

HOMESTEAD REALTY, Inc.

TO: PROPERTY OWNER

FROM: Homestead Realty, Inc.

RE: **RENTAL MANAGEMENT TAKEOVER CONTRACT**

Here is a copy of our current Rental Management Takeover Contract. Please read it over carefully. If you have any questions, or need more information, don't hesitate to contact us. We've also included 2 more documents:

1. Eviction Guarantee Agreement
2. Rent Guarantee Agreement

You can elect to use either of the above, both of the above or none of the above.

Our contact numbers are below.

Thank you for considering us. We look forward to working with you in the future.

Our contact numbers are:

Toll Free	1-866-446-2921
Direct Line	407-367-4201
Fax Line	407-367-4210
Email	TEAMZIPP@AOL.COM
Address	14115 Town Loop Blvd., Suite 300 Orlando, FL 32837

Again, thank you.

Sincerely,

Homestead Realty, Inc.

HOMESTEAD REALTY, Inc.

RENTAL MANAGEMENT TAKEOVER CONTRACT pg. 1 of 2

This Rental Management Takeover Contract is between **Homestead Realty, Inc.**, referred to as the **Manager**,
and _____ (SS# _____ - _____ - _____),

hereinafter referred to as the legally designated **Owner**, for the rental of the property located at:

_____, Florida _____.
Street # Street Name Unit # City Zip-code

This contract shall read as follows:

The Manager will manage the property under the terms of the current lease and under the terms of the **enclosed Exclusive Rental Management Contract**. If the property is a “clean” takeover, that is,

- a good copy of the current lease has been provided to us by the Owner
- all rents have been paid to date
- no problems exist with the current Tenant(s) or the past Tenant(s)
- there are no unresolved problems with the property
- there is no pending eviction processing
- there is no pending foreclosure processing (or imminent foreclosure processing)

then there is a **\$150.00** start-up charge. If, however, **all** of the above criteria **has not** been met, then it isn't a 'clean' transfer; in that case, there is a **\$500 start-up charge**.

Once the transfer contract is signed, the Manager will take over the responsibility for managing the property. The timing of the actual takeover **will start as of the 1st of the month** following the signing of the contract, unless other arrangements are agreed upon. The management fee will be charged on the 1st of each month, as soon as the property is under our management control. The Manager will fully manage the property, which includes, but is not limited to:

- collecting all rents and following up with all appropriate legal notices
- periodically inspecting the property
- coordinating all necessary repairs to the property
- preparing monthly statements and forwarding all current monies to Owner (10th of each month)
- coordinating and issuing all quarterly and year-end reporting
- coordinating and issuing all government reporting

HOMESTEAD REALTY, Inc.

Prior to start-up, the Owner will supply the following information to the manager:

1. A copy of the current lease, or last available lease if the Tenants are month-to-month.
2. The current Tenant's demographics, that is:
 - Tenant's name(s) and phone number(s).
 - Current rent being collected.
 - Last date of rental payment plus any outstanding Tenant arrears.
3. A check for the security deposit or proof of **legal** location of the security deposit.
4. The Property Condition Walkthru that was completed prior to the current Tenant's move-in.
5. Any keys, remotes, cards, alarm codes, etc. that the Owner may have.

If the property is currently managed by another Company, then sign the Release Document attached and **we'll take care of getting the items #1 thru #5 above.**

In Witness Whereof, We the undersigned have executed this agreement:

_____/_____/_____
Owner signature / Owner signature / date

Legal Mailing Address: _____
Street# Street Name Unit# City State Zip-code

(____)____-____ (____)____-____ _____
Home phone number Cell phone number email address

Bank Name Account Routing Number Account Number checking or savings?
enter one of the above

Manager _____ /_____/_____
Authorized Homestead Realty, Inc. Manager date

HOMESTEAD REALTY, Inc.

MANAGEMENT RELEASE AUTHORIZATION

The Owner(s), _____ of the property located at:

_____, Florida _____
Street # Street Name Unit # City Zip-code

have contracted with Homestead Realty, Inc. to begin to manage their rental property as of ____/____/____.

As per the Owner's request, please remit to our Company, prior to the start-up date, the following:

1. A copy of the current lease, or last available lease if the Tenants are month-to-month.
2. The current Tenant's demographics, that is:
 - a. Tenant's name(s) and phone number(s).
 - b. Current rent being collected.
 - c. Last date of rental payment plus **any outstanding Tenant arrears**
3. A check for the security deposit or proof of **legal** location of the security deposit.
4. The Property Condition Walkthru that was completed prior to the current Tenant's move-in.
5. Any keys, remotes, cards, alarm codes, etc. that you may have.

Please contact us regarding the above. Our contact information is:

Homestead Realty, Inc. phone: 407-367-4201
14115 Town Loop Blvd. #300 fax: 407-367-4210
Orlando, FL 32837 email: teamzipp@aol.com

If need be, we will pick up the information and the items from you.

Thank you.

I authorize _____ to cancel my management contract.

I further authorize that the above items #1 thru #5 be transferred to Homestead Realty, Inc.

Owner(s) Signatures

_____/_____/_____
date

MRI-10/01/11

HOMESTEAD REALTY, Inc.

EVICITION GUARANTEE AGREEMENT

This Eviction guarantee Agreement between **Homestead Realty, Inc.**, hereinafter referred to as the **Company**, and

_____ (SS# _____ - _____ - _____),

hereinafter referred to as the legally designated **Owner**, for the rental of the property located at:

_____, Florida _____
Street # Street Name Unit # City Zip-code

shall read as follows:

Homestead Realty will guarantee to pay the Owner for all the **legal costs** associated with an eviction process, up to a maximum amount of **\$1,000.00**, for any Homestead Realty property management eviction initiated on behalf of the Owner. The full payment to complete the eviction will be made on the 10th of the month following the vacancy date of the Tenant.

In return for this guarantee, the Owner agrees to pay Homestead Realty in one of the following ways:

1. A one-time, up-front fee equal to **\$399.00**. This fee must be paid each time a **new Tenant** occupies the property or each time a **new lease period** is executed.

OR

2. A monthly fee equal to an additional **\$49.00**. This fee must be paid for each month that this agreement is in force.

Once an eviction is initiated, Homestead Realty will reimburse the Owner for the **legal costs** associated with the eviction processing. Once the Tenant is evicted, or once the Tenant vacates voluntarily, then Homestead Realty's obligation ends and this agreement will have been considered to be fully satisfied. Note that, if there is any **forfeited security deposit**, then **\$250.00** of the forfeited security deposit will be used toward the eviction costs.

The **Owner can cancel** this agreement at any time **providing that the Tenant is not yet in eviction processing**. If the Owner cancels, Homestead Realty will pay the Owner all legitimate monies due up to the date of cancellation and will no longer be liable for any additional monies that would have become due and payable under this agreement.

Homestead Realty, Inc. **cannot cancel** this agreement before any lease expiration date, but Homestead Realty does have the right not to renew this agreement at lease expiration time or each time a new lease period is executed.

In Witness Whereof, we the undersigned have executed this agreement:

_____/_____/_____
Owner signature Owner signature date

Legal Mailing Address: _____
Street# Street Name Unit# City State Zip-code

(_____) _____ - _____ (_____) _____ - _____ _____
Home phone number Cell phone number email address

Company _____
Authorized Homestead Realty, Inc. Manager _____
date

EGA-07/08/13

HOMESTEAD REALTY, Inc.

RENT GUARANTEE AGREEMENT

This Rent Guarantee Agreement between **Homestead Realty, Inc.**, hereinafter referred to as the **Company**, and (Owner of property)

_____, (SS# _____ - _____ - _____), hereinafter referred to as the legally designated **Owner**, for the rental of the property located at:

_____, Florida _____
Street # _____ Street Name _____ Unit # _____ City _____ Zip-code _____

shall read as follows:

Homestead Realty will guarantee full payment for any and all months that the Tenant does not pay full rent. The payment will be made to the Owner on the 10th of the following month. Homestead Realty will make these payments **up to three (3) times during any lease period or while the Tenant still occupies the property** under the current lease period.

The following conditions apply:

- If the tenant vacates the property, the Owner will be guaranteed for what the prorated rent would have been for that month from the 1st of the month through to the date of vacancy. That will be the last payment made under this guarantee.
- If the Tenant does not pay the required rent by the 15th of any month, then the Owner agrees to have Homestead Realty initiate a legal eviction on behalf of the owner or a legal stipulation on behalf of the Owner. Homestead Realty will keep paying the Owner as long as the Tenant remains in the property, up to the maximum allowed under this program.
- In any and all cases, the maximum that Homestead Realty would be liable for is **3 full months' rent**.
- If there is a forfeited security deposit, then \$400 of the forfeiture will be used toward unpaid rent.

In return for this guarantee, the Owner agrees to pay Homestead Realty in one of the following ways:

3. A one-time, up-front fee equal to **75% of one month's rent or \$475**, whichever is more. This fee must be paid each time a new Tenant occupies the property or each time a new lease period is generated.

OR

4. A monthly fee equal to an additional **6% of the monthly rent or \$40**, whichever is more. This fee must be paid for each month that this agreement is in force.

The Owner can cancel this agreement at any time. If the Owner cancels, then Homestead Realty will pay the Owner all legitimate monies due up to the date of cancellation and will no longer be liable for any additional monies that would have become due and payable under this agreement.

Homestead Realty, Inc. cannot cancel this agreement before any lease expiration date, but Homestead Realty does have the right not to renew this agreement at the time of Tenant vacancy or when a new lease period is generated.

In Witness Whereof, we the undersigned have executed this agreement:

_____/_____/_____
Owner signature Owner signature date

Legal Mailing Address: _____
Street# _____ Street Name _____ Unit# _____ City _____ State _____ Zip-code _____

(_____) _____ - _____ (_____) _____ - _____
Home phone number Cell phone number email address

Company _____
Authorized Homestead Realty, Inc. Manager date

RG A-07/08/13