

PROPERTY MANAGEMENT AGREEMENT

GOLF LAKES REALTY
LICENSED REAL ESTATE BROKERAGE
5050 5th ST E. BRADENTON, FL. 34203 (941) 755-3021

This Property Management Agreement is entered into by and between **GOLF LAKES REALTY** a Florida corporation, herein called "AGENT" and:

OWNERS NAME _____
ADDRESS _____
CITY _____ ST _____ ZIP CODE _____
PHONE _____ WORK/CELL _____
SS# _____

"OWNER", dated **Tuesday, May 1, 2018**

In consideration of the mutual promises and covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. OWNER hereby employs AGENT as the sole and exclusive Rental and Management Agent of the certain home, improvements appurtenant thereto, and proprietary leasehold interest located at: **Golf Lakes Address**

Beds _____ Baths _____ Year _____ Size _____
hereinafter called the "Rental Property".

2. This Agreement shall become effective on **December 1, 2018**
and shall continue in full force and effect until **May 1, 2019**

3. AGENT has agreed to provide management service for a **15** % fee to be retained from the rents collected on the RENTAL PROPERTY.

4. AGENT, in providing said management service, is authorized by OWNER to perform the following activities in regards to the RENTAL PROPERTY: evaluation of rental marketability, establishing rents, security deposits, and other applicable fees, procuring and screening prospective Tenants, preparing Rental Agreements, collection rents, background fees and any other fees. Maintaining records of income and expenses and disbursing funds.

5. OWNER hereby authorizes AGENT as OWNER'S Agent for the purpose of signing Rental Agreements and otherwise dealing with Tenants and Vendors and further authorizes AGENT to make recommendations for improvements to the RENTAL PROPERTY that may enhance the value and/or rental marketability of the property.

6. In the event that a Tenant for the RENTAL PROPERTY is obtained by OWNER during the term of this Agreement, Broker shall still be entitled to the **15** % fees set forth to the terms of this Agreement which is an Exclusive Listing Agreement and above pursuant said tenant was introduced to the RENTAL PROPERTY during the term of this Agreement or any extension thereof.

7. Both AGENT and OWNER agree that AGENT shall not incur any charge over One Hundred and fifty dollars (\$150.00) without first obtaining OWNER'S written authorization; however, in the event of an emergency to maintain livability and rent-ability of the property, an OWNER agrees that, in the event that additional fees for "unusual service needs", such as shopping or supervision of major of major repairs, are to be incurred, AGENT, if at all possible, shall obtain the written authorization of OWNER prior to performing or ordering the work or incurring expenses for said "unusual service needs".

8. OWNER shall supply AGENT with **three** full sets of keys to the RENTAL PROPERTY.

9. AGENT shall not be liable for any damages due to theft, abuse or destruction of property, nor for any money owed to OWNER but not collected except where caused by the gross negligence or intentional act or omission of AGENT, or the employees or representatives of AGENT.

10. AGENT is not responsible to account for furnishings and/or their condition and the parties further agree that any damage, repair or replacement shall be deducted from the Tenant's security deposit pursuant to Florida Statute Section 83.49(3).

11. AGENT shall collect all security deposits, background check fee and advance rent, if any paid by Tenants and shall retain these funds in an escrow account (Bank of the Ozarks) pursuant to Florida Statute Section 83.49. Any disbursements of these funds shall be made in accordance with the Rental Agreement of the RENTAL PROPERTY and Florida Statutes.

12. If OWNER terminates this Agreement, OWNER shall be obligated to honor any and all Rental Agreements entered into prior to such cancellation and OWNER shall remain liable for commissions to AGENT as long as such Tenant remains a Tenant in the property.

13. If any litigation occurs between the parties to enforce any of the terms of this Agreement the prevailing party shall be entitled to recover reasonable attorney's fees and all court costs, including fees and costs at the appellate level.

14. This Agreement shall be construed under the laws of the State of Florida and shall be binding upon the heirs, successor assigns and personal representatives of the parties and may not be assigned by either party without prior written consent of the other.

15. ANY DISPUTE CONCERNING THE DEPOSIT(S) MADE UNDER PARAGRAPH 1 SHALL FIRST BE SUBMITTED TO MEDIATION BEFORE A MEDIATOR QUALIFIED TO PRACTICE IN THE COUNTY COURT IN MANATEE COUNTY, FLORIDA. IN THE EVENT THAT THE MEDIATION DOES NOT RESULT IN A RESOLUTION OF THE DISPUTE, THE PARTIES SHALL THEREUPON NOTIFY THE CLOSING AGENT, LUTZ, BOBO, AND TELFAIR, P.A., AND THE CLOSING AGENT SHALL HOLD SUCH DEPOSIT(S) PENDING RESOLUTION BY THE PARTIES. LANDLORD AND TENANT AGREE THAT THE CLOSING AGENT SHALL BE ENTITLED TO RETAIN FROM SUCH DEPOSIT ALL FEES AND COSTS INCURRED BY IT IN REGARDS TO THE DISPUTE AND ANY INTERPLEADER INVOLVING SOME OR PART OF THE DEPOSITS.

UTILITIES AND MAINTENANCE

OWNER will be responsible for all utilities, propane gas (if applicable), electricity, water, and sewer. OWNER responsible for the home being cleaned, carpets and furniture cleaned, personal items and food removed from the home, outside of home pressure washed and windows cleaned annually, yard and flower beds neatly maintained and pest control.

Please circle who will make cleaning arrangements at OWNERS expense before Tenant arrives. **OWNER** or **REALTY OFFICE**

Available dates for Rental _____ to _____

Rent rate _____ per month.

* **Special instructions for water, electric, air conditioning, refrigerator, etc. after tenant vacates property:**

OWNERS request of AGENT: _____

In witness whereof, the parties have executed this agreement, the day and year above.

Owners Signature _____ Date: _____

Owners Signature _____ Date: _____

GOLF LAKES REALTY

By Lynne Mercier

As its authorized representative



Golf Lakes Realty

508 44th Avenue E. Lot K13 * Bradenton, FL 34203

Phone (941) 755-3021 * Fax (941) 755-2312

eMail lynne@golflakes.com

Website: www.golflakes.com

Owners name here then do a file save as to rentals\2019,

Golf Lakes welcomes the opportunity to rent your property for the upcoming season. The Golf Lakes Realty will administer the rental process. Our tenants pay a premium for premium conditions. Their vacation should be welcoming, comfortable, and above all as problem free as possible. Enclosed you will find the Rental Policy, Property Management contract, Inventory List sheet, and Disclosure documents. Please read and fill out accordingly. If you have any questions regarding the paper work please call. I believe with the current demand for rental properties I may be able to rent the property for **\$1600-\$1800** per month for January, February, and March of 2019. I will confirm with you if you have any interest for reservations from tenants. I have also enclosed a copy of the rental agreement we use for tenants to keep for your records. Please review and sign the property management agreement. You can fax back the property management agreement to our office at 941-756-2507. Feel free to contact me with any questions or concerns.

Please fill out and sign the enclosed documents where indicated. I have added a copy for your records. When you've decided what you want to do please send back the appropriate documents. Remember you can have it rented and listed for Sale as an option also. Rental check disbursement will be made at the beginning of each rented month. We believe following the Rental policy will reduce problems for the tenant and the owner. It is possible during the rental a glass or dish maybe broken. Thank you for your cooperation implementing these requirements.

Thank you,

Lynne Mercier
Broker Associate

, Owners name here then do a file save as to rentals\2019

RENTAL AGREEMENT

GOLF LAKES REALTY

5050 5th ST E.

BRADENTON, FLORIDA 34203

TELEPHONE (941) 755-3021

TENANT NAME _____
TENANT ADDRESS _____
CITY _____ ST _____ PA _____ ZIP _____
PHONE _____ EMAIL _____
RENTAL ADDRESS **Golf Lakes Address** _____
RENTAL PERIOD FROM _____ TO _____

To reserve a rental home you must submit a two checks One check for first and last months rent and security deposit. The second check for background application. This reservation deposit(s) are due no later than:

DEPOSIT SCHEDULE

FIRST MONTH RENT	\$ 1,900.00
LAST MONTH RENT	\$ 1,900.00
SECURITY DEPOSIT	\$ 400.00
TOTAL DEPOSIT	\$ 4,200.00 (Payable to Golf Lakes Realty)
BACKGROUND CHECK	\$ 100.00 (Payable to Golf Lakes Residents Association)

Upon arrival the balance is paid which is the remaining monthly rent and Florida tourist tax.

MONTHLY RENT x	<u>3</u>	\$ 5,700.00
ADDITIONAL DAYS	<u>0</u>	\$ - ((Monthly rent / 30 or 31) x Additional Days))
SECURITY DEPOSIT		\$ 400.00
FLORIDA RESORT TAXES	12.00%	\$ 684.00
TOTAL RENT AND FEES		\$ 6,784.00
LESS DEPOSIT		\$ 4,200.00
TOTAL DUE AT CHECK IN		\$ 2,584.00

This document constitutes a rental agreement between the Tenant(s) and Golf Lakes Realty, as Agent for the Owner of the Property described on the attached Co-Op rental application.

1. CANCELLATION. A DEPOSIT WILL BE REFUNDED (LESS \$100.00 SERVICE FEE) IF WRITTEN REQUEST IS RECEIVED AT LEAST SIXTY (60) DAYS PRIOR TO RENTAL START DATE AS SHOWN ABOVE. OTHERWISE, ALL DEPOSITS SHALL BE RETAINED BY THE AGENT AS LIQUIDATED DAMAGES TO BE PAID TO OWNER (LESS COMMISSION) PENDING AGENT'S ABILITY TO OBTAIN A SUBSTITUTE TENANT TO FULFILL THE TENANT'S OBLIGATIONS HEREUNDER. THE SECURITY DEPOSIT SHALL BE RETURNED TO THE TENANT WITHIN THIRTY (30) DAYS FROM DATE OF DEPARTURE. CANCELLATION BY OWNER OR RENTER MUST BE RECEIVED IN WRITING ON OR BEFORE:

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2. WE UNDERSTAND AND AGREE TO THE COOPERATIVE RULES PROVIDED BY THE LANDLORDS AGENT.

3. THE TENANT MAY NOT SUBLET OR ASSIGN THIS AGREEMENT.

4. USE OF PREMISES – TENANT AGREES TO USE THE PREMISES ONLY AS THE PERSONAL RESIDENCE OF TENANT, CONSISTING OF NO MORE THAN TWO (2) ADULTS. NO BIRDS, ANIMALS, OR PETS OF ANY KIND ARE ALLOWED. GUESTS ARE ALLOWED PER THE RULES AND REGULATIONS OF GOLF LAKES RESIDENTS ASSOCIATION.
5. UTILITIES ARE PAID BY THE OWNER. TENANT AGREES TO KEEP UTILITIES TO REASONABLE USAGE. THE TENANT ACKNOWLEDGES AND AGREES IF ELECTRIC BILL EXCEEDS **\$100.00** IN ANY MONTH DURING THE RENTAL PERIOD RENTER IS RESPONSIBLE FOR THE ADDITIONAL AMOUNT.
6. AGENT OR OWNER MAY ENTER THE PREMISES AT REASONABLE TIMES WITH ADEQUATE NOTICE FOR PURPOSE OF EFFECTING REPAIRS, INSPECTION OF THE PREMISES OR SHOWING THE UNIT TO PROSPECTIVE PURCHASER IF UNIT IS FOR SALE OR PROSPECTIVE TENANT IF UNIT IS FOR RENT.
7. AGENT AND/OR OWNER OF THE RENTAL UNIT SHALL NOT BE LIABLE FOR ANY DAMAGE AND/OR INJURY TO TENANT'S PERSONAL PROPERTY, OR TO ANY OTHER PERSON(S) OR TO ANY OTHER PROPERTY, OCCURRING ON THE PREMISES OR ANY PART THEREOF AND TENANT AGREES TO HOLD AGENT AND/OR OWNER(S) HARMLESS FOR ANY CLAIM(S) FOR DAMAGE AND/OR INJURY (NO MATTER HOW CAUSED) OR FOR ANY ACTS OF THEFT OR VANDALISM TO TENANT'S PERSONAL PROPERTY. TENANT IS RESPONSIBLE TO CARRY INSURANCE FOR PERSONAL PROPERTY.
8. THIS IS A NON-SMOKING UNIT.
9. TENANT SHALL RECEIVE 2 HOUSE KEYS, A POOL KEY, AND A GATE REMOTE. LOST GATE REMOTE \$30.00 CHARGE
10. DAILY CLEANING SERVICE IS NOT PROVIDED. THE PREMISES WILL BE CLEANED PRIOR TO YOUR ARRIVAL.
11. THE PREMISES SHALL BE VACATED AND CLEANED BY TENANT IN THE SAME CONDITION AS ARRIVAL OF TENANT.
12. ALL UNITS ARE PRIVATELY OWNED AND ARE FURNISHED ACCORDING TO EACH INDIVIDUAL OWNER'S TASTE WITH BASIC HOUSEHOLD ITEMS INCLUDING DISHES, FLATWARE, KITCHEN UTENSILS AND LINENS.
13. THE AGENT SHALL DO HER BEST TO KEEP ALL EQUIPMENT AND APPLIANCES IN GOOD WORKING ORDER AND, IN CASE OF A BREAKDOWN, WILL MAKE EVERY EFFORT TO HAVE REPAIRS MADE PROMPTLY. THERE WILL BE NO REFUND DUE TO EQUIPMENT FAILURE. REPAIRS CAUSED BY MISUSE OF EQUIPMENT OR APPLIANCES BY THE TENANT OR DAMAGES TO THE PROPERTY WILL BE CHARGED TO TENANT.
14. ALL DAMAGES, BROKEN DISHES, GLASSES, FURNITURE PROBLEMS, CARPET STAINS, ETC. MUST BE REPORTED IN WRITING GOLF LAKES REALTY WITHIN 48 HOURS.
15. RADON GAS NOTICE TO PROSPECTIVE TENANT(S). RADON IS A NATURALLY OCCURRING RADIOACTIVE GAS THAT, WHEN IT HAS ACCUMULATED IN A BUILDING IN SUFFICIENT QUANTITIES MAY PRESENT HEALTH RISKS TO PERSONS WHO ARE EXPOSED TO IT OVER TIME. LEVELS OF RADON THAT EXCEED FEDERAL AND STATE GUIDELINES HAVE BEEN FOUND IN FLORIDA. ADDITIONAL INFORMATION REGARDING RADON TESTING MAY BE OBTAINED FROM YOUR COUNTY HEALTH UNIT. PURSUANT TO 404.056(8), FLORIDA STATUTES.
16. THE PRESENCE OF MOLD IN STRUCTURES MAY CREATE HEALTH RISKS TO CERTAIN INDIVIDUALS. FOR MORE INFORMATION, GO TO THE EPA WEBSITE AND CLICK ON MOLD RESOURCES.

17. EVERY TENANT OF A RESIDENTIAL PROPERTY ON WHICH THE DWELLING WAS BUILT PRIOR TO 1978 IS NOTIFIED THAT SUCH PROPERTY MAY PRESENT EXPOSURE TO LEAD FROM LEAD-BASED PAINT THAT MAY PLACE CHILDREN ATRISK OF DEVELOPING LEAD POISONING.

18. TENANT ACKNOWLEDGES THAT THE VOTING INTEREST OF GOLF LAKES RESIDENTS ASSOCIATION, INC HAS VOTED TO FOREGO THE RETROFITTING OF THE COMMON AREAS AND/OR UNITS WITH A FIRE SPRINKLER SYSTEM AND TO FOREGO THE RETROFITTING OF THE COMMON AREAS AND/OR UNITS WITH HANDRAILS AND GUARDRAILS PURSUANT TO FLORIDA STATUTES 719.1055(5) AND 719.1055(6).

19. TENANT AGREES TO VACATE PREMISES ON OR BEFORE THE TERMINATION OF THE RENTAL PERIOD AS SHOWN ABOVE. FAILURE TO COMPLY WITH THIS PROVISION WILL RESULT IN THE RETENTION OF THE SECURITY DEPOSIT AS LIQUIDATED DAMAGES FOR SUCH BREACH. ANY PROPERTY LEFT IN THE UNIT MORE THAN THIRTY (30) DAYS AFTER THE TERMINATION OF THE RENTAL PERIOD WILL BE DISPOSED OF BY AGENT.

20. ANY DISPUTE CONCERNING THE DEPOSIT(S) MADE UNDER PARAGRAPH 1 SHALL FIRST BE SUBMITTED TO MEDIATION BEFORE A MEDIATOR QUALIFIED TO PRACTICE IN THE COUNTY COURT IN MANATEE COUNTY, FLORIDA. IN THE EVENT THAT THE MEDIATION DOES NOT RESULT IN A RESOLUTION OF THE DISPUTE, THE PARTIES SHALL THEREUPON NOTIFY THE CLOSING AGENT, LUTZ, BOBO, AND TELFAIR, P.A., AND THE CLOSING AGENT SHALL HOLD SUCH DEPOSIT(S) PENDING RESOLUTION BY THE PARTIES. LANDLORD AND TENANT AGREE THAT THE CLOSING AGENT SHALL BE ENTITLED TO RETAIN FROM SUCH DEPOSIT ALL FEES AND COSTS INCURRED BY IT IN REGARDS TO THE DISPUTE AND ANY INTERPLEADER INVOLVING SOME OR PART OF THE DEPOSITS.

THE UNDERSIGNED(S) ACKNOWLEDGE(S) THAT THIS WRITTEN NOTICE WAS RECEIVED BEFORE THE UNDERSIGNED SIGNED A CONTRACTUAL OFFER OR LEASE AGREEMENT, IN COMPLIANCE WITH 475.25 (I) (G), FLORIDA STATUES, AND RULE 21V-10.033, FLORIDA ADMINISTRATIVE CODES.

TENANT SIGNATURE

DATE

TENANT SIGNATURE

DATE

GOLF LAKES REALTY

BY: Lynne Mercier (AGENT)
AS ITS AUTHORIZED REPRESENTATIVE

EMERGENCY CONTACT INFORMATION

NAME: _____

PHONE: _____ WORK: _____

ADDENDUM TO AGREEMENT

Your lease requires payment of certain deposits. These deposits are held in the 1st Manatee Bank, 900 53rd Ave E. Bradenton, FL 34203. The deposits are in a non-interest bearing account. The landlord may transfer advance rents to the Landlord's account as they are due and without notice. When you move out, you must give the landlord your new address so that the landlord can send you notices regarding your deposit. The landlord must mail you notice, within 30 day after you move out, of the landlord's intent to impose a claim against the deposit. If you do not reply to the landlord stating your objection to the claim within 15 days after receipt of the landlord's notice, the landlord will collect the claim and must mail you the remaining deposit, if any.

If the landlord fails to timely mail you notice, the landlord must return the deposit but may later file a lawsuit against you for damages. If you fail, to timely object to a claim, the landlord may collect from the deposit, but you may later file a lawsuit claiming a refund.

You should attempt to informally resolve any dispute before filing a lawsuit. Generally, the party in whose favor a judgement is rendered will be awarded costs and attorney fees payable by the losing party.

This disclosure is basic. Please refer to Part II of Chapter 83 Florida Statutes, to determine your legal rights and obligations.

SIGNATURE

DATE

SIGNATURE

DATE

GOLF LAKES REALTY

BY: Lynne Mercier (AGENT)
AS ITS AUTHORIZED REPRESENTATIVE



GOLF LAKES REALTY

5050 5th ST E. * Bradenton, FL 34203
Phone (941) 755-3021 * Fax (941) 755-2312
eMail lynne@golflakes.com
Website: www.golflakes.com

0,

Thank you for choosing Golf Lakes for your upcoming winter stay, from
1/0/1900 TO 1/0/1900 I have enclosed the paperwork for you to review and sign
for renting the property at Golf Lakes Address
There is a set of copies including the rules and regulations at GolfLakes to keep
for your files.

**Please send back the signed copies with two checks, one payable to
"Golf Lakes Realty" for \$ 4,200.00 is applied to the first & last month's
rent and the \$300.00 security deposit. The second check for \$100.00 should be made to
"Golf Lakes" is for the background application fee. We also need copies of your driver's
licenses or photo identifications for our main office records. Please return the documents
in the enclosed return envelope.**

The balance of the rent and the tourist tax amount is due upon arrival on January 2nd,
This total is noted on the rental agreement \$ 2,584.00 Unfortunately, at this time
Golf Lakes does not accept any credit cards for payment. Payment must be made with
a Bank Cashiers Check, Money order, or cash. Checks are to be made payable to
"Golf Lakes Realty".

**BE SURE TO SCHEDULE YOUR ARRIVAL TIME AND DAY FOR MONDAY THRU FRIDAY BETWEEN
9:00 AM AND 3:00 PM. OR SATURDAY ONLY BETWEEN 10:00 AM AND 1:00 PM. EARLY
ARRIVALS MUST BE APPROVED ONE (1) WEEK BEFORE CONTRACT ARRIVAL DATE AND WILL
NOT BE ACCEPTED, UNLESS CONFIRMED AND ACCEPTED BY THE OWNER OF THE RENTAL
PROPERTY. PLEASE SIGN AND RETURN THIS PAGE WITH YOUR DEPOSIT.**

I am sure you will be very happy with your decision to stay at Golf Lakes. It
is a beautiful park. There are lots of activities planned for the upcoming winter season. I am
looking forward to meeting you both. Please contact us if we can help you further.

Sincerely,

Lynne Mercier - Broker Associate
Golf Lakes Realty

GOLF LAKES REALTY

Rental Policy 2019

GOLF LAKES REALTY requires the following policies be followed in order to secure a renter.

- * **Insurance in place. Minimum of liability only coverage.**
- * Deep Clean home. This can be done up to 30 days prior to the tenant's arrival.
Cleaning includes:
 - > Rugs and furniture shampooed, kitchen cabinets emptied and cleaned. Ideally these cabinets will be lined/re-lined with cabinet liners. Dishes, glasses and cutlery should be washed, dried and ideally stored in covered Tupperware containers. Washing linens, towels, sheets, and drapery.
 - > Wash down all furniture, appliances, ceiling fans, light fixtures, mirrors, flooring, lanai.
 - > Washing windows and sills in home and out, lanai.
 - > Replace air conditioner filter and smoke detector batteries.
- * Pressure washing home.
- * Inspection for bugs – **pest control contract in place with contact phone number**
- * Working smoke detectors and replacement batteries
- * No food in refrigerator or cabinets
- * All clothes removed from bureaus and closets for tenant storage
- * Secure weeding and lawn service with contact phone number
- * Mail forwarded. Mail forwarding address with office.
- * Social Security number or Tax Identification number.

Required items - appliances

- * Stove, refrigerator, microwave, television with cable capability, toaster, coffee machine, iron and ironing board, vacuum, dishes, pots, pans, forks, spoons, knives.

Required items – linens/towels

- * 2 Sets of sheets, 2 New Pillows and one blanket for each bed
- * Bath towels, hand towels, face clothes, and dish towels

Required furniture and lighting

- * Seating in living room couch and two chairs, more if room will accommodate more.
- * Kitchen set to accommodate four
- * Each bedroom should have bureau set, night table and lamp
- * Adequate lighting in each room, extra light bulbs

GOLF LAKES REALTY

Rental Policy 2019

Required miscellaneous items

- * **Three** sets of keys to unit, pool key , Golf Lakes Phone directory, local phone directory.

Mechanical

- * General electric/electrical in acceptable working order
- * General plumbing/water pressure in acceptable working order, toilet plunger
- * HVAC contract/contractor in place

In accordance with state renting requirements Property owners have a responsibility to preserve their property, neighborhoods, and to protect tenants, their guests, and the public from harm. Owners and managers must evaluate their risks on a regular basis to determine their possible liability and financial loss, then carry the appropriate insurance to deal with the liability and property damage risks.

A copy of Insurance policy or written acknowledgement of your policy is required of all Golf Lakes landlords.

I/we Owners name here then do a file save as to rentals\2019

have read, understand, and agree with the above requirements and policies.

Signature

Date

Signature

Date

GOLF LAKES REALTY

PRIVACY POLICY

What this Privacy Policy Covers

- This Privacy Policy covers Golf Lakes our treatment of nonpublic personally identifiable information that we collect when you, the “customer” or “consumer”, apply to purchase a membership in our Co-operative . This policy also covers our treatment of any nonpublic personally identifiable information that our business partners share with us.
- This policy does not apply to the practices of non affiliates of Golf Lakes Realty.

Information Collection and Use

- We collect nonpublic personal information about you from the following sources:
 - Information we receive from you on applications and other forms;
 - Information about your transactions with us, our affiliates, or others.

Information Sharing and Disclosure

- We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law.

Confidentiality and Security

- We restrict to non public personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

By signing below, I acknowledge that Golf Lakes Realty provided me with a copy of its Privacy Policy.

Signature

Date

Signature

Date

Renting a Property

Send to Tenant

Cover letter, say hello, tell them what to sign, need copies of drivers licenses,
Rental/tenant agreement
Copy of Rules and Regulations signed
Background check completed and \$100. check made payable to Golf Lakes
Residents Association.

Send to Landlord

Property management form
Single Agent Disclosure
Inventory Sheet
Insurance requirement

Send to Cindy

Rental form and dollar amounts
Copy of tenants license
Check for rental, make a copy for me
Disbursement
Privacy policy
Checklist on red folder

For Me

Copy of licenses and checks in folder
Copy of every signed document
Special instructions documents
Update Rental Clients in excel document 1 A Inventory Document
Update Rental Disbursement excel document

Responsibility of Landlord

Home cleaned, carpet cleaned, all food completely out
Home exterior power washed including windows, weeding, landscaping, citrus trees
Repair soft floors, low pressure plumbing, leaks, electrical issues, appliances working.
Exterminating or pest control person
Fresh linens, towels, furniture
Pool key and gate card
Any special instructions



GOLF LAKES REALTY

5050 5th ST E. * Bradenton, FL 34203
Phone (941) 755-3021 * Fax (941) 755-2312
eMail lynne@golflakes.com
Website: www.golflakes.com

TO: Owners name here then do a file save as to rentals\2019
FROM: Lynne Mercier
SUBJECT: Golf Lakes Rental **Golf Lakes Address**
DATE: 12/14/2018

Please find enclosed your monthly rental check for the above property. The check is
procedure.

Thank you,
Lynne Mercier - Broker Associate
Golf Lakes Realty
(941) 755-3021



GOLF LAKES REALTY

5050 5th ST E. * Bradenton, FL 34203
Phone (941) 755-3021 * Fax (941) 755-2312
eMail lynne@golflakes.com
Website: www.golflakes.com

Golf Lakes Rental Checklist & Policy

1. Proof of insurance, minimum of liability coverage (State of FL renting requirement)
2. Cleaning of home not more than 15 days of tenant's arrival, to also include oven, refrigerator, microwave, appliances, cabinets, windows} drapery, and comforters
3. Shampoo Carpeting and Furniture at least every other year
4. Line Kitchen Cabinets & Empty of food in cabinets
5. Clean & Empty food from refrigerator
6. Pressure Wash Exterior of Home
7. Pest Control Service _____
8. Working Smoke Detectors & Batteries _____
9. Remove of Personal Items from home and clothes from closets & dressers
10. Secure Lawn Service and Trimming Shrubs
11. Forward your Post office Mail
12. Items Needed: stove, refrigerator, microwave, cable TV, toaster, coffeepot, iron & ironing board, vacuum sweeper, dishes, pots/pans, silverware, 2 sets of sheets & pillowcases, 4 pillows, blankets, towel sets, dish towels, toilet brush, light bulbs, batteries, air conditioner filter.
13. Seating to include a Sofa, 2 Chairs, Table with 4 chairs
14. Adequate Lighting throughout Home
15. Three (3) sets of Keys to Home, Gate Key, with a Pool Key
16. Golf Lakes Phone Directory
17. General Electrical, Plumbing and Air Conditioning in Acceptable Working Order
Plumbing Contractor _____
Electrician _____
HVAC Contractor _____
18. Will You or the Agent be responsible to turn on/off Water & Electricity?

I hereby acknowledge the Golf Lakes policy of preparing the property for rental:

Signature

Date

Signature

Date

GOLF LAKES REALTY

Licensed Real Estate Brokerage

5050 5th ST E.

BRADENTON, FL 34203

PERMISSION TO RENT

All Golf Lakes home owners that intend to rent their unit must first have the following form completed and returned to the Golf Lakes Resident Association Office for approval by the management.

It is to be understood that renters **MUST** follow all the same Rules and Regulations as owners, which includes Rules and Regulations Article II 2.3. One tenant occupying a lot must be at least fifty five (55) years of age. No tenant under fifty (50) years of age shall be permitted to reside in the park

Please have your intended renters complete the following:

Name of Applicant:

LAST NAME

FIRST NAME

AGE

LAST NAME

FIRST NAME

AGE

RENTERS PERMANENT ADDRESS:

CITY

ST

ZIP

Name of Golf Lakes home owner and address of home being rented.

Rent from: _____

Rent to: _____

Months _____

COMPLETE PERSONAL PROFILE

A copy of your tenants drivers license must be presented at check-in.

Date of Birth _____

Marital Status _____

I, _____ have been given the Golf Lakes Rules and Regulations and I understand that it is my responsibility to abide by them. I also take total responsibility to see that all of my guests are aware of the same.

Applicants Signature

Date

Managers Approval

Date

GOLF LAKES REALTY

EXHIBIT "A"

INVENTORY SHEET

OWNER: Owners name here then do a file save as to rentals\20

ADDRESS: _____

PARK: Golf Lakes Bradenton, FL. 34203

LIVING ROOM: SOFA _____ CHAIRS _____ TABLES _____
LAMPS _____ TV/STAND _____
MISC. ITEMS _____
EXCEPTIONS: _____

KITCHEN: TABLE _____ CHAIRS _____
APPLIANCES _____
SMALL APPLIANCES _____
FLATWARE _____
EXCEPTIONS: _____

BEDROOM 1: BED/MATTRESS _____ CHESTS/BUREAUS _____
TABLES _____ LAMPS _____
MISC. ITEMS _____
EXCEPTIONS: _____

BEDROOM 2: BED/MATTRESS _____ CHESTS/BUREAUS _____
TABLES _____ LAMPS _____
MISC. ITEMS _____
EXCEPTIONS: _____

OTHER ROOMS: _____

SHED/OUTSIDE: _____

NOTES: _____

I/WE THE BELOW SIGNED, AGREE THE ABOVE ITEMS ARE CONTAINED WITHIN THE ABOVE HOME.

SELLER(S)

BUYER(S)

DATE

DATE

GOLF LAKES REALTY

5050 5th ST E.

BRADENTON, FL. 34203

Phone: (941) 755-3021 Fax: (941) 755-2312 Cell: (941) 812-2393

Email: lynnmercier@golflakes.com

APPLICATION REQUIREMENTS

1. One applicant must be at least fifty five (55) years of age, co-applicants minimum age is forty five (45).
2. Golf Lakes is a **NO PET COMMUNITY**
3. Application processing fee is \$100.00. Applicants must agree to a credit and background check.
4. Complete all application forms. Failure to complete the application or provide necessary documentation could result in delays in the approval process.
5. Agree to abide by the Rules and Regulations of Golf Lakes.
6. Provide copies of suitable I.D.'s to verify age. Acceptable forms of I.D. - Drivers license, State issued identification card, passport, or birth certificate.
7. Vehicles: No more than will fit in the driveway of the home being purchased. There are no permanent parking spaces available.
8. Equal Housing Opportunity - We do business in accordance with the Federal Fair Housing Law (Title VII of the Civil Rights Act of 1968, as amended by the Fair Housing Community Development Act of 1974). It is illegal to discriminate against any person because race, age, color, religion, sex, national origin, or familial status except to the extent that this community has qualified for the "55 & over" exemption.

I/We the undersigned, have read and acknowledge receipt of the above information.

Signature

Date

Signature

Date