



### **PROPERTY MANAGEMENT STEPS**

- Find qualified resident
- Inspection of the property to determine its rental value.
- Evaluation of any upgrading or repair work necessary in order to receive the highest rental income possible.
- Advertising the property to secure a suitable resident in the shortest possible time.
- List the property on Internet sites and in the MLS to be shared with other Realtors.
- Establish criteria for the acceptance or rejection of resident applicants.
- Perform Credit, Civil and Criminal background checks, income and employment verifications on applicants for the purpose of acceptance or denial.
- Regular inspections of the property while it is rented to insure it is being properly maintained.
- Regular inspections of the property while it is vacant to verify security and maintenance.
- Collection of rent, payment of approved invoices and disbursement to owner as directed.
- Lease preparation.
- Maintain income and expense records to be sent to owner at end of the year for income tax purposes.
- Arrange for emergency repairs.
- Professionally handle resident requests and complaints.
- Supervise all maintenance, repairs and improvements.
- Determine market value of the property when desired by owner.
- Quick eviction processing, if necessary.
- Attend to resident or owner inquiries in a manner that resolves issues amicably for both parties.



BAHIA PROPERTY MANAGEMENT
PROPERTY MANAGEMENT SERVICE AGREEMENT

(v.20180716)

This is an AGREEMENT between hereinafter referred to as "Owner" and BAHIA PROPERTY MANAGEMENT LLC, hereinafter referred to as "Agent". For and in consideration of the mutual covenant contained herein, the parties agree as follows:

I. EXCLUSIVE RIGHT TO RENT, LEASE AND MANAGE: Owner hereby employs Agent, giving Agent the exclusive right to rent, lease and manage Owner's property (hereinafter called the "Premises") known as under the terms and conditions herein set forth. Agent accepts the management of the Premises for the period, and upon the terms herein provided.

II. TERM: This Agreement shall commence on (also known as the anniversary date), is perpetual, and shall end when either Owner or Agent shall give the other party notice of intent to terminate according to terms stipulated in section VII of this Agreement.

III. MANAGEMENT AUTHORITY AND AGENT RESPONSIBILITIES: Owner expressly grants to Agent the following authority, powers and rights, any or all of which may be exercised in the name of Owner, in Agent's name alone, or in the names of both, and Owner shall assume all responsibilities for expenses in connection herewith, and shall reimburse or pay in advance all expenses incurred or to be incurred by Agent pursuant to this Agreement:

- A. Full management and control of the Premises with authority to collect all rent and other monies and securities from Tenants in the Premises, and issue receipts for same.
B. The exclusive right to accept and qualify applications for rental and to perform credit checks and other screening services on applicants, and the exclusive right to approve or decline such applicants according to agent's policies.
C. To prepare and negotiate new leases and renewals of existing leases in which Agent is authorized to execute leases and renewals for a maximum of one year at a time or for longer periods with Owner approval.
D. To have repairs made, to purchase necessary supplies, to provide for all negotiation and contractual arrangements by suppliers or other independent contractors for all improvements, maintenance or repair services deemed necessary by Owner and/or Agent or to comply with applicable building, housing, and health codes, and to determine that such services were performed in a proper and prescribed manner.
E. To change locks on Premises between tenancies as needed or when requested by Owner.
F. To place "For Rent" signs on the Premises unless prohibited by applicable bylaws or local ordinances.
G. To serve any and all applicable legal notices upon Tenants and to prosecute legal actions to terminate tenancies, evict Tenants and recover rents and any other sums due, and when necessary employing for these purposes a reputable attorney.
H. To collect from Applicants or Tenants any or all of the following: application fees, late rent fees, non-negotiable check fees, re-leasing fees, lease modification fees, legal notice services fees, or any other fees that may now or in the future become a Tenant obligation.
I. To submit all available properties for rent, including those of other Client/Owners Agent, to all interested parties.
J. To resolve disputes over security deposits and any other sums due.
K. To accept or decline checks for rental and other payments due from Tenants according to Agent's policies.
L. To make every reasonable effort to collect rents and other monies from Tenant when and as they become due, however, Agent does not guarantee the payment of Tenant obligations.
M. To render monthly statements to Owner of income and expenses and to disburse to Owner the net proceeds of such accounting.
N. To deposit all receipts collected for Owner or held on behalf of Tenant in escrow accounts separate from Agent's personal funds.
O. To receive interest on any Agent escrow accounts, and interest received, if any, above that which may be required by Florida Statutes to be paid to Tenant or others, shall belong to Agent to offset Agent's time and expenses of maintaining such accounts.
P. To arrange for authorized individuals to inspect, survey or view the Premises as directed by Owner.
Q. To provide security deposit evaluations to Owner and submit recommendations and cost estimates, of any, to Owner at the expiration of a tenancy.

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- R. To honor Owner's preference with respect to allowing pets to be kept on the Premises. Pets — other than animals trained or used for assisted living purposes — will be permitted only with prior approval of Owner.
- S. Rental Rates will be the current market rate as determined in the sole judgment of Agent or no less than \$\_\_\_\_\_ per month. Late charges or fees owed by any Tenants shall be collected at the discretion of the Agent and Agent shall retain any such charges and late fees.
- T. Agent is given the authority to sign all lease(s).
- U. Damages or Missing Items: Agent 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 Tenants or their guests. In furnished units, an inventory will be checked by Agent at departure. In the event Tenants damage the premises or owes any monies to the Owner, Agent is given the exclusive authority to determine in its professional judgment the amount due, charge the Tenants accordingly and/or settle with the Tenants upon advice Agents legal counsel. Agent is given the power to make claims upon the security deposit on behalf of Owner and Agent shall not be held liable for any failure to make claims on any damages which were not readily apparent to Agent.

### IV. OWNER PROVIDES THE FOLLOWING ASSURANCES:

- A. That he/she/they/ constitute all of the Owners of the Premises and will provide a copy of the deed if requested by Agent. That he/she/they have full power and authority to hire Agent and have the right to receive income proceeds from the Premises and that this power, authority, and right have not been assigned, or transferred to others.
- B. That all mortgages, and taxes, insurances and association dues are currently paid and are not in default, that the Premises is not now the subject of a foreclosure or pending foreclosure action. In the event a foreclosure action is filed against Owner, Agent shall be notified immediately in writing. Owner shall indemnify, defend and save Agent harmless in any foreclosure action.

### V. OWNER ACCEPTS THE FOLLOWING RESPONSIBILITIES:

- A. To keep Agent informed of any changes of Ownership interest in the Premises.
- B. To be responsible for payment of the following recurring expenses: mortgage payments, taxes, fire or other insurance premiums, Homeowner/Condominium Association obligations, and any other recurring expenses unless that responsibility has been accepted by Agent in writing. Agent shall not be required to advance his own money to pay any Owner obligations, including recurring expenses, unless Owner has provided sufficient funds to cover the amount. Monthly income collected, if any, shall be applied chronologically beginning with the earliest obligation, including Agent's compensation, and the remaining balance, if any, shall be available for remaining obligations and recurring expenses. Mailing of previous month's statement to Owner shall be sufficient notice to Owner of balance on hand and the need for additional funds. Owner assumes full responsibility for any consequences resulting from late payment or non-payment of any obligation or recurring expenses should Agent be unable to make said payments due to insufficient funds on hand, lack of income from the Premises, non-delivery or delay of mail, or for any other reason beyond Agent's control.
- C. To provide Agent with current and up-to-date copies of any applicable Condominium or Homeowner Association rules and regulations. In the event Tenants fails to comply with the rules and regulations and the Association or Board levies fees, fines, or assessments against Owner, Agent shall not be liable for the payment of such obligations.
- D. To keep Premises adequately insured, and shall immediately notify Agent in writing should insurance lapse.
- E. To keep Agent informed in writing of any changes of Owner's mailing address and phone numbers.
- F. To place in reserve with Agent **three hundred dollars (\$300.00)** per property/unit, for the purpose of maintenance repairs, or other expenses that may arise, and authorize Agent to replenish this reserve from rents collected.
- G. To cooperate fully with Agent in complying with all applicable building, housing, and health codes, as well as applicable **Fair Housing regulations. The Premises shall be rented without regard to race, creed, color, religion, sex, national origin, age, disability, marital status, familial status, or sexual preference.**
- H. To indemnify, defend, and save Agent harmless to all cost, expenses, suits, claims, liabilities, damages, proceedings, or attorney's fees. Also included, but not limited to, are those arising out of any injury or death to any person or persons or damage to any property of any kind whatsoever. In addition to the above stated would be whomsoever belonging, including Owner, in any way relating to the rental, leasing and management of the Premises or the performance or exercise of any of the duties, obligations, powers, rights or authority granted to Agent. Owner agrees to and does hereby indemnify and hold harmless the Agent, it's employees, agents and assigns, from any and all claims, suites, damages cost, 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 Agent for damages suffered as a result of any lapse in or failure by Owner to maintain insurance coverage.
- I. To carry, at Owner's expenses, such public liability and property damage, as shall be adequate to protect the interest of both Agent and Owner.
- J. That Agent shall not be liable for any willful neglect, abuse or damage to Premises by Tenants or others nor for loss of or damage to any personal property of Owner by Tenant including loss due to exchange or theft by Tenants or others. Agent shall not be responsible for nonpayment of or theft of any utility service by Tenant. Agent shall not be held liable for any error of judgment or mistake of law except in cases of willful misconduct or gross negligence.
- K. Utilities: If allowed by law and unless otherwise agreed to by the parties, Tenants are required to have telephone service, cable, electric service, water service and all other utilities in their own name. In any lease where the Tenants shall have use of the Owner's utilities and be responsible for all or part of the bills, Owner shall pay the entire bill in a timely manner and forward copies to this office for reimbursement. Under no circumstances shall Owner cause the termination of these services and Owner agrees to indemnify Agent for any damages or litigation fees/cost incurred by Agent if Owner improperly terminates a utility service. Agent will deduct bills to the extent of funds available. Owner agrees that Agent shall be in no way responsible for nonpayment of or theft of any utility service by Tenants.

### VI. MANAGEMENT COMPENSATION: In consideration of the services to be rendered by Agent, Owner shall pay Agent each month any and all of the following forms of compensation as may be applicable as they become due:

- A. FOR MANAGEMENT: Ten percent (10%) of gross rentals due during occupancy each month. If a tenant occupies the rental unit for less than full month, the management fee will be prorated based on the number of days the tenant stayed during the month. The minimum

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management fee shall be \$85.00 per month. Should a security deposit claim be made to cover any unpaid rent, management fees will be applicable to such rent also. Agent may assess an hourly fee for special services not specified in this agreement.

- B. FOR LEASING: A leasing fee in the amount of 100% of the rent due at the beginning of each new tenancy (first full month's rent).
- C. LEASING GUARANTEE: If Tenant has been qualified by Agent and defaults on the original lease term, Agent will re-lease the Premises and prorate the leasing fee except the showing fee paid to a cooperating broker (as long as default was without Owner approval).
- D. LEASING RENEWALS: A renewal fee of 25% of the rent due upon the renewal of lease. Any extension of the Tenant occupancy shall be deemed a renewal of the previous rental term for the purpose of renewal compensation.
- E. OWNER SUPPLIED TENANT: If the Owner provides a tenant to Agent for qualification and subsequent lease the leasing fee paid to Agent shall be \$250.00, instead of the one (1) full month's rent due. Owner's tenant shall complete Agent's rental application and pay application fees and will be subjected to Agent's rental qualifications and shall pay rents and security deposit to Agent. If there is an existing tenant occupying the premises, there will be only an administrative fee of \$125.00.
- F. FOR SALE TO TENANT: If a sale or exchange of the managed property is effected to a tenant who occupies the property during the term of this agreement, or anyone acting on the tenant's behalf, Agent shall be considered the procuring cause of such sale and Agent shall be paid a commission of two and a half percent (2.5%) of the gross sales price upon the close of the transaction. This provision for sales commission shall survive any termination of this agreement

**VII. TERMINATION:**

- A. This Agreement is entered into by the parties hereto for not less than twelve (12) months and automatically renews for twelve (12) month periods on each yearly anniversary date. Owner may cancel this agreement on its anniversary date by giving the other written notice to terminate this agreement at least 60 days prior to each said anniversary date. However, if upon receipt of cancellation notice from Owner the property is occupied with renters then the term of this agreement shall extend to run concurrent with the term of the tenants possession in the property and shall not expire until property is next vacant. Owner may opt to cancel this agreement at any time by giving a 60 day written notice and paying a cancellation fee equal to one month rent, and all Agent's unreimbursed cost and expenses including third party vendors and attorneys' fees, is any.
- B. Broker reserves the right to terminate this agreement with 30 days written notice to Landlord at any time, or immediately with written or verbal notice if in the opinion of Broker's legal counsel.
- C. Owner may terminate this Agreement in writing before Agent has committed to a Tenant for the Premises and shall reimburse Agent for any out of pocket expenses.
- D. All provisions of this Agreement that indemnify, defend, and save Agent harmless to any and all matters shall survive any termination of this Agreement.
- E. Agent may withhold funds for thirty (30) days after the end of the month in which this Agreement is terminated to pay any obligations; Owner shall pay Agent the deficit within thirty (30) days of termination date.
- F. In the event this Agreement is terminated by either Owner or Agent, regardless of cause, the parties agree that Agent shall have no further obligation to rent, lease, or manage the Premises.

**VIII. MODIFICATION OF THIS AGREEMENT:** Agent may change the terms of this Agreement by giving ninety (90) days written notice to Owner. The ninety (90) days shall be counted from the date notice was mailed. Should no written objection be forthcoming from Owner within the ninety (90) days period, Owner's acceptance of said changes shall be presumed. Any exception would be a change required by applicable statute or regulation in which case the change would become effective according to the time period required by such statute or regulation.

**IX. OWNER AND AGENT MUTUALLY AGREE:**

- A. That this Agreement shall be governed by and construed in accordance with the laws of the state of Florida. Should one or more of the provisions contained in this Agreement be held to be invalid, illegal, or unenforceable, that disability shall not affect any other provision of this Agreement
- B. That in the event that legal procedures are necessary to enforce any provision of this Agreement the prevailing party shall be entitled to recover or receive an award for their reasonable legal fees.

**X. OTHER TERMS OF MUTUAL AGREEMENT:**

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**XI. NOTICES:**

For purposes of this Agreement, all notices required herein shall be deemed to have been served upon the other party when mailed to the following addresses or to such other address as shall be changed in **Writing**, properly notifying the other party:

**AGENT: Bahia Property Management Office Address, Phone/Fax/Email Information: SEE EXHIBIT A**

Owner(s) Name (s):			
Mailing Address:			Country:
Phone Numbers:	Work:	Home:	Mobile:
Email:	SSN# or Tax ID # (Required for 1099's):		

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## XII. ENTIRE AGREEMENT, SUCCESSORS AND ASSIGNS:

This Agreement embodies the entire understanding of the parties. All prior or contemporaneous agreements, understandings, representations, warranties, or statements, oral or written, are merged into this Agreement. This Agreement shall become binding upon the successors and assigns of Agent, and the heirs, administrators, executors, successors, and assigns of Owner, and may be sold or assigned by Agent to any person or entity legally qualified to fulfill its terms.

FACSIMILE SIGNATURES: The parties agree that this Agreement may be executed by Facsimile and such Facsimiles shall be binding as if originals.

Signatures:

OWNER: _____	DATE: _____	OWNER: _____	DATE: _____
OWNER: _____	DATE: _____	AGENT: _____	DATE: _____
		Bahia Property Management	

# BAHIA PROPERTY MANAGEMENT

## Exhibit A

### Local Office Address & Contact Information

#### **Tampa**

Address: 2002 N Lois Ave, Suite 670, Tampa, FL 33607

Phone: 813-879-6800

Fax: 813-879-6703

Property Manager : Jackie Frey

Email : [jfrey@bahiapropertymanagement.com](mailto:jfrey@bahiapropertymanagement.com)

#### **Orlando**

Address: 7550 Futures Dr, Suite 201, Orlando, FL 32819

Phone: 407-956-5441

Fax: 407-513-4253

Property Manager : Carolyn Bellamy

Email : [cbellamy@bahiapropertymanagement.com](mailto:cbellamy@bahiapropertymanagement.com)

#### **Miami**

Address: 8333 NW 53<sup>rd</sup> St, Suite 106, Doral, FL 33166

Phone: 786-623-4448

Fax: 786-866-3349

Property Manager : Jennifer Auvert

Email : [jauvert@bahiapropertymanagement.com](mailto:jauvert@bahiapropertymanagement.com)

**BAHIA PROPERTY MANAGEMENT**

**Landlord Property Specification Sheet (1 of 3)**

Owner(s)			
Property Address:			
City:	State:	Zip Code:	County:
Owners Address:			
Owner's Phone Number:		Email:	
Property Type:	<input type="checkbox"/> SFH	<input type="checkbox"/> Condo	<input type="checkbox"/> Townhome <input type="checkbox"/> Other:
Find a Tenant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Property Management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Property Vacant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Furnished unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Monthly Rent: \$		Date Available:	
		Minimum Security Deposit:	

Utility and Other Services Info	Is this service included with Rent? Selecting "No" makes Tenant responsible for the service	If Service is included with Rent, who will order the service? (leave blank if service is not included with rent)		
		BAHIA needs to order the service	OWNER needs to order the service	Covered by HOA (no action needed)
Water/Sewer	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside Pest Control	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inside Pest Control	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alarm Monitoring Alarm code:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pool Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lawn Care	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Cable	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Best Directions to Property:
Your Suggested Descriptions of the Property:

**For the purpose of showing the property, I (we) agree to supply Bahia Property Management with 4 sets of door keys, a set of gate openers (and/or gate code), a set of garage openers, and instructions to operate alarm systems (including codes, phone numbers and how to disable false alarms), if applicable.**

Owner Signature \_\_\_\_\_ Owner Signature \_\_\_\_\_

**BAHIA PROPERTY MANAGEMENT**

**Landlord Property Specification Sheet (2 of 3)**

<b>Existing Lease and Tenants (if applicable)</b>				
Tenant Name:		Phone		Email
Tenant Name:		Phone		Email
Tenant Name:		Phone		Email
Tenant Name:		Phone		Email
Pets (if applicable):				
Current Lease Expires on:		Deposit Held (USD)		

<b>Property Details and Included Features</b>	
Year Built: Total Sq.feet: _____ # of Bedrooms: _____ # of Bathrooms: _____ What floor is the unit on? _____	
<b>Rooms:</b>	<input type="checkbox"/> Living Room <input type="checkbox"/> Great Room <input type="checkbox"/> Family Room <input type="checkbox"/> Den <input type="checkbox"/> Dining Room <input type="checkbox"/> Eat-in Kitchen <input type="checkbox"/> Rec Room
<b>Interior Features:</b>	<input type="checkbox"/> Fireplace <input type="checkbox"/> Garden Tub <input type="checkbox"/> Bathroom Tiled <input type="checkbox"/> Kitchen Tiled <input type="checkbox"/> Ceramic Tiled <input type="checkbox"/> Hardwood Floors <input type="checkbox"/> Carpet <input type="checkbox"/> Blinds <input type="checkbox"/> Vaulted Ceiling <input type="checkbox"/> Other _____
<b>Appliances:</b>	<input type="checkbox"/> Refrigerator <input type="checkbox"/> Stove <input type="checkbox"/> Microwave <input type="checkbox"/> Dishwasher <input type="checkbox"/> Disposal <input type="checkbox"/> Washer <input type="checkbox"/> Dryer <input type="checkbox"/> W/D Hookup
<b>Exterior:</b>	<input type="checkbox"/> Patio <input type="checkbox"/> Covered Patio <input type="checkbox"/> Deck <input type="checkbox"/> Lanai or Balcony <input type="checkbox"/> Screened Space <input type="checkbox"/> Fenced Yard <input type="checkbox"/> Private Pool <input type="checkbox"/> Sprinkler <input type="checkbox"/> Exterior Storage <input type="checkbox"/> Boat Dock <input type="checkbox"/> Waterfront / Pond <input type="checkbox"/> Conservation
<b>Hurricane Shutters:</b>	<input type="checkbox"/> Hurricane Shutters are on the property. Type of Shutter: _____ Where it's stored: _____
<b>Mail:</b>	Mail Box #: _____ Mail Box Key _____
<b>Pet Information:</b>	Pets Allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No Breed Restrictions: _____ Weight Limit: _____ Pet Deposit: \$ _____ Pet Fee \$ _____ Max Number Allowed: _____
<b>Parking:</b>	# of Garage: _____ # of Garage Openers: _____ Gate Code: _____ <input type="checkbox"/> Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Covered Parking <input type="checkbox"/> Gated <input type="checkbox"/> Gate Remote

<b>Utilities Information</b>				
Electricity Company:		Phone:		Email:
Gas Company:		Phone:		Email:
Water Company:		Phone:		Email:
Trash Company:		Phone:		Email:
Cable Company:		Phone:		Email:

Electric Heat  Gas Heat  Central A/C  Window A/C

<b>Community Amenities:</b>	<input type="checkbox"/> Pool <input type="checkbox"/> Tennis Court <input type="checkbox"/> Playgrounds <input type="checkbox"/> Fitness Center <input type="checkbox"/> Clubhouse <input type="checkbox"/> Volleyball Court <input type="checkbox"/> Recreation Field
	<input type="checkbox"/> Parks <input type="checkbox"/> Golf Course <input type="checkbox"/> Pond <input type="checkbox"/> Bike Trail <input type="checkbox"/> Lakefront <input type="checkbox"/> Water Access <input type="checkbox"/> Handicap Access



**BAHIA PROPERTY MANAGEMENT**

**Landlord Property Specification Sheet (3 of 3)**

**Homeowner Insurance Information**

**Insurance Company Name:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Please note that, per the terms of Management Service Agreement, the homeowner insurance is mandatory, and the owner agrees to remain current with the homeowner insurance premium payment.*

**Home Warranty Information (including builder warranty)**

**Warranty Company Name:** \_\_\_\_\_ **Type of Coverage:** \_\_\_\_\_

**Account#:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Other Details:** \_\_\_\_\_

**Special Instruction about Repairs and Maintenance**

**Owner Name (Print):** \_\_\_\_\_ **Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Name (Print):** \_\_\_\_\_ **Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BAHIA PROPERTY MANAGEMENT**

**HOMEOWNERS ASSOCIATION (HOA) AND MASTER ASSOCIATION INFORMATION**

<b>HOA Name</b>		<b>Phone</b>	<b>Email</b>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip code</b>

HOA Approval of Tenant is (check one)  Required  Not Required] prior to move in.

HOA Deposit Amount\*: \$\_\_\_\_\_ Due date for the next HOA Fee Payment: \_\_\_\_\_

Payment Method:  Bank Draft (Recommended)  Owner to send payment  BPM to send payment\*

HOA mail to be sent to:

- Owner Home Address (recommended for US owners)
- BPM (for foreign owners)\*\*

<b>Master Association (If any)</b>		<b>Phone</b>	<b>Email</b>
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip code</b>

Due date for the next Master Association Fee Payment: \_\_\_\_\_

Payment Method for HOA:

- Bank Draft (Recommended)
- Owner to send payment
- BPM to send payment\*\*

Master Association mail to be sent to:

- Owner Home Address
- BPM\*\*\*

**\*If a deposit is required by HOA for renting, Owner agrees to pay the deposit**

Owner Initials: \_\_\_\_\_ / \_\_\_\_\_

**\*\*If BPM is to send HOA payment, Owner agrees to hold in reserve two months' HOA dues in advance at all times. This is in addition to the \$300 maintenance reserve discussed below**

Owner Initials: \_\_\_\_\_ / \_\_\_\_\_

**\*\*\*If BPM is to receive mail, please instruct the HOA to change mailing address to BPM's address:**

Please note: We do not recommend the notice to go to the property address, since the tenants may not forward the mail in a timely fashion. Please notify the HOA regarding the change of mailing address if needed.

Bahia Property Management  
2002 N Lois Ave, Suite 670  
Tampa, FL 33607

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**ADDENDUM: MAINTENANCE RESERVE FUND AND BANK INFORMATION**

**MAINTENANCE RESERVE FUND:** Please read and sign below:

I understand that Bahia Property Management (BPM) will hold \$300 maintenance reserve in my account to cover for ongoing repairs and utility payment, should they become necessary. I understand that BPM will not be able to pay for such bills without having the necessary funds in my account. I agree to contribute the \$300 reserve with the understanding that not doing so may result in a significant delay of services or repairs performed in my property.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_ OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

**PREFERRED PAYMENT METHOD**

**Direct Deposit (Recommended)**

<b>Bank Name</b>	<b>Account Holder Name</b>
<b>Bank ABA Number</b>	<b>Account Number</b>

**Check**

**Make Check Payable to:** \_\_\_\_\_

**Send Check to this Address:** \_\_\_\_\_

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_ OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_