



## PROPERTY OWNER MANAGEMENT AGREEMENT

This Agreement is by and between **4Rent Properties, LLC** hereinafter referred to as "**Agent**", and \_\_\_\_\_ hereinafter referred to as "Owner". For the purposes of this Agreement, "Property" and "Properties" shall be interchangeable terms, hereinafter referred to as "Property," and services shall be provided for the Property identified by address and legal description as:

\_\_\_\_\_, City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_  
Located in \_\_\_\_\_ County

The term of this Agreement shall initially be for a period of one (1) year commencing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and shall be automatically renewed from year to year unless terminated by either party upon written notice to the other party in accordance with the termination provision in this Agreement.

By Signing this Agreement, Owner attests and warrants that he or she is the legally titled Owner of record of named Property. All Parties on title of Property agree to be bound by this Agreement and must sign this agreement.

During the term of this Agreement, Owner shall not authorize any other person or company to negotiate or act as rental agent or Property Manager with respect to any leases for the Property referenced herein. Owner or any third party acting on Owner's behalf shall not have any contact whatsoever with any tenant, nor shall Owner visit the premises unannounced.

### **AUTHORITY OF AGENT**

Agent's authority to act on behalf of Owner is limited to specified permissions outlined within this Agreement. No other authorities are assumed or implied. Owner agrees to assume all expenses related to activities, which Agent is authorized to perform herein.

### **CONTRACT FOR SERVICES**

Agent is authorized to make contracts or enter into agreements for electricity, gas, water, housekeeping, carpet cleaning, painting, trash removal, irrigation, yard care, and other services which Agent deems advisable to properly maintain and manage the Property. All vendors or companies shall adhere to the same licensing and/or insurance requirements. All contracts are awarded on the merit of expertise, suitability for the project, workmanship history, reputation and cost.

### **INTEREST ON ACCOUNT**

Owner agrees that any interest that is or may become payable on funds held in Management Trust Account, Management Escrow Account or Operating Account shall be retained by Agent.

## **AGENT'S FEES**

- Management Fee: 10% of gross rents collected or \$50 per month, whichever is greater. This monthly fee includes collecting the rent; enforcing timely payments; managing non-payments; issuing notices; disbursing proceeds to owner, along with a monthly statement, and dispatching maintenance personnel.
- Lease Fee: A \$250 lease fee will be paid out of the first month's rent.
- Direct Deposit: A \$15 Annual Fee will be charged for direct deposit. This is NOT prorated.
- RETURNED CHECK/ACH RETURN: In the event of a returned check or ACH Return, the amount in question will be due immediately and payable by money order or cashier's check only.

## **PAYMENTS FROM OWNER'S FUNDS**

- Agent shall have no duty to expend Agent's individual funds in fulfillment of agent's responsibilities under this agreement. All payments required or permitted to be made by agent shall be made from Owner's funds. Owner agrees to deposit with agent, promptly on demand, such funds as may be necessary in Agent's reasonable judgment for performance by Agent as provided in this agreement.
- Owner shall remit funds as requested by Agent immediately if current rental income is insufficient to pay all expenses. If Owner is unable or unwilling to send funds as requested by Agent, the following priority will be followed in disbursing funds: Management fees, maintenance invoices, utilities, miscellaneous bills. Owner agrees to pay late charges, interest charges, and other penalties caused by lack of sufficient funds.

## **ROUTINE PROPERTY MANAGEMENT EXCLUSIONS**

Management exclusions include showing property to real estate agents, inspectors, appraisers, or prospective buyers while property is rented or for sale. Exclusion also include representation at court hearings, homeowner meetings, providing on-site management, preparing premises for sale or refinancing; supervising and coordinating modernizations, rehabilitations, fire or major damage restoration projects; obtaining income tax accounting or legal advice. Removing Owner or other management company placed tenants through eviction or other means. NOTE: In the event that the Owner requests the Agent to undertake work exceeding normal management, an administrative fee of \$250 or more will be charged and must be paid in advance of service. Any additional work requested by Owner must be within the scope of services Agent is authorized to conduct. Owner understands that Agent is not a licensed attorney and cannot practice law in Tennessee.

## **RECEIPT OF FUNDS**

Agent is authorized to collect rents, charges and other amounts receivable on Owners' account in connection with the management of the Premises. Such receipts shall be deposited into Agent's Management Account. Owner authorizes agent to endorse any and all payment instruments that may be payable to Owner for deposit to such Management Account.

## **SECURITY DEPOSITS**

Agent shall comply with all applicable federal, state and local laws concerning responsibility for security deposit funds. Security deposits shall be deposited into Management Security Deposit Account at Planters Bank. Agent shall collect and maintain all tenant deposits, such as security deposits, cleaning or damage deposits, pet fees or deposits, and any other deposits, which Agent deems necessary to collect from Tenant. At no time will Agent disburse any deposit funds to Owner for any reason during the term of the lease or rental Agreement. Owner shall submit all security deposit funds held to Agent at time of execution of this Agreement. Agent is authorized to disburse the security deposit at such times and to such persons, as Agent shall in good faith believe to be entitled to such funds in accordance with the Tennessee/Kentucky laws governing security deposits. If management agreement is terminated during the term of an existing lease, upon receipt of such notice, Agent shall within thirty (30) days thereafter,

release the security deposit to the newly designated management company.

**VACANCY**

In order to prepare for the expenditures necessary during a period of vacancy, Owner may elect to authorize Agent to hold the most recent month's proceeds in reserves to apply toward authorized expenses. Otherwise, when Agent notifies Owner of immediate or pending expenditures, Owner shall expedite payment via online payment, personal check, cashier's check, or money order. Owner may choose the method of payment; Agent will proceed as soon as funds are received. Note: there are no management fees collected on vacant properties.

**SERVICE CHARGE**

Any account balance outstanding for Owner and remaining unpaid beyond the last day of the calendar month shall be subject to assessment of a monthly service charge of \$50 per month until paid in full. Mailing, emailing or faxing a copy of Owner Statement showing a deficit balance shall be deemed sufficient notice to Owner.

**FINANCIAL STATEMENTS**

Agent shall make available to Owner online access to monthly owner statements with itemized accounting of income and expenses. Owner will be able to pull rent rolls and view/print paid invoices. Because this is a perpetual, real-time accounting portal, balances reflected are subject to change from day to day, depending upon financial activity related to the property and/ or tenant.

**OWNER DISBURSEMENTS**

Positive cash balances shall be disbursed to the Owner by the 1st of each month. Owner disbursements are only processed once per month so in the event that the tenant pays rent after owner disbursements have been processed you will be disbursed the late rent the following month.

**SCREEN APPLICANT/TENANTS**

Agent shall screen all applicants/prospective tenants that are 18 years of age or older by obtaining a credit report, criminal background report, eviction report, rental and income verification and verification of employment. Owner understands and agrees that any private information of the tenant shall remain with the Agent and shall not be disclosed to the Owner.

**RELATIONSHIP OF PARTIES**

Although Owner and Agent agree that they will actively and materially participate with each other on a regular basis in fulfilling their respective obligations hereunder, the parties intend for their relationships to be that of independent contractors, and nothing contained in this Agreement shall be construed to create a partnership of joint venture of any kind.

**OWNER-TENANT CONTACT**

Direct contact between Owner and Tenant is prohibited, unless otherwise agreed to in writing. Furthermore, Owner agrees and understands if Owner has any contact with the Tenant(s) in person, by mail, by phone, by email or otherwise, in the event of a legal dispute which results in litigation, Owner shall be required to appear in person in court. All contact between Owner and Tenant shall be made by and through Agent.

## **MARKETING**

● Agent is authorized to market Property in such venues and publications, as Agent shall deem appropriate for the location, price and type of Property being advertised. Agent is further authorized to display signs on Property, unless prohibited by covenants or restrictions of applicable subdivision or home owners association. No fees shall be charged for routine marketing efforts by Agent. Agent is authorized to negotiate incentives, discounts, concessions or other promotions that may be deemed reasonable or customary from time to time.

● Owner does hereby authorize Agent to place a lockbox on the Property to be used in connection with the marketing, inspection and leasing of the Property, unless specifically restricted by some other provision of this Agreement.

Agent agrees to list the property with our local multiple listing service(s).

● OWNER is to provide Agent with 4 KEYS. If owner does not provide agent with 4 KEYS then agent is authorized to have keys made at owner's expense.

## **YARD AND LAWN CARE**

Tenant is responsible for yard and lawn care unless otherwise noted on Maintenance addendum.

## **LEASING**

Agent is authorized to negotiate lease term, rental amount, or other terms that may be deemed reasonable or customary from time to time, unless specifically restricted by some other stipulation of this Agreement. Term shall be based on season, activity volume, and Prospect request.

Agent is further authorized to sign, renew and/or cancel leases, to collect rents due or to become due and give receipts of same; to terminate tenancies; to execute, sign and serve in name of, or on behalf of, Owner such notices as deemed necessary by Agent to institute and process actions, to evict tenants and to recover possessions of premises; to sue for and recover rent and other sums due; to settle, compromise and release such actions or reinstate such tenancies when expedient to do so.

Agent is also authorized to determine the final distribution of the security deposit.

## **INSURANCE**

Owner agrees to carry, at Owner's expense, a landlord policy in the amount of not less than \$300,000 per person (\$1,000,000 if property contains a spa, pool or pond). Owner shall name 4Rent Properties, LLC as additional insured and provide Agent with copy of said insurance coverage. If evidence of coverage is not provided, or if Agent is not named as additional insured, this Agreement is subject to termination.

## **ELECTRONIC DELIVERY OF SIGNED DOCUMENTS**

Owner and Agent agree that this Agreement can be signed by duplicate originals. Faxed signatures are deemed originals. Documents that are signed, scanned and emailed shall also be considered originals. Electronically signed documents have also been deemed legally binding by applicable authorities.

## **HAZARDOUS WASTE**

If at any time during or after the term of this Agreement, the Property is found to be contaminated with hazardous waste, Owner agrees to indemnify and hold Agent harmless from all claims, demands, actions, liabilities, costs, expenses, damages and obligations of any nature arising from or as a result of said hazardous waste. The foregoing indemnification shall survive the termination of expiration of this Agreement.

## **PROPERTY CONDITION SURVEYS**

Agent shall conduct, or cause to be conducted, drive-by visual surveys of the Property. Items of concern shall be addressed directly with Tenant or brought to the attention of Owner, based on the nature of the issue. An interior and exterior survey of each unit shall be conducted by Agent at the renewal date of any Lease Agreement. Renewal terms of Tenant's Lease may be affected by condition of Property. Agent shall report to Owner any findings that are less than satisfactory, and shall recommend proposal for resolution.

## **LEGAL FEES**

Should Agent deem it necessary to bring any action or suit against Tenants of the Property, for the purposes of recovering possession, rents or other monies due, or judgment for damages, repairs or other Tenant-related issues, Owner agrees to be responsible for applicable attorney's fees, court filing fees, writ of possession fees, process server fees, or other fees as may be required to pursue and prosecute said suit or action. Agent shall turn over judgments to a collection service. Owner agrees that Agent is not responsible for collection of delinquent balances, as Agent is not in the business of debt collection. Further, Agent assumes no liability for monies that are uncollectable. In the event delinquent funds are collected and remitted to Agent on behalf of Owner, said payments shall be treated as though paid directly by Tenant, and applied to Tenant's outstanding balance. Normal management fees shall apply to delinquent payments under the same terms as any other Tenant-remitted funds as provided herein.

## **CONDITION OF PROPERTY**

Owner certifies that, to the best of Owner's knowledge, all systems are in working order, including, but not limited to, heating, cooling, plumbing, electrical, and appliances. Owner certifies that, to the best of Owner's knowledge, the roof does not leak and that water does not enter living or basement areas from rain or other subterranean sources. Owner certifies that, to the best of Owner's knowledge, the Property is in good and habitable condition. Owner shall at all times, while this Agreement is in effect, be responsible for ensuring the good, safe and habitable condition of the Property, properly maintained and in compliance with all applicable laws, ordinances, and regulations of all government authorities.

## **UTILITIES**

● Agent shall cause all utilities to be turned on at time of Property vacancy, and they shall remain on until Property is leased and Tenant assumes possession. Utility connection fees, deposits and usage charges for vacancy periods shall be at Owner's expense. Thermostats shall be set to 55° in cold-weather months and to 80° in warm-weather months to prevent damage to Property and to facilitate comfortable conditions for showing and marketing.

● Tenant is responsible for all utilities to be placed in Tenant's name upon move-in or reasonably soon thereafter. Should the tenant neglect this obligation, Owner assumes responsibility for any bill in full but Agent shall charge back to tenant, upon receipt of utility bill from Owner and any applicable utility charges incurred by Owner after Tenant move-in.

## **LISTED PROPERTY**

Should a valid, active listing of specified Property exist at the inception of this Agreement, Owner attests that the listing real estate agent or Agent has been advised of Owner's intent to enter into this Management Agreement, and said listing real estate agent or Agent has agreed to withdraw listing of Property in the event a Tenant is located and a lease is signed prior to a sales contract being accepted. Agent agrees to cancel this Agreement, with no penalty, as it pertains to specific listed Property in the event a sales contract is accepted prior to a Tenant being secured and a lease is signed. Owner shall bear any financial or other liability owed to listing real estate agent or Agent in the event of any breach created by Agent's placement of tenant into an actively listed Property. Should Owner list Property with another agency or Agent, Owner understands and agrees that the coordination of Showings by other agents shall be coordinated by 4Rent Properties, LLC and not directly with Tenant. Agent shall be

responsible for facilitating showing appointments by listing agent or other real estate professionals. No sign or lockbox shall be utilized while Property is occupied by a Tenant during the term of this Agreement. Owner further acknowledges that it is not in the best interest of the occupying Tenant to list property, and agrees to hold Agent harmless for any early termination effected by Tenant as a result of listing Property.

### **FORECLOSURE**

Owner attests that all mortgages, liens or other debt secured by the Property are current and in good standing at the inception of this Agreement. Owner agrees to immediately inform 4Rent Properties, LLC of any failure to service mortgage debt, to remove liens, or any other act or failure to act which may result in initiation of foreclosure action or otherwise materially affect Tenant's use and enjoyment of Property. Agent shall comply with the Tenants in Foreclosure Act in regard to treatment of Tenant and the handling of any existing Lease Agreements for Property. Upon notification of foreclosure proceedings, Agent, at its sole discretion, may do any or all of the following, and shall be released from any fiduciary obligation to Owner for the following:

1. Immediately increase owner reserve requirement to an amount equal to one month's rent for the Property, as determined by active lease(s);
2. Release Tenant from Lease Agreement;
3. Refund entire security deposit to Tenant without requiring vacancy or conducting move-out inspection;
4. Enter into new lease with Tenant on another available Property managed by Agent;
5. Advise Tenant to seek legal counsel;
6. Collect management fees through balance of Lease Agreement, as stipulated under Termination paragraph of this agreement

### **LEAD BASED PAINT DISCLOSURE**

Lead Based Paint Addendum is attached and hereby incorporated as a part of this Agreement.

### **PERSONAL PROPERTY**

Owner acknowledges that all personal property belonging to Owner has been removed prior to the property being placed on the rental market, including any contents of "owner's closets" or other areas, and if any personal property has been left behind, Agent, its employees, agents, representatives and successors are released and discharged for and from any and all obligations to undertake any accounting of this Property. Owner shall indemnify, defend, hold and save agent harmless for and from any liabilities, damages, claims, actions, causes of action, costs and expenses, including, but not limited to: window coverings, additional refrigerators, grills, lawn equipment or any insect, rodent, weather or water damage occurring to any personal items left in the Property.

### **OWNER RESERVE FUND**

If owner's account continuously stays in the negative Agent will require owner to set up a reserve account in the amount of one month's rent.

### **SURVIVORSHIP**

All provisions of this Agreement that require Owner to have insured or to defend, reimburse or indemnify Agent shall survive any termination and if Agent is or becomes involved in any proceeding or litigation by reason of having been the Owner's Agent, such provision shall apply as if this Agreement were still in effect.

## **MAINTENANCE AND REPAIRS**

Agent is authorized to make decisions for maintenance or repairs up to (\$200) incident. Costs anticipated or known to exceed this amount shall first be authorized by Owner.

4Rent Properties, LLC is authorized to make or cause to be made through contracted services or otherwise, all ordinary decorations, repairs and replacements reasonably necessary to preserve and maintain the Property in an attractive condition and in a good state of repair for the operating efficiency of the Property, and all alterations required to comply with lease requirements, governmental regulations, or insurance requirements. Agent is further authorized to purchase or rent, on Owner's behalf, all appliances, materials, supplies and other items necessary for the management, maintenance or operation of the Property. Such decorating, maintenance or repairs shall be paid for by Owner. Owner authorizes Agent to make all necessary repairs to the Property as either general maintenance or as emergency services, at Agent's discretion, and holds Agent harmless from any cost incurred from making the aforementioned decision. Agent shall not be liable to Owner for any act, omission or breach of duty by any independent contractor or suppliers. Agent shall use only duly qualified and insured vendors or contractors. Agent shall always award vendor contracts and otherwise deal with vendors based on the merit of expertise, suitability for the project, workmanship history, reputation and cost. Should Owner delegate to Agent the oversight and supervision of any contracted services utilizing third-party, unknown or outside vendors, beyond Agent's own pool of qualified employees or vendors, at Agent's discretion up to a 10% oversight and supervisory fee shall be added to gross invoices for said contracted services. This shall apply to labor and materials arranged for and contracted by Agent for remodeling, redecoration and major repair of Property. There is no additional oversight and supervisory fee for ordinary or routine maintenance or repairs done by Agent's immediate personnel or regular pool of vendors. Recurring monthly upkeep or maintenance expenses, emergency repairs, or the inability to reach owner in a timely manner as needed shall be the only specific exceptions to prior approval requirements.

Owner specifically authorizes the re-keying of all exterior doors, including but not limited to, entry doors, garage doors, storage area doors, and outbuilding doors. This re-keying shall take place prior to any new Tenant taking possession. Re-keying will be in compliance with the key system in place by Agent. Any double-keyed deadbolts shall be changed to thumb-turn deadbolts to comply with local fire safety codes. Owner shall be responsible for this initial expense. Once rented it will be the tenant expense upon move-out and deducted from their deposit. Nothing in this paragraph is intended to apply to roll-up style or swing open vehicular access doors on garages. Should Agent be unable to reach Owner for authorization within 24 hours (for non-emergency maintenance only), Agent is authorized to use due diligence and Agent discretion and proceed with repairs.

## **EMERGENCY REPAIRS**

Agent is authorized to make or cause to be made emergency repairs that can reasonably be determined to prevent damage to the Property, injury to the Tenant or others, or conditions that may result in damage or injury. Agent is further authorized to make necessary immediate repairs to maintain essential services to the Property until complete substantial repairs can be affected. Essential services are defined as connection to water and electrical service lines, heat or air conditioning, hot water, minimum of one operational toilet, locking or secured doors and windows, or other issues that affect life, health or safety. All emergency repairs will be addressed immediately, with or without prior notification to Owner. After hours, weekend or holiday emergency repairs may possibly not be reported to Owner until next business day.

**REPAIR ESTIMATES**

If an estimate is needed, Agent agrees to provide owner with one estimate for repairs and or maintenance. If estimate is over \$1000 Agent will request a second estimate for the Owner. If Owner wants Agent to provide more than two estimates there will be an additional fee of \$25 per estimate. If Owner chooses to get their own repair estimates from unknown or outside vendors, beyond Agent's own pool of qualified employees or vendors, owner agrees to hold Agent harmless for poor workmanship of a third party vendor.

**TENANT CHARGES**

In addition to rent, Agent may collect from Tenants any or all of the following, and not be accountable to Owner for reporting any amounts received, as said funds are wholly belonging to Agent.

- Late payment fees
- Non-sufficient funds or stop payment fees or dishonored checks
- Policy fines or penalties
- Application, credit check and background check fees
- Credit card or online payment convenience fee
- Missed appointment or re-keyed lock fees
- Key replacement or lock out fees
- Early termination penalties
- Administration fees

**FAIR HOUSING**

Owner and Agent agree to abide by all federal, state, and local Fair Housing Laws and Landlord/Tenant Laws. If Owner should, at any time, request or imply that Agent should disregard Fair Housing Laws or Landlord/Tenant Laws, and persists after Agent's refusal or advice to the contrary, this Agreement will be terminated immediately, and the management fees for the balance of the term of this Agreement shall be due. Owner shall have no input in the process of qualifying Tenant and is relying on Agent to use good judgment and knowledge of the laws that govern this business in approving or denying applicants and managing the Property.

**HOLD HARMLESS**

Owner agrees to hold Agent harmless and protect Agent from all damage suits in connection with the management of the herein named Property and from liability from injury suffered by any employee or other person whomsoever. Owner shall not hold Agent liable for any error of judgment, or for any mistake of fact or law, or for anything which Agent may do or refrain from doing hereinafter, except in cases of willful misconduct or sole gross negligence. Agent shall not be held responsible for damages to the Property caused by Tenants or contractors selected by the Owner or Agent or caused by any third party. The Agent shall not be responsible for any damages to the Premises, under any circumstances, by the Tenant or others. Owner agrees that Agent is not responsible for the collection of delinquent accounts. Agent assumes no liability for monies that are uncollectable. Agent assumes no responsibility or management of personal property left by Owner at Premises. Owner is solely responsible for payment of any fines from government authorities, code enforcement, homeowners associations, etc. related to said Premises. Such fines or charges incurred from proven tenant negligence will be paid by the Owner and then charged back to the Tenant only if Owner provides Agent with a copy of warning notice(s) and fine notice(s) within 48 hours of receipt of all such notices.



**PET POLICY/PET RENT**

Vicious breeds of animals (as defined in local codes) are prohibited. The allowing of pets us up to the property owner.

**TERMINATION OF AGREEMENT**

Agreement may be terminated by either party, with or without cause.

Agent reserves the right to terminate services with a 30 day written notice whether property is vacant or occupied. If Owner is taking property out of management to be managed by another party or themselves, Owner must give a 60 day written notice and pay agent funds equivalent to the monthly management fee for the remainder of the tenants current lease term. If the property is vacant there will be a \$250 cancellation fee, unless terminated within 30 days of the management agreement expiration, a 30-day written notice is REQUIRED.

Regardless of reason or originating party of termination, Owner agrees to indemnify Agent from any and all claims by Tenant pertaining to the security deposit, move out inspections, and any and all other claims made by Tenant against Agent that pertain to post termination issues.

**BINDING AGREEMENT**

This Agreement shall be binding upon all Owners of said Property and shall inure to the benefits of all parties, as well as their respective heirs, successors and assigns. Should any section or any part of any section of this Agreement be rendered void, invalid or unenforceable for any reason by any court of law exercising competent jurisdiction, such a determination shall not render void, invalid, or unenforceable any other section or any other part of any section in this Agreement.

**ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement between the parties and no oral statements or representations shall be binding on either party. Any change in this Agreement shall be in writing and signed by both parties.

**OTHER STIPULATIONS**

NO OTHER STIPULATIONS APPLY TO THIS AGREEMENT UNLESS SHOWN IN THIS SECTION.-

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Date home will be vacant: \_\_\_\_\_

The rent is to be \$ \_\_\_\_\_ to a minimum of \$ \_\_\_\_\_ per month.

Rent may be further adjusted with permission of the OWNER in writing. AGENT may adjust the rent within the parameters and offer rent incentives, as AGENT deems necessary to assist with generating activity with owner permission.

Specify any services or fees such as alarms, garbage, association dues, lawn care, etc., that are included in the rent and any assets being left with the property such as Washer and Dryer:

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Addresses of all properties to be managed under this agreement

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Is your property/properties tenant occupied? If so please provide contact information for tenant:

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OWNER NOTES

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**ADDING ADDITIONAL PROPERTIES INTO MANAGEMENT:**

Owners may add additional properties into management by submitting a completed Addendum A, signed by both parties.

**ADDENDA**

Addendums below are referenced herein and attached (if applicable), and hereby incorporated as part of this Agreement.

Maintenance Information Form  
Lead-Based Paint Addendum  
Showing Instructions  
Owner Information Form

## 4Rent Properties Resident Selection Criteria

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A \$40 non-refundable application fee will be required for the first applicant and an addition \$40 per applicant fee will be charged for each additional adult applying for residency. Applicant(s) maybe required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit to the association.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co-signer. A minimum of two years residential rental history is required.
3. Credit history and/or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
4. Self-employed applicants may be required to produce upon request two years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Criminal records must contain no convictions for felonies within the past ten years, no misdemeanor convictions within the past three years and no sexual offenses ever. In the event a record comes back "adjudication with held" further documentation may be required and applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at the time of lease termination.
8. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to the landlord.
9. Mandatory minimum fees for cleaning, carpet cleaning, re-keying etc. may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re-keying, etc. that exceed these minimum fees.
10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of \$50 less than the monthly rent. We reserve the right to require a higher security deposit and/or additional prepaid rent.
11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
12. We require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional rent payments may be required.
14. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent or any amounts owed to the credit bureau.
15. 4Rent Properties strictly complies with the Federal Fair Housing Act.

### 4Rent Properties, LLC

2150 Wilma Rudolph Blvd. Suite #2,  
Clarksville, TN 37040 931-919-5007 email: info@4Rentproperties.net

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Owners:

Broker/Agent

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
4Rent Properties, LLC

Please print the following information:

OWNERS NAME: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK OR CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

In the event Agent cannot reach Owner using the contact information shown above, please designate a third party that can either make contact or make emergency decisions, if necessary.

\_\_\_\_\_  
Name

Phone Number

SOCIAL SECURITY NUMBER: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

TAX ID#: \_\_\_\_\_

Are you a US Citizen? \_\_\_\_\_

