



Florida Lifestyle Property Management, Ilc

## Exclusive Property Management Agreement

1. **Parties.** This Exclusive Property Management Agreement "PMA" is entered into by and between, \_\_\_\_\_ the Owner(s) or legally appointed representative of the premises, hereinafter called "OWNER", and **Florida Lifestyle Property Management, Ilc.**, Hereinafter called "PROPERTY MANAGER". OWNER hereby appoints PROPERTY MANAGER, its agents, successors, and assigns exclusive agent to operate, control and manage the following property pursuant to the terms and provisions hereafter provided: The Rental of the property shall be done under a separate exclusive right to lease agreement with Vangie Berry Signature Realty of Lake County, Ilc.

### 2. Leased Property.

Property location: \_\_\_\_\_

Type of Property: (**Single family home**) the property includes the entire premises in full.

Property consists of: \_\_\_\_ bedrooms \_\_\_\_ bath(s) \_\_\_\_ car garage

Furnished /Unfurnished: Pool: YES/NO: Home Owners Association: YES/NO

Pets Allowed: YES/NO: YES Smoking: YES/NO

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

Personal Property, including Appliances: See Addendum **B** Inventory, if applicable.

3. **Term.** It is mutually agreed by and between the parties that this Management Agreement shall be binding upon the parties, successors, estate and assigns and shall remain in full force and effect until termination pursuant to the terms of this paragraph. The term shall begin on \_\_\_\_\_ and will be in effect for one year and will automatically renew for successive year periods at the anniversary date so long as there has not been at least a thirty (30) day written notice prior to the next term given by either party to terminate. Termination by OWNER is effective when actually physically received by PROPERTY MANAGER. In the event OWNER terminates this agreement, the PROPERTY MANAGER shall continue to receive the rental commission set forth below as long as the tenant(s) placed on the property by PROPERTY MANAGER shall remain in the unit. In the event OWNER terminates this agreement, the PROPERTY MANAGER'S rights provided for in paragraph 14 through 16 shall survive such termination. All monies expended by PROPERTY MANAGER shall be paid to PROPERTY MANAGER prior to this cancellation and PROPERTY MANAGER is authorized to withhold any sums owed to PROPERTY MANAGER prior to this cancellation and PROPERTY MANAGER is authorized to withhold any sums owed to PROPERTY MANAGER from monies held prior to the final disbursement to OWNER. PROPERTY MANAGER or OWNER reserves the right to terminate this agreement with a Thirty (30) day written notice to PROPERTY MANAGER at any time, or immediately with written or verbal notice if in the opinion of PROPERTY MANAGER'S legal counsel, that OWNER'S actions or inactions are illegal, improper, or jeopardize the safety or welfare of any tenants or other person PROPERTY MANAGER may at its option continue to hold OWNER liable for any commissions due, fees due or monies owed PROPERTY MANAGER if the tenant(s) remain in the property after such termination by PROPERTY MANAGER. OWNER shall also reserve the right to terminate this agreement with a Thirty (30) day written notice to PROPERTY MANAGER.

**4. Rentals.** PROPERTY MANAGER will use his/her best efforts to maintain and keep the property under the terms and provisions contained in the form of rental agreement attached hereto as **Exhibit "A"**, incorporated by reference and made a part hereof. **A security deposit will be collected in the amount of two month's rent, unless a different amount is agreed upon by the owner.** Security deposit will be collected prior to occupancy. Security deposits will be held in a non-interest bearing account in PROPERTY MANAGERS Bank at **BB&T Bank or other named bank.** All parties in writing must agree upon any deviation from the attached form of lease and such other terms set forth herein. OWNER agrees to hold PROPERTY MANAGER harmless for any failure to secure tenant(s) for the OWNER, any cancellation by the tenant(s), and/or failure to collect any rents or monies due from the Tenant for any reason. Rental Rates will be the current market rate as determined in the sole judgment of PROPERTY MANAGER or Agents of PROPERTY MANAGER. Late charges or fees owed by any tenant(s) shall be collected at the discretion of the PROPERTY MANAGER.

**5. Insurance/Fees/Taxes/Charges.** OWNER shall pay direct any condominium maintenance fees, taxes, insurance, mortgages, and other charges. OWNER agrees that they shall maintain public liability insurance coverage on the property at all times in an amount not less than \$300,000 per person and \$500,000 per occurrence and shall furnish PROPERTY MANAGER with proof of insurance and a copy of the declaration page. OWNER agrees to name PROPERTY MANAGER as an additional insured on all policies. OWNER agrees to and does hereby indemnify and hold harmless PROPERTY MANAGER, it's employees, agents and assigns, from an and all claims, suits, damages, costs, losses and expenses arising from the management of the property and from any injury to persons and/or property occurring on or about the premises. OWNER agrees to indemnify PROPERTY MANAGER for any damages suffered as a result of any lapse in or failure by OWNER to maintain insurance coverage. Owner shall also provide to PROPERTY MANAGER a copy of the Home Owners Policy.

PROPERTY MANAGER agrees to carry Liability insurance in the amount of \$1,000,000 and Errors and omissions insurance and shall provide owner copies upon request.

**6. Utilities.** Owner is required to have the requisite improvements to the property to ensure that telephone service, cable, electric service and water service are available to the improvement located on the property, so that Tenant merely has to establish the necessary utility accounts and post the necessary deposits, so that such services are adequate to service the property.

**Optional (If Owner pays utilities (Seasonal Rentals))** OWNER is required to have telephone service, cable, electric service, water service and all other utilities supplied to the unit for the tenant(s). OWNER shall pay the utility bills in a timely manner and under no circumstances shall OWNER cause the termination of these services and OWNER agrees to indemnify PROPERTY MANAGER for any damages or litigation fees/cost incurred by PROPERTY MANAGER if OWNER improperly terminates a utility service. PROPERTY MANAGER will deduct bills to the extent of funds available and OWNER agrees that PROPERTY MANAGER shall be in no way responsible for nonpayment of or theft of any utility service by tenant(s). OWNER shall supply PROPERTY MANAGER all account numbers for all utilities and shall inform the Utility Company that PROPERTY MANAGER is an authorized individual on the account in order to connect and disconnect service.

**7. Rents.** Any monies collected or received by PROPERTY MANAGER will be placed in PROPERTY MANAGER's bank (**BB&T Bank**) in a non-interest bearing account. Property Manager shall then cut checks to OWNER less all expenses incurred on a monthly basis after all funds have cleared PROPERTY MANAGERS ACCOUNT **on or before 15<sup>th</sup> of the month as long as the Tenant has paid the rent on time.** PROPERTY MANAGER will direct deposit if OWNER DESIRES and OWNER will provide pre filled out deposit slips.

**a. Late Fees:** If late fees are collected, OWNER is entitled to the entire late fee less 10% which goes to property manager

**8. Security Deposits.** Security Deposits shall be held by Property Manager's Bank (**BB&T Bank**) in a non-interest baring account and will be returned to tenant at the end of their lease if all terms of the lease are met and there are no damages.

**9. Condominium or Homeowners Association.** In a condominium or homeowners association, the lease shall be subject to the Declaration of Condominium or the Declaration of the Homeowners Association thereto and the rules and regulations of the Association and Board of Directors there under and, further, the OWNER shall be responsible for providing PROPERTY MANAGER with all current rules and regulations, and for payment of any recreation, land, and/or other fees, fines levied by the association, or assessments and OWNER agrees to indemnify PROPERTY MANAGER for payment of same. In the event the tenant(s) fail to comply with the rules and regulations and the association or board levies fines or assessments against the OWNER, OWNER agrees that PROPERTY MANAGER is in no way liable for the payment of any fees, fines or assessments. PROPERTY MANAGER shall make sure that any TENANT(S) is aware of all such rules and regulations and adheres to them.

**10. Furnishings/Warranties.** The OWNER shall deliver a copy of the furnishings inventory if furnished to the PROPERTY MANAGER. It is the OWNER'S responsibility to keep the inventory current. OWNER is also to deliver copies to PROPERTY MANAGER of any Service Contracts or Warranties that exist. If no Warranties or Service Contracts are received at the time this agreement is executed, PROPERTY MANAGER shall assume that none exist. OWNER will provide three (3) full sets of keys plus two (2) mailbox keys and one (2) garage door openers or cards, to the PROPERTY MANAGER. In unfurnished units, OWNER will provide window treatments and their hardware. If the property was built in 1977 or earlier, OWNER will provide the PROPERTY MANAGER with all information OWNER knows about lead-based paint and lead-based paint hazards in the Property and any and all available documents pertaining to such paint and hazards, as required by federal law. OWNER understands that the law requires the provision of this information to PROPERTY MANAGER and to prospective tenants before the tenants become obligated to lease the Property. OWNER acknowledges that PROPERTY MANAGER will rely on OWNER'S representations regarding the Property when dealing with prospective tenants.

**11. Management.** PROPERTY MANAGER is given the "Exclusive Right" to screen and approve or disapprove prospective tenant(s), to deliver, on OWNER'S behalf, any default notices to tenant(s) as may be necessary. Any legal notices or institution of eviction or damage proceedings against tenant(s), through the courts or otherwise, will be taken by the PROPERTY MANAGER on behalf of the OWNER or, with the permission of the OWNER, PROPERTY MANAGER shall hire an attorney to perform the eviction, if the TENANT files for bankruptcy, then the PROPERTY MANAGER must hire an Attorney to get the bankruptcy stay lifted. Costs and Attorney Fees to evict tenant(s) or otherwise will be paid by the OWNER in advance and OWNER agrees to hold PROPERTY MANAGER harmless for same. In the event tenant(s) vacate voluntarily or involuntarily owing rent monies due under the terms of the lease or any renewals, and, if these monies are collected in whole or part in the future, OWNER agrees that PROPERTY MANAGER is entitled to any earned compensation on any monies received pursuant to the percentage as set forth below and agrees to remit same to PROPERTY MANAGER upon receipt of funds. OWNER warrants that the unit to be managed is a legal rental unit and rental of same will not be in violation of any Federal, State, County or City rules, laws, or ordinances.

PROPERTY MANAGER is given will prepare the standard lease agreement and the OWNER shall sign all leases, under no circumstance shall the PROPERTY MANAGER sign any lease. PROPERTY MANAGER shall a) use commercially reasonable efforts to locate prospective tenants, b) receive, process and disburse funds, c) provide inspection services and arrange cleaning services, d) arrange for emergency or necessary repairs at OWNER'S expense, e) collect all applicable State and local taxes on behalf of the owner (currently 7% on sales tax and 4% on county tourist tax), and disburse it to the proper governmental authority on any lease under 6 months and 1 day in length, f) maintain accurate records or receipts, expenses and accruals to OWNER in connection with managing the Property. PROPERTY MANAGER will render to Owner a Profit and Loss statement at the beginning of each year for the previous year, along with a 1099 tax form if applicable.

**12. Leasing.** OWNER agrees to or has already signed a separate agreement to lease the property with Vangie Berry Signature Realty. (VBSR) or any such other designated Real Estate Company that Property Manager is currently licensed with as a licensed Realtor in the State of Florida and agrees to pay a commission of (1) one months' rent which will be paid to VBSR under a separate Exclusive Right to Lease Agreement. Commission will be paid upon VBSR securing a tenant. Furthermore upon any subsequent renewal of any Tenant placed by VBSR or other designated company, VBSR or other designated company

shall be entitled to one-half month's rental amount which will be due upon receipt of the first month's rent of the new rental period. VBSR shall offer compensation to be determined by VBSR to a third party realtor for bringing a qualified TENANT and will pay such third party realtor out of VBSR's commission of (1) one month's rent.

**13. Property Damages or Missing Items.** PROPERTY MANAGER is not responsible for damage to the premises or items missing, switched out, lost or damaged under any circumstances, including but not limited to, theft, vandalism or negligence of tenant(s) or their guests. In the event tenant(s) damage the premises or owes any monies to the OWNER, PROPERTY MANAGER is given the exclusive authority to determine in its professional judgment the amount due, charge the Tenant accordingly and/or settle with the tenant(s). PROPERTY MANAGER is given the power to make claims upon the security deposit on behalf of OWNER and PROPERTY MANAGER shall not be held liable for any failure to make claim(s) on any damages that are not readily apparent to PROPERTY MANAGER. PROPERTY MANAGER has in place a Tenant Handbook which will allow tracking of the condition of the property and sets out a pre-determined amount for damages on an item by item list which the TENANT will sign prior to move-in.

**14. Hurricanes, Tropical Storms, Acts Of God.** OWNER shall indemnify and hold PROPERTY MANAGER harmless and PROPERTY MANAGER shall not be held liable or responsible to take precautionary measures to avoid any damages from any acts of God unless agreed to in writing between PROPERTY MANAGER and OWNER. PROPERTY MANAGER will to the best of their ability assist the OWNER in securing the property with contractors and vendors at the OWNERS cost and expense.

**15. PROPERTY MANAGER's Authority.** PROPERTY MANAGER is granted by the OWNER the right to manage the property as the PROPERTY MANAGER deems necessary, to collect all rental and other funds that may be due to OWNER, to cooperate with other PROPERTY MANAGER'S or assign or sell the management account as PROPERTY MANAGER may see fit, to require releases from all parties in the event of a controversy before disbursing funds and to do all those things the PROPERTY MANAGER deems necessary for the efficient management of the property with the exception of authority or responsibilities expressly retained by OWNER in writing.

**16. Repairs.** OWNER in compliance with Section 83.51 of the Florida Statutes agrees to maintain the PROPERTY and gives the PROPERTY MANAGER the right to spend in the amount not to exceed \$250.00 in any one month to purchase items, cleaning, make repairs in case of emergency, i.e. air conditioning, heat, refrigerator, range or plumbing or any other repair the PROPERTY MANAGER deems an emergency and or necessary to maintain the PROPERTY. In PROPERTY MANAGER'S sole judgment for the safety of the TENANT(s) or the welfare of the property, PROPERTY MANAGER has authority to institute repairs, even if over the aforementioned limit. In the event repairs are made, PROPERTY MANAGER shall withhold the amount disbursed from the next ensuing rent payment or from any rents received but not yet forwarded to OWNER; OWNER agrees to place \$250.00 if applicable on deposit with PROPERTY MANAGER to cover estimated cost of said repairs, and such fund shall be replaced out of rents collected when fund is depleted. All repairs over \$250.00 shall be approved in writing, facsimile or e-mail within no less than 24 hours by OWNER. If in an emergency, PROPERTY MANAGER shall do everything possible to secure the PROPERTY and TENANTS security.

PROPERTY MANAGER will arrange for all repairs, inspections, maintenance and cleanings, unless OWNER has notified PROPERTY MANAGER in writing prior to the commencement of repairs to use someone else that OWNER has selected, and OWNER makes arrangements with the third party direct. OWNER agrees that they shall pay any third party directly and shall indemnify and hold PROPERTY MANAGER harmless for payment of same. When the OWNER requests services or errands that is outside of the scope of managing, a fee will be charged in the amount of 10% or not less than \$15.00. PROPERTY MANAGER suggests that OWNER enter into a Home Owner Warranty HOW which will cover these and other items with a deductible for per incident. OWNER shall indemnify and hold PROPERTY MANAGER harmless due to the fault of others; i.e. Contractors and Vendors who fail to show up when called.

**17. Preventative Maintenance.** Owner Agrees to maintain all equipment under annual preventative maintenance contracts, i.e. HVAC, appliances, pool, etc.

**18. Management and other Fee(s).** PROPERTY MANAGER shall be entitled to **10% ten percent** monthly on all rents collected for long or short term rentals. PROPERTY MANAGER will take management fees out of all rents collected prior to paying the owner. If PROPERTY is vacant for any length of time and manager is requested to check the property monthly then manager will be entitled to a base management fee of \$50.00 per month until the property is rented and then the management fee will be 10% ten percent of the rent collected. Owner shall be responsible for any and all costs that are directly associated with the day to day operations of running their PROPERTY.

a. **Long Term Rentals.** In the event there is a long term lease entered into (6 months or longer), furnished or unfurnished PROPERTY MANAGER is entitled to 10% ten percent of rents received. If the tenant(s) remain for any additional terms or time periods after the initial term, the fee shall be 10% ten percent of rents received.

b. **Owner Supplied Tenants.** PROPERTY MANAGER shall be entitled to 10% ten percent of the monthly rents received.

c. **Renovations other than Normal Wear and Tear.** PROPERTY MANAGER shall be entitled to **10% ten percent** of the total cost of any renovation(s) that the PROPERTY MANAGER directly oversees. This does not include normal maintenance and repairs related to the daily operation of the property unless the property has a significant repair required.

**19. Proceeds.** PROPERTY MANAGER shall send OWNER the proceeds collected from the rental of the PROPERTY minus any offsets; i.e. rental commissions paid to a Third Party, fees and any costs and expenses provided for in this agreement and management fees. *It is understood that no funds will be released until such time as monies have cleared the PROPERTY MANAGER'S bank (usually 5 to 7 business days for local checks and 2 to 4 weeks, depending on locale, for out of state checks) should certified funds, cash or traveler's checks not have been received.*

**NOTE:** Checks are mailed once a month by PROPERTY MANAGER and funds *shall be paid as soon as tenant(s) funds have cleared PROPERTY MANAGER'S account(s) as allowed by law.* In the event a prospective Tenant places a good faith or holding deposit with PROPERTY MANAGER and fails to take possession, said deposit or portions thereof, if retained, shall be disbursed 50% to OWNER and 50% to PROPERTY MANAGER. PROPERTY MANAGER retains the sole and exclusive right to refund this deposit to prospective Tenant in full or in part, and OWNER agrees to hold PROPERTY MANAGER harmless for same.

**20. Lease Form.** OWNER agrees that PROPERTY MANAGER will use the new Florida Realtor Association Standard Lease form approved by the Florida Supreme Court and revised 4/2010: **Residential Lease for Single Family Home or Duplex (for a term not to exceed one year)** see attached Exhibit A. Also, OWNER agrees that OWNER will sign the lease as OWNER and not the PROPERTY MANAGER.

**21. Notices.** Whenever any notice is required in this agreement or desire to communicate formally or legally by OWNER to PROPERTY MANAGER, notice must be in writing and mailed certified or return receipt requested to the address as indicated hereafter, and deemed delivered upon actual physical receipt thereof, not date of mailing.

**22. Foreclosure.** OWNER certifies that **he/she** is current with their mortgage and real estate taxes, is not currently and/or pending foreclosure or bankruptcy nor does he/she have any liens from any governmental agencies, contractors or homeowner associations that may impact the tenancy of any tenant under a signed lease agreement as of the date this PMA is signed. OWNER further agrees to immediately notify PROPERTY MANAGER in writing of any of the aforementioned actions within (3) three business days of OWNER becoming aware of any such action. OWNER shall indemnify and hold PROPERTY MANAGER harmless as a result of any such action which may impede the tenancy rights of any TENANT occupying the PROPERTY.

**23. Collection of Tax on Rents.** OWNER agrees that if the rental is a seasonal rental all taxes (State and Local Hotel Tax (currently 7% on sales tax and 4% on county tourist tax), for anything under (6) six months and (1) one day) will be collected by the PROPERTY MANAGER and will be paid to the state on their behalf as required by law. **See item # 11. Management**

**24. IN COMPLIANCE WITH THE FEDERAL FAIR HOUSING ACT**, Please do not ask or expect us to place any restrictions on your property based on a prospective tenant(s) racial, religious, handicap, sex, national origin or familial status. FEDERAL AND STATE LAWS prohibit us from placing any such restrictions on the properties we handle for rent.

**25. Misc.**

**a. GOVERNING LAW**

It is agreed that this agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida, Lake County.

**b. NO WAIVER**

The failure of either party to this agreement to insist on the performance of any of the terms and conditions of this agreement, or the waiver of any breach of any of the terms and conditions of this agreement, shall not be construed as waiving any terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no forbearance or waiver had occurred.

**c. ARBITRATION OF DISPUTES**

All disputes, claims, and questions regarding the rights and obligations of the parties under the terms of this agreement are subject to arbitration. Either party may make a demand for arbitration by filing such demand in writing with the other party within 30 days after the dispute first arises. Subsequently, arbitration shall be conducted by one *arbitrators acting under the rules of commercial arbitration of the American Arbitration Association* which both parties agree upon.

**d. ATTORNEY FEES**

In the event that any action is filed in relation to this agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney fees.

**e. EFFECT OF PARTIAL INVALIDITY**

The invalidity of any part of this agreement will not and shall not be deemed to affect the validity of any other part. In the event that any provision of this agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

**f. ENTIRE AGREEMENT**

This agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this agreement shall not be binding on either party except to the extent incorporated in this agreement.

**g. MODIFICATION OF AGREEMENT**

Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

**h. PARAGRAPH HEADINGS**

The titles to the paragraphs of this agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.

**Wherefore**, this Exclusive Property Management Agreement is entered into as of the date hereafter indicated.

**FACSIMILE SIGNATURE: THE PARTIES AGREE THAT THIS AGREEMENT MAY BE EXECUTED BY FACSIMILE AND SUCH FACSIMILES SHALL BE BINDING AS IF ORIGINALS IMPORTANT NOTICE.**

Owner:

\_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_ Its: \_\_\_\_\_

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

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

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

E-Mail: \_\_\_\_\_

**PROPERTY MANAGER: Florida Lifestyle Property Management, llc.**

By: \_\_\_\_\_ Dated: \_\_\_\_\_

**Karen M. Riscinto – Managing Member**

Business Address: 104-108 E 3<sup>rd</sup> Ave, Mount Dora, FL 32757

Telephone: 352-250-3166 (cell) 352-735-8771 (Office) (Fax): 352-729-6779

**E-Mail: realestateoutofthebox@gmail.com**

**Exhibit "A"**

**Form of Lease**

**Residential Lease for Single Family Home or Duplex (for a term not to exceed one year)  
or Guest License for short term rentals**

SAMPLE

Owner:

Initials  \_\_\_\_\_



**Exhibit B: RENTAL PROPERTY INVENTORY**

**Appliances:**

Garage Door Opener: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
# Remotes: \_\_\_\_\_  
Washer: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Dryer: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Refrigerator: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Dishwasher: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Microwave: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Stove: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Stove Top: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Oven: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Garbage Disposal: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Hood Vent: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Hot Water Heater: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Air Conditioner: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Wall Units: # \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_

**Light Fixtures:**

Ceiling Fans # \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Kitchen: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Living room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Dining Room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Hall Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
3<sup>rd</sup> Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
½ Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Hallway: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Master Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Master Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
2<sup>nd</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
3<sup>rd</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
4<sup>th</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Laundry Room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Screened Porch: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Den: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_



Blinds: Type \_\_\_\_\_

Kitchen: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Living room: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Dining Room: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Hall Bath: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
3<sup>rd</sup> Bath: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
½ Bath: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Hallway: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Master Bedroom: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Master Bath: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
2<sup>nd</sup> Bedroom: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
3<sup>rd</sup> Bedroom: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
4<sup>th</sup> Bedroom: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Laundry Room: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Screened Porch: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Den: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Sprinkler System: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Sprinkler Timer: Yes \_\_\_\_\_ No \_\_\_\_\_ Brand & Model \_\_\_\_\_

**Flooring:**

Kitchen: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ Other: \_\_\_\_\_  
Living Room: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
Dining Room: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ Other: \_\_\_\_\_  
Hall Bath: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
3<sup>rd</sup> Bath: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
½ Bath: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
Hallway: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
Master Bedroom: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
Master Bath: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
2<sup>nd</sup> Bedroom: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
3<sup>rd</sup> Bedroom: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
4<sup>th</sup> Bedroom: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
Laundry: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
Screened Porch: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
Den: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
Other: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_