkbox"/> Tennis Court(s)
<input type="checkbox"/> Dock/Pier	<input type="checkbox"/> Boat Ramp
<input type="checkbox"/> Boathouse	<input type="checkbox"/> Boatlift
<input type="checkbox"/> Bulkhead	<input type="checkbox"/> USPS Cluster Mailbox
<input type="checkbox"/> Hm Service Warranty	<input type="checkbox"/> Builder Warranty
<input type="checkbox"/> Covenants/Restrictns	
<input type="checkbox"/> Mandatory Fees	
<input type="checkbox"/> Equipment Shed	<input type="checkbox"/> Confinement Building
<input type="checkbox"/> Horse Stall/Stable	<input type="checkbox"/> Barn(s)
<input type="checkbox"/> Silos/Grain Storage	<input type="checkbox"/> Feed Lot
<input type="checkbox"/> Other Building(s)	
<input type="checkbox"/> HO Assoc. Name	
<input type="checkbox"/> HO Assoc. Phone	

Fencing 26

<input type="checkbox"/> Fenced Rear	<input type="checkbox"/> Fenced Front & Rear
<input type="checkbox"/> Fenced Partial	<input type="checkbox"/> Fenced Cross
<input type="checkbox"/> Wood Fencing	<input type="checkbox"/> Chain Link
<input type="checkbox"/> Vinyl Coated	<input type="checkbox"/> PVC/Poly Fencing
<input type="checkbox"/> Wrought Iron	<input type="checkbox"/> Aluminum Fencing
<input type="checkbox"/> Barb Wire	<input type="checkbox"/> Woven Wire
<input type="checkbox"/> Electric Gates	<input type="checkbox"/> 3 - 6' Fence
<input type="checkbox"/> 6 - 10' Fence	<input type="checkbox"/> 10' + Fence

Addl Accomodations 27

<input type="checkbox"/> Bidet	<input type="checkbox"/> Crib
<input type="checkbox"/> Foldout Bed/Chair	<input type="checkbox"/> Rollaway Bed
<input type="checkbox"/> Sofa Bed	

Waterfront 28

<input type="checkbox"/> Canal	<input type="checkbox"/> Creek
<input type="checkbox"/> Intracoastal	<input type="checkbox"/> Lagoon
<input type="checkbox"/> Lakefront	<input type="checkbox"/> Marsh
<input type="checkbox"/> Natural Spring	<input type="checkbox"/> Oceanfront
<input type="checkbox"/> Pond	<input type="checkbox"/> Riverfront
<input type="checkbox"/> Man Made Lake/Pond	<input type="checkbox"/> Tidal
<input type="checkbox"/> Ski-able	

Navigable 29

<input type="checkbox"/> Navigable 2'-6" Dpth	<input type="checkbox"/> Navigable 6' + Dpth
<input type="checkbox"/> Access to Ocean	<input type="checkbox"/> No Fixed Bridges
<input type="checkbox"/> Min Bridge Height	

Lot Description: 1 to 10 req'd 30

<input type="checkbox"/> Regular Lot	<input type="checkbox"/> Irregular Lot
<input type="checkbox"/> Wooded	<input type="checkbox"/> Ocean view
<input type="checkbox"/> Riverview	<input type="checkbox"/> Other Water View
<input type="checkbox"/> Golf Course View	<input type="checkbox"/> Conservation Preserv
<input type="checkbox"/> Water Access	<input type="checkbox"/> Curb & Gutter
<input type="checkbox"/> Sidewalks	

Parcel Size 31

<input type="checkbox"/> 1 to 2 1/2 Acres	<input type="checkbox"/> 1/2 to 1 Acre
<input type="checkbox"/> 1/4 to 1/2 Acre	<input type="checkbox"/> 10 to 25 Acres
<input type="checkbox"/> 100 to 200 Acres	<input type="checkbox"/> 2 1/2 to 5 Acres
<input type="checkbox"/> 200 to 400 Acres	<input type="checkbox"/> 25 to 50 Acres
<input type="checkbox"/> 400 to 640 Acres	<input type="checkbox"/> 5 to 10 Acres
<input type="checkbox"/> 50 to 100 Acres	<input type="checkbox"/> Less than 1/4 acre
<input type="checkbox"/> Over 640 Acres	

Lot Location 32

<input type="checkbox"/> On Golf Course	<input type="checkbox"/> Golf Course Comm
<input type="checkbox"/> Airplane Community	<input type="checkbox"/> Corner Lot
<input type="checkbox"/> Cul-de-sac	<input type="checkbox"/> Dead End Street
<input type="checkbox"/> Historic	<input type="checkbox"/> Downtown
<input type="checkbox"/> Urban/City	<input type="checkbox"/> Suburban
<input type="checkbox"/> Rural	

Road Frontage 33

<input type="checkbox"/> Interstate/Expresway	<input type="checkbox"/> U.S.Highway
<input type="checkbox"/> State Road	<input type="checkbox"/> County Road
<input type="checkbox"/> City Street	<input type="checkbox"/> Bus. District Street
<input type="checkbox"/> Private Road	<input type="checkbox"/> Alley
<input type="checkbox"/> Dedicated	<input type="checkbox"/> 2 Lane Road
<input type="checkbox"/> 3 Lane Road	<input type="checkbox"/> 4 + Lane Road

Road Surface: 1 to 4 req'd 34

<input type="checkbox"/> Asphalt Road	<input type="checkbox"/> Concrete Road
<input type="checkbox"/> Dirt Road	<input type="checkbox"/> Gravel Road
<input type="checkbox"/> Rough Graded	

Tenant Pays 35

<input type="checkbox"/> All Svcs & Utility	<input type="checkbox"/> No Svcs & Utility
<input type="checkbox"/> Electric	<input type="checkbox"/> Gas/Oil
<input type="checkbox"/> Phone Basic	<input type="checkbox"/> Phone Long Dist.
<input type="checkbox"/> Water	<input type="checkbox"/> Sewer
<input type="checkbox"/> Trash Removal	<input type="checkbox"/> Condo/Assoc Fee
<input type="checkbox"/> Common Area Maint	<input type="checkbox"/> Pool Maintenance
<input type="checkbox"/> Lawn Maintenance	<input type="checkbox"/> Cable
<input type="checkbox"/> Alarm Monitor	

Terms/Deposits/Fees 36

<input type="checkbox"/> Purchase Option	
<input type="checkbox"/> Per Period	
<input type="checkbox"/> Min Lease/Rent Term	
<input type="checkbox"/> % of Tax	
<input type="checkbox"/> Application Fee	
<input type="checkbox"/> Security Deposit	
<input type="checkbox"/> Key Deposit	
<input type="checkbox"/> Reservation Fee	
<input type="checkbox"/> Pet Fee/Deposit	
<input type="checkbox"/> Cleaning Fee	
<input type="checkbox"/> Prop for Sale MLS #	

Min Rental Term 37

<input type="checkbox"/> 1 Day	<input type="checkbox"/> 1 Week
<input type="checkbox"/> 2 Weeks	<input type="checkbox"/> 1 Month
<input type="checkbox"/> Quarter	<input type="checkbox"/> 6 Months
<input type="checkbox"/> 7 Months	<input type="checkbox"/> 12 Months
<input type="checkbox"/> 18 Months	<input type="checkbox"/> 24 Months
<input type="checkbox"/> 36 Months	<input type="checkbox"/> Tmfr Clause-Military
<input type="checkbox"/> Tmfr Clause-Civiln	

Restrictions 38

<input type="checkbox"/> No Pets	<input type="checkbox"/> Pets-No Dogs
<input type="checkbox"/> Pets-No Cats	<input type="checkbox"/> Pets-Limited
<input type="checkbox"/> Pet Fee (Non Refund)	<input type="checkbox"/> Pet Dep (Refundable)
<input type="checkbox"/> Age Restricted Comm	<input type="checkbox"/> Number of Occupants
<input type="checkbox"/> Approval Required	<input type="checkbox"/> Smoking Prohibited
<input type="checkbox"/> Number of Families	<input type="checkbox"/> Pet Rent

Occupancy: 1 to 4 req'd 39

<input type="checkbox"/> Immediate	<input type="checkbox"/> 1st of Month
<input type="checkbox"/> Negotiable	<input type="checkbox"/> Specific Date-CLO
<input type="checkbox"/> Under Construction	<input type="checkbox"/> Call Office
<input type="checkbox"/> Owner-Lic. RE Agent	

Showing Instructions: 1 to 4 req'd 40

<input type="checkbox"/> Special Instr - CLO	<input type="checkbox"/> Appointment - CLO
<input type="checkbox"/> Security - CLO	<input type="checkbox"/> Gated - CLO
<input type="checkbox"/> Pets - CLO	<input type="checkbox"/> Advance Notice - CLO
<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant - Lockbox
<input type="checkbox"/> Occupied	<input type="checkbox"/> Occupied - Lockbox
<input type="checkbox"/> Tenant Occupied	<input type="checkbox"/> Tenant Occp LkBx
<input type="checkbox"/> Non-Stand LkBx-CLO	<input type="checkbox"/> Restricted Hours
<input type="checkbox"/> Key in List Office	<input type="checkbox"/> Agent Must Accompany
<input type="checkbox"/> No Sign on Property	<input type="checkbox"/> See Private Remarks

Photo Instructions 41

<input type="checkbox"/> Take 1 Ext Color Photo	<input type="checkbox"/> Addl Pics - Call MLS
<input type="checkbox"/> Pic Map/Rend Suppld	<input type="checkbox"/> Und Cnst/No Pic Yet
<input type="checkbox"/> Gated - CLO	<input type="checkbox"/> No Photo
<input type="checkbox"/> Out of Photo Area	

Rentals Input Form: Northeast Florida MLS, Inc.

*Field with a list Page 4

Room Information						
Room Name	Room Level	Flooring	Length	Width	Area	Room Remarks
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Room Name: | Master Bedroom | Bedroom 2 | Bedroom 3 | Bedroom 4 | Bedroom 5 | Bedroom 6 | Bonus/Den | Breakfast Room | Dining Room | Family Room |
 Great Room | Kitchen | Living Room