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## Long term Rental Agreement

### The Sunstate Realty Partners Team

Our team combines years of experience in varying fields, which makes us one of the most unique organizations in the property management field. With years of experience in real estate sales, administrative skills coupled with direct experience within stateside property management firms, our experiences provide a strong base for our client's success. We truly understand your desire to find a management company you can trust.

### Accounting

Sunstate Realty Partners is responsible for maintaining accurate accounts for individual owners. A statement is generated each month showing itemized charges of all fees, income (if applicable) and expenditures. We email statements out by the 20<sup>th</sup> of the following month. (i.e., January statement will go out by 20<sup>th</sup> of February).

### Physical Property Department

The care and maintenance of your home will be administered and/or supervised by professionals experienced in their trades and crafts. Our team combines years of experience in the areas of: housekeeping, administration, property maintenance and landscaping. We also have team members with professional experience in carpet and upholstery cleaning services and we have an on-sight a Licensed Certified Pool Operator and Contractor to meet any or all of your pool needs. Additionally, we are available to complete any number of specialized tasks from changing locks (by a bonded locksmith), to plumbing, electrical and carpentry services. Also available are licensed painters and carpet installers. We will always just be a phone call away from dispatching any needed service professional to your home. Please do not hesitate to contact use with any further questions or comments.

### Hold Harmless

Homeowner will hold harmless Sunstate Realty Partners for any damage, repairs, lost rent, deposits, not paid or kept by the renter for any reason. The homeowner is responsible for any court, arbitration, or legal fees pertaining to the property managed by Sunstate Realty Partners. Any and all legal actions will be taken against the homeowner not Sunstate RealtyPartners LLC.

### Monthly Management Fee

**\$125.00 per month single family home / \$100 for condominiums/multiple unit properties** plus a **half** of the first month's rent or **\$600 whichever is greater** paid at collection of the first month's rent. Each homeowner pays a monthly management fee which covers the costs for many of the following: Pre-arrival inspections, departure inspections, operation costs for the marketing department, accounting costs for monthly statements, book keeping, etc. ***Our fees also include monthly A/C filter change (if applicable).*** We provide the marketing of your home on various websites included in the fee. We feel that our company is unique in that we provide an inclusive management fee rather than charging our owners on an item by item basis. (Trip charges **\$50.00** occasionally must be charged to the homeowner for situations that arise from time to time to complete extra repairs that are beyond the scope of typical management.)

**\*\*Amended Pricing if applicable: Monthly: \_\_\_\_\_ Commission: \_\_\_\_\_**

**Internal Pest Control**                      **\$ 90.00** \*Provided Quarterly if applicable by Florida Pest Control (pricing subject to change without notice by subcontractor pricing changes)

**Sunstate Realty Partners Services**

**Pool Service:**                              **\$ 95.00** \*If applicable

Our pool services are maintained by a licensed CPO and CPC for pool operation safety and quality. Each week our contractor will not only check your pool chemical levels and vacuum your pool, but will also clean your pool filter, clean your pool deck, and inspect your pumps and equipment for proper operation and leaks. Any additional repairs that exceed \$300.00 as an estimated cost will be emailed to you for your approval.

**Repairs**

Any unplanned items or repairs in your home under \$300.00 (provided funds are available in owners account) will be handled by our staff without prior approval. Items and repairs greater than \$300.00 will be notified to the owner for their approval unless it is an emergency matter which required immediate action.

**Statements**

Your monthly statement will be generated by the 15<sup>th</sup> of each month and sent via email in PDF format. If you require faxed or mailed copies, prior arrangement must be made with the accounting department. There will be a charge for posting and handling.

Once we receive your deposit and all relevant documentation, Sunstate Realty Partners will schedule to change your locks and commence the set up of your home to begin property services for your villa. Please be sure to send all the required paperwork for the commencement of our services. Please refer back to the Registration Packet for a complete list of all required forms.

**\*\*Durable Limited Power of Attorney: (applicable only if Sunstate Realty Partners is in charge of utilities, billing, or required to speak on owners behalf).**

Please complete every line on this form before sending to our office, the top section on the first page relates to you and the home in which you live. DO NOT insert your villa address in this section. The middle section with two long lines is where you should write in your villa address. Be sure to include all aspects of the address: street number, building and unit number (if applicable), city, state and zip. The address of your villa MUST be written by you in this section. Sunstate Realty Partners cannot complete this section of the form. The next open space is the "Effective Date". This is the date you wish Sunstate Realty Partners to start management of your home. If your home is brand new please note the closing date and add "or at closing" this will allow for any delays in the actual closing of your home. The second page of the "**Durable Limited Power of Attorney**" contains additional information related to our responsibilities; the first section to be completed on this page is the "Sign Date". This is the date you are actually writing your name and completing the paperwork. Please sign your name on the line provided and have the bottom section **notarized**. Do not send this form without **notarization**. This document is required before we can apply for your licenses and assist with your utilities set up. In some communities the sales office will not release keys for your property without assigned and notarized form.

**Billing and Collection (Check the box that applies)**

- If Sunstate Realty Partners collects the rent in our name we will provide as follows: Sunstate Realty Partners will apply the rent to the owner(s) account and deduct the outstanding or current fees, and or repairs from the rent and apply this to the balance or account of file. We will mail the remaining balance of the account to the owner(s) within 30 days of request to send funds. **(All checks, fees, and unpaid balances must clear our bank in order to receive funds. Client will 1099 at the end of the year for rent collected based on IRS requirement)**
  
- If the rent is being paid to the owner(s) all fees associated with the home incurred by Sunstate Realty Partners will be billed to the owner(s) and payment must be made within **30 days** of receipt of bill. If payment or payment arrangements are not received, Sunstate Realty Partners reserves the right to lien the above said property in order to protect itself for non-payment. **\*\*Insufficient funds fee of \$100.00 or the amount of the fee from the bank plus \$25.00 (whichever is greater) will apply to checks that do not clear the bank for payment.**

**Marketing for Rentals**

We provide the marketing of your home on various websites included in our fee. We list on Craigslist.com, Realtor.com, Qwikrents.com, Apartmenttag.com and others that we feel that will provide results. We reserve the right to change these sites to better represent your home and the home will not be placed on sites that we feel do not produce results. Websites that we choose to market our homes must also reflect the same core values that our company maintains. We feel that our company is unique in that we provide an inclusive management fee rather than charging our owners on an item by item basis. We reserve the right to charge extra for sites and publications that require fees to post adds such as the local newspapers, etc. If the home is listed on the MLS and another realtor is paid a commission the the owner and Sunstate Realty Partners will split the fee. Example: \$100 commission paid to agent equals \$50 each.

**Signatures:**

**Homeowner:** \_\_\_\_\_

**Homeowner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Management Company:** \_\_\_\_\_

**Date:** \_\_\_\_\_