



Property: Sales, Rentals, Management

Tenant Locator Agreement

8825 Perimeter Park Blvd
Suite 603
Jacksonville, FL 32216
OFFICE: (904) 446-9765
FAX: (904) 446-9766
www.ChooseRES.com

(Used for *Marketing* and *Leasing* your property)

Property Address: _____ Unit: _____ Zip Code: _____

Desired Rent Range: FROM \$ _____/Month To \$ _____/Month

(Note: Please leave rent range blank if you would like RES to determine the market rent for your property)

Security Deposit: \$ _____ (Normally the same as one month's rent)

Pets will be allowed: _____ YES or _____ NO

Only _____ (size or type of pet allowed)

Non Refundable Pet Fee: \$ _____ "X" one: **Per Pet** _____ or **Total** _____

--OR-- \$ _____ **Per month (pet rent)**

--OR-- \$ _____ **Refundable Pet Deposit**

Showing Stipulations:

Is the property vacant? _____ YES or _____ NO

Property Availability Date: _____

If tenant occupied, please provide the name and phone # for the tenant/owner so that we can schedule showings: _____

_____(initial) I acknowledge that if the property is vacant there will be a lockbox placed on the property for showing purposes.

LEASE CONTACT INFO:

Owner: _____

Owner Contact Number(s) _____

Owner Email: _____

Acceptable Forms of Payment: _____ Personal Check _____ Cashier's Check/Money Order _____ Cash
_____ Direct Deposit Into Account (setup directly with tenants)

Checks Made Payable to: _____

Checks Mailed to: _____

Number of Bedrooms:

- A) 1 _____
- B) 2 _____
- C) 3 _____
- D) 4 _____
- E) 5 _____
- F) _____

Number of Bathrooms:

- A) 1 _____ B) 1 ½ _____ C) 2 _____ D) 2 ½ _____ E) 3 _____
F) _____

Heated Sq. Ft.: _____

HOA Approval Required: _____ Y or N _____

HOA Phone #: _____

Gated Community: _____ Y or N _____

Entrance Gate Code: _____

Year Built: _____

Type of Property:

- A) House _____ B) Condo _____ C) Town Home _____
D) Duplex _____ E) Triplex _____ F) Quad _____

Floor Plan:

- A) Single Story _____ B) Split-Level _____ C) Two Story _____
D) Split-Planned _____ E) Other: _____

Area Location:

- A) Southside _____ B) Northside _____ C) Arlington _____
E) Riverside/Avondale _____ F) Mandarin _____ G) Ponte Vedra _____
H) San Marco _____ I) Downtown _____ J) Other: _____

Living Room:

- A) Living Room _____ B) Formal Living Room _____ C) Living / Family Room Combo _____

Dining Room:

- A) Dining Area _____ B) Formal Dining Room _____ C) Kitchen Dining Area _____
E) Breakfast Bar _____ F) Other: _____

Appliances Included:

- A) _____ Stove: Electric _____ Gas _____
B) _____ Refrigerator: Icemaker _____ Water Maker _____
C) _____ Dishwasher:
D) _____ Microwave:
E) _____ Washer Electric _____ Gas _____
F) _____ Dryer: Electric _____ Gas _____
G) _____ Other: _____

Laundry Facilities:

- A) Laundry Room _____ B) Kitchen Laundry Area _____ C) Garage Laundry _____
D) Closet Laundry _____ E) Stackable Laundry Area _____ F) Other: _____

Flooring:

- A) Carpet & Vinyl _____ B) Carpet & Tile _____ C) All Carpet _____
D) All Tile _____ E) Hardwood _____ F) Other: _____

Parking Facilities:

- A) 2 Car Garage _____ B) 1 Car Garage _____ C) Carport _____
D) Assigned Parking _____ E) 3 Car Garage _____ F) Street Parking _____
G) Electric Garage Door Opener: Yes _____ No _____
H) Assigned Parking: # of Spaces _____ / Parking Space #'s Assigned _____

Heating & A/C:

- A) Central Electric_____ B) Central Gas_____ C) Oil Heat/Central A/C_____
- D) Gas Heat /Cent Air_____ E) Window A/C Units_____

Fencing, Back yard:

- A) Fully Fenced_____ B) Partially Fenced_____ C) No Fence _____

Fencing, Front yard:

- A) Fully Fenced_____ B) Partially Fenced_____ C) No Fence _____

Additional Information:

- A) Private Pool_____ H) Vaulted Ceilings_____ N) Septic Tank System_____
- B) Hot Tub_____ I) Sky Lights_____ O) Security System_____
- J) Additional Storage_____ P) Clubhouse_____ D) Community Pool_____
- K) Public Water_____ Q) Screen Enclosed Patio_____ E) Community Tennis_____
- L) Well Water_____ R) Sprinkler System_____ F) Walk-In Closets_____
- M) Public Sewer_____ S) Other _____

Services Included:

- A) Lawn Care_____ B) Pest Control_____ C) Pool Service_____
- D) Utilities _____ E) Other _____

Smoking allowed in property:

_____ YES or _____ NO

Keys & Remotes (LEAVE ON KITCHEN COUNTER)

Number of Garage Remotes in the property: _____

Number of Mail Box Keys in the property: _____

Lease:

RES lease will be used _____ YES or _____ NO

Owner lease will be used but executed by RES (RES makes no representations as to the content or legality of any owners lease) _____ YES or _____ NO

Equal Housing Disclosure:

Owner will rent to persons with HUD Section 8 Vouchers _____ YES or _____ NO

(If "YES" is checked, owner agrees to complete all paperwork and coordination required as it relates to renting to persons with a Section 8 voucher)

Market Survey:

We found Real Estate Solutions (or they found us) the following way(s):

A) Yellow Pages_____ B) Internet_____ C) Friend_____ D) Other Property Owners_____

E) Sign_____ F) Other: _____

G) Realtor Referral: If Realtor Referral, please provide name and number of the referring agent so that we can thank them for referring our firm: _____

SPECIAL INSTRUCTIONS: (Ex: items excluded from the rental premises, items rented "as is" and will not be repaired/replaced by landlord, etc.)

Property Management requested: _____ YES or _____ NO or _____ Please provide more info on services

By signing this form I acknowledge and agree to the following:

- I am the owner or owner’s agent of the above property.
- I guarantee that this property is current on all payments including mortgage, taxes and HOA dues, and should I fall behind on payments relating to the property, I will notify RES immediately.
- I have reviewed and approved the property information listed on this form. I acknowledge that information on this form will be used for leasing the property.
- I agree to that Real Estate Solutions shall possess the exclusive right to list and professionally market the above named property, until such time as the property is successfully leased or until such time that I may cancel this agreement for any reason, on the MLS (Multiple Listing Service), as well as through their other chosen methods of marketing, which may include: www.Rentals.com (and its affiliated “Network of Sites”), www.Craigslist.org, www.AHRN.com, www.ChooseRES.com, HD Virtual Tours on www.YouTube.com and linked to the above methods of marketing.
- I agree to inform Real Estate Solutions IMMEDIATELY if for any reason the property becomes unavailable for rent.
- I agree to allow Real Estate Solutions market my property by using information from this sheet, descriptions, photos, and video.
- I agree to have Real Estate Solutions and/or its agents sign a lease for the above property on my behalf, once I have approved tenants for lease of my property.

- **In consideration for the above referenced professional marketing services provided to me at no upfront cost by Real Estate Solutions, I agree to pay Real Estate Solutions, the greater of the following:**
 - **50% of the first full month’s rent**, collected from the tenants at or before the time of the lease signing.
 - **OR, \$250**, if the listing is cancelled by the owner at any time, for any reason, leased outside of Real Estate Solutions services, or the property is unavailable for showing on more than 2 consecutive days.
 - **OR, \$250** if I find a tenant and I have requested Real Estate Solutions to process the application and handle the lease preparation and lease signing. I agree that Real Estate Solutions will act as my agent for the lease signing, and that my information will be provided as the landlord of the property.

- **I agree to have Real Estate Solutions collect and forward to my mailing address above, the security deposit equal to one month’s rent and any other funds due to me, collected from the tenants unless otherwise stated in writing prior to signing this agreement.**

REQUIRED: I agree to keep a(n) _____ interest bearing _____ non-interest bearing escrow account at _____ (bank name in Florida) holding the tenants security deposit.
- I agree that Real Estate Solutions makes no assertions as to the accuracy of the tenant-provided information on their rental application; and that Real Estate Solutions is in no way responsible for the future performance of the tenants.

Owner or Agent Signature

Date

Real Estate Solutions

Date



National Association of Residential Property Managers