

STEVENS REALTY & RELOCATION

LANDLORD LISTING CHECKLIST AND REQUIREMENTS

Dear Owner:

We are excited to begin marketing your property for rent and securing an approved and acceptable tenant! In order for us to be successful with this process it is imperative we receive several things from you. It is also imperative that you fill out the following "Landlord Listing Agreement" thoroughly and completely. Even if we have marketed your home before, it is extremely important for this information to be updated so that our records are accurate.

If this is the first time we are marketing your home OR if we are not managing your home we need the following within 5 business days of receipt of the signed "Landlord Listing Agreement":

PROPERTY ADDRESS BEING RENTED: _____

OWNER NAME(S): _____

- 1. 3 sets of door keys (to all doors if different) _____
- 2. 1-2 (2 preferred) mailbox keys (if applicable) _____
- 3. Mailbox # (if applicable) _____
- 4. Pool passes (if applicable) _____
- 5. 1 garage remote (one car garage) 2 garage remotes (two car garage) _____
- 6. Storm door keys, storage room, community dumpster, main entry to condo buildings, etc _____
- 7. All items are tagged with property address _____

For All Owners:

- 1. Who are we to primarily contact for communication (accounting/maintenance)?

- 2. If we are to contact someone other than the homeowner please provide information below:
 - a. Name: _____
 - b. Phone Number: _____
 - c. Email: _____
- 3. Who do we make checks payable to? _____
- 4. If we are managing your home, please check yes/no if you want to be set up for ACH deposits: Yes ___ No ___

If this is the first time we are marketing your home OR it is non managed the home needs to be move in ready within 48 business hours of the tenants lease begin date. Owner Initials: _____ Owner Initials: _____

Owner is current on all debts owed regarding this property including but not limited to mortgages, HOA dues, taxes, insurance, etc. Owner Initials: _____ Owner Initials: _____

This form must be returned with all the above mentioned items. This form is part of the "Landlord Listing Agreement".

Owner Signature

Date

Owner Signature

Date

EXCLUSIVE LANDLORD LISTING CONTRACT

Stevens Realty & Relocation (hereinafter referred to as "Firm") and Agent (hereinafter referred to as Agent")
Franchelle Stevens and _____,
Agent Property Owner

Hereby enter into this rental listing agreement for the purpose of marketing the home located at

Street Address City Zip County

for the monthly rental amount of \$ _____ by marketing the property to prospective tenants through our company marketing program, relocation services and through the Triangle Multiple Listing Service (TMLS).

"Agent" agrees to market said property under the laws of the NC Real Estate Commission for a term of ninety (90) days beginning on _____ and expiring on _____ at midnight. During this marketing period, "Agent" agrees to advertise the property and "Agent" or staff member will show prospects the property. Once an interested prospect provides a completed offer to rent and a security deposit equal to one month, "Agent" will conduct a thorough background check including but not limited to credit, criminal, rental/mortgage history and employment/income verifications. This information is provided to you and the prospect is accepted or denied at your discretion. If prospect is accepted, a lease agreement will be drafted and all necessary signatures will be acquired. On or before the date of move in, an inspection will be conducted of said property and we will collect one full months rent (in addition to the security deposit) unless landlord and tenant have agreed otherwise. Once the tenant has taken possession of the property, "Firm" will disperse the security deposit to you for the funds to be placed in an escrow/trust account within North Carolina. **The North Carolina Real Estate Law prohibits these funds to be held in any kind of Credit Union.**

This agreement is an exclusive rental listing agreement and owner agrees to direct any inquiries or offers regarding subject property to their agent. _____ **Initial** Owner also is current on all debts owed regarding this property including but not limited to mortgages, HOA dues, taxes, insurance, etc. _____ **Initial**

"Agent" has advised owner of "Firm's" general company policy regarding cooperating with subagents and tenant agents. Owner has received and read "Working with Real Estate Agents (Lease Transactions)" publication and authorizes "Firm" to compensate and cooperate with the following ("Agent" agrees to inquire of all agents at the time of initial contact as to their agency status): -Subagents of Owner or -Tenant Agents

The fees and commissions for our marketing service are based on the length of the lease and are as follows:

- A. A One (1) to seven (7) month lease is 80% of the first months rent.
- B. An eight (8) to twenty three month lease is the first full months rent.
- C. A twenty four (24) month lease or longer is one and one half months rent. The first full months rent and half of the second month's rent is how the fee is collected.
- D. If said property is withdrawn prior to the 90 day agreement expiration date a \$300.00 marketing fee is due.

If at anytime after the expiration of the rental listing agreement, "Agent" provides a tenant that is accepted by the owner, the fees remain in effect.

Should you fail to complete the transaction once a verbal agreement has been established or a ready, willing and able tenant has been found, the "Firm" is owed the full commission.

“Firm” is not responsible for any damages, non-payments such as late fees or rent, or the actions of the tenant once the tenant has taken possession of the property.

Any pertinent information or defects pertaining to the subject property has been disclosed to “Agent”. Owner agrees to keep the utilities (excluding cable and phone) operable during the marketing of the property. Owner is current on any mortgages or debts tied to the property.

Owner agrees to give “Agent” the authority to place a combination lock box on the subject property. This does not subject “Firm”, “Agent” or Triangle Multiple Listing Service (TMLS) to any liability whatsoever in connection with the publishing and/or dissemination of the listing information and the use of the combination lock box on the subject property. The undersigned owner(s) expressly releases said parties from any liability that may exist either now or in the future.

If the tenant secured by “Agent” purchases the property at anytime during or after the initial lease term or any renewal thereof, “Firm” is owed a five percent (5%) commission of the sales price. We will work the transaction as a Dual Agency and this is due and payable at the closing of the property. A copy of the North Carolina Real Estate Commission’s Agency Relationship Description of Agent Duties and Relationships is provided with the execution of this agreement. .

“Firm” shall conduct all brokerage activities in regard to this agreement without respect to race, color, religion, sex, national origin, handicap or familial status of any tenant, prospective tenant, landlord, buyer or seller.

Owners Printed Name

Owners Printed Name

Owners Signature

Owners Signature

Owners SS# or Tax ID

Owners SS# or Tax ID

Permanent Mailing Address: _____
Street

City State Zip

Home OR Work Phone: _____ Home OR Work Home: _____
(CIRCLE ONE) (CIRCLE ONE)

Cell: _____ Cell: _____ Fax Number: _____

EMAIL ADDRESS: _____ EMAIL: _____

Security Deposit to be held at: _____
If managed, First Citizens Bank Name of Bank in North Carolina City

CREDIT UNIONS ARE NOT ACCEPTABLE PER NORTH CAROLINA LAW

Firm: Stevens Realty & Relocation Broker: Franchelle Stevens _____
Date: _____ Broker License #: 237960

*****IF YOUR PROPERTY IS LOCATED IN THE CITY LIMITS OF RALEIGH OR GARNER PLEASE BE SURE YOUR HOME HAS BEEN REGISTERED WITH THE RESPECTIVE CITIES. CITY OF RALEIGH OR CITY OF GARNER*****

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STEVENS REALTY & RELOCATION
PHONE: 919-465-2202 FAX: 919-469-8627
PROPERTY DETAILS/FEATURES AND AMENITIES

Please check, answer or fill out all information below to the absolute best of your knowledge.

Complete Address: _____

Subdivision Name: _____ Approx Square Footage: _____

Bedrooms: _____ # Full Baths: _____ # Half Baths: _____ Loft/Bonus: Y or N Garage: 0 1 2 3+

County: _____ Year Built: _____ Exterior Storage: Y or N

Air Conditioning

- Dual + Zone
- Central Air
- Heat Pump/Electric
- Wall Unit
- Window Unit
- No A/C

Fuel - Heat

- Electric
- Gas LP/Propane
- Natural Gas
- Oil
- Woodstove
- None

Water Heater

- Electric
- Gas
- Solar
- None

Water/ Sewer

- City Water
- City Sewer
- Community Water
- Community Sewer
- County Water
- County Sewer
- Sand Filter
- Septic Tank
- Well

Parking

- 1 Carport
- 1 Garage
- 2 Carport
- 2 Garage
- 3 + Garage
- No Driveway
- Assigned Spaces
- Parking Lot
- Parking Pad
- Street Parking
- None

Restrictions

- Cats Allowed
- Dogs Allowed
- No Cats
- No Dogs
- No Pets
- No Smoking
- Pet Fee
- Pet Deposit
- None

Miscellaneous

- Carpet
- Coffered Ceiling
- Deck
- Fenced Yard
- Fireplace
- Circle: Natural or Propane Gas Logs
- Granite Countertops
- Hardwood Floors Levels: 1 2 or 3
- Mini Blinds
- On Site Security
- Patio: Circle Front or Back of home
- Screened Porch
- Security System
- Window Treatments
- Other _____

Dining

- Breakfast Room/Nook
- Dining L
- Eat in Kitchen
- Kitchen/Dining Combo
- Living/Dining Combo
- Separate Dining Room

Tenant Pays

- Cable
- Electric
- Gas/Oil
- Lawn Maintenance
- Phone
- Sewer

Tenants Pay Cont:

- Trash
- Utilities
- Water

Other Rooms

- 1st Floor Master Bdrm
- 1st Floor Bdrm
- Bonus Room
- Loft
- Media/Home Theatre

- Office
- Sunroom
- Study
- Other _____

Special Services

- Elevator
- Handicap Access
- Wheelchair Entry
- Wheelchair Entry Bath
- Services by Bus Line

Appliances

- Dishwasher
- Disposal
- Dryer
- Microwave
- Oven/Electric
- Oven/Gas
- Refrigerator
- Security System
- Stove/Electric
- Stove/Gas
- W/D Hookup
- Washer
- Other

Community Amenities Included Rent

- Pool
- Playground
- Tennis Courts
- Clubhouse
- Golf Course
- Lawn Cary

Community Amenities at Tenants Expense

- Pool
- Playground
- Tennis Courts
- Clubhouse
- Golf Course

Utility Company Names #'s not needed

- Electric: _____
- Gas: _____
- Phone: _____
- Water: _____
- Sewer: _____
- Trash: _____

I have read and filled out thoroughly the above requested information to the best of my knowledge and understand this form is made part of my agreement with Stevens Realty & Relocation.

Owner Signature

Date

Owner Signature

Date