

"We can handle **ALL** Your Real Estate Needs."



**Sales**



**Management**



**Rentals**



**Maintenance**

## Burmester Real Estate Greater Sacramento Real Estate Services

Info@BurmesterRealEstate.com

Ph #: 916-978-0992

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CSLB 945386

Located at:

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Suite 1

Sacramento, CA 95827

# Portfolio Stewardship

[www.BurmesterRealEstate.com](http://www.BurmesterRealEstate.com)

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Sample Monthly Statement

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W9 Taxpayer Identification Number and Certification

ACH Direct Deposit Form

Price Reduction / Advertising Worksheet

## COMPANY OVERVIEW

Burmester Real Estate has been doing business in Sacramento, California since 2004, and has grown to be an all-encompassing and successful real estate firm within the Sacramento region. We practice a straightforward, step-by-step management style with the goal of coaching our clients to achieve prosperity and financial security through real estate investment.

*Our mission is to provide the information, support, and services with the professionalism our clients deserve to fulfill all of their Real Estate needs including investing and management.*

### Our Three Branches of Service

To achieve our goal of becoming a steward of our client's real estate portfolios, we have brought together the main aspects of the real estate industry into one team driven with the same goal: achieve results.

**Our three main branches of service include:**

- Property Management
- Sales
- Maintenance

Having these three core divisions allows us to handle the full range of our client's real estate needs. Whether it be renting, rehabbing, maintaining, or selling a property, we have all the bases covered.



### Experience

Burmester Real Estate Group's Owner and CEO, Gary Burmester, is a seasoned real estate investor who personally owns several rental properties in the Sacramento area. For Gary, being a property manager is more than just collecting rent, it is a way of life. With over 10 years of industry expertise, Burmester Real Estate Group employs some of the area's sharpest minds in real estate management and sales.

### Proud Members



## COMPANY DIVISIONS

Burmaster Real Estate Group has three core divisions that work seamlessly together to deliver the best property management service possible. We are a full service property management, sales, and maintenance team dedicated to helping you grow and maintain your real estate investments. We call this management approach “**Portfolio Stewardship.**”

### Property Management Division Overview

At Burmaster Real Estate, our goal is to provide you with a level of service that greatly relieves you from the hassles and headaches of owning rental properties, therefore allowing you to increase your real estate holdings and overall financial future. We achieve this goal by streamlining our processes and holding ourselves to the highest possible management standards.

**We provide a variety of management packages including:**

- Full Service Property Management
- Leasing Only Services
- Tenant Eviction Help
- Rental Turnover Services
- Property Maintenance Services

### Online Account Access for Owners

We use a comprehensive management software that gives our owners 24/7/365 access to all of their rental’s information. Your online portal will give you instant access to downloadable executed leases, maintenance requests, all accounting documents, vacancy reports, rent rolls, and more.

We keep you fully up-to-date with online access to:

- **Electronic Payments**
- **Paperless Reporting**
- **Tenant Documents**
- **In-house Maintenance**
- **Online Monthly and Year End Statements**

### Advanced Reporting

At the end of the day, the most important aspect of your property management account is your ability to know what’s going on with your investment.




The following items are available to our owners within their personal portals:

- Update contact information
- Real-time threaded conversations with property managers (along with email alerts)
- View and approve work orders
- View bills and attached invoices
- Access owner statements (current and past)
- Make electronic contributions to the portfolio balance
- Run real time reports
- Access shared documents (tenant leases, addendums, etc)

Our reports are sent out monthly (preferably via e-mail) to our owners between the 10th and the 25th of every month  
 Reports include:

- Cash Flow Statement
- Expense Report
- Owner Statements
- Rent Roll
- Vacancy Reports
- Delinquency Reports
- Much More!

### Real-time Account Information

ABC HOLDINGS Balance Summary as of 09/01/2015	
\$250.38	<b>Prev. Balance</b>
	<b>Current Period</b>
\$826.51	Income
\$-57.86	Expenses
\$1,019.03	Ending Balance
\$57.86	Mgmt Fee
<b>\$250.00</b>	<b>Portfolio Min.</b>
-----	
<b>\$769.03</b>	<b>Available Balance</b>
 <a href="#">Make Contribution Online &gt;&gt;</a>	

***We currently manage 750+ units consisting of the following types of properties:***

- Single-Family Residences
- Duplexes
- Triplexes/Four-Plexes
- Condos
- Apartments of all sizes

## Sales Division Overview

Burmaster Real Estate has facilitated the buying and selling of all kinds of rental properties throughout Sacramento. We have worked hard to build systems to aid our agents in closing transactions in a streamlined, organized, and professional manner. We specialize in the follow types of real estate sales:

- ***Sale, Foreclosure, and Bank Owned/REO Properties:*** We have built a team of Real Estate Agents and Brokers who specialize in this area of sales. We work closely with banks and



many asset managers, which allows us to have a steady supply of inventory.

- **Wholesale Properties:** From Single Family Residence (SFR) rentals to large apartment complexes, we can help you build your portfolio because we have the buying power to secure some of the area's best investment opportunities. When you work with Burmaster Real Estate, you'll be joining our team of real estate investors who are constantly seeking the opportunity to grow and thrive. We work with you to leverage your wealth in a way that will help grow your portfolio.
- **Partner or LLC Collaborator Opportunity:** Join Gary Burmaster as an LLC Collaborator to create faster growth of your investment portfolio. On collaborated efforts, we see an average ROI of 35-55% Cash on Cash. During the duration of the agreement, Gary will buy, rehab, sell and/or manage the compliance and taxes as well as manage the property *for free* for the life of the LLC. Contact us for more details.

## Maintenance Division Overview

Burmaster Real Estate has an in-house maintenance and repair company (Property Doctor). Property Doctor provides fast, competitive services to Burmaster Real Estate clients. We are always well prepared to handle any service requests brought upon us.

### Property Management Clients



**Fast, reliable turnover and move-in:** Our property management clients benefit from our property maintenance services by having priority access to our availability. As part of our maintenance and repair service, our team provides:

- Move-out maintenance inspections
- Move-in inspections
- Annual inspections
- Additional inspections upon request

**While the unit is occupied:** Your resident will be instructed to contact our office for any maintenance or repair issues they may encounter, which keeps your tenants from bugging you around the clock. All owners have the option of performing their own maintenance or employing contractors of their choice.

### Property Maintenance Only Clients

Burmaster Real Estate will customize a maintenance program for those owners who prefer to collect their own rent, but want to have their tenant call us for maintenance. These clients will benefit from having all maintenance documented and scheduled as quickly as possible.

### Full Rehab

Whether you're prepping a new investment for the rental market or making improvements on an existing rental, Property Doctor provides full rehab service. No job is too big or too small!

### Tenant Expense Recovery for Property Owners

Our maintenance division, Property Doctor, provides a Tenant Expense Recovery evaluation with every repair **at no additional cost**. This includes preventative maintenance, rental turnovers, and work order requests. We provide:

- Before & After Photos of worked preformed
- Root Cause Analysis for each repair completed
- Detailed Invoice so you can bill tenants according to your own policies

## From Routine Maintenance to Rehabs, We Do It All

Before



After



## MANAGEMENT PLANS

Since 2004, Burmaster Real Estate has been a leader in property management services throughout the greater Sacramento area. We currently manage over 700 units ranging from single-family residences and duplexes to condominiums, commercial properties, and apartment buildings. Our goal is to help owners expand their investment portfolio through strategic planning, and then manage those investment properties with the objective to grow the portfolio to increase the owner's wealth.

### Property Management Packages

*Note: Our fees vary by size and quantity of each individual portfolio.*

#### Full Management Package

Our Full Management Package includes everything you need to manage and grow your real estate portfolio. We refer to this as a **portfolio stewardship**.

#### Management Fees

Our full management fees are as follows:

- Single Family Residence: 8% of the monthly rent
- Duplexes/triplexes and 4-plexes: 7% of the monthly rent
- 5-15 units: 6% of the monthly rent
- 16-50 units: 5% of the monthly rent
- 51-80 units: 4% of the monthly rent

#### Marketing and Advertising

Burmaster Real Estate focuses heavily on Internet marketing and advertising strategies to rent your property fast. All vacant properties are placed on the top rental advertising websites including:

- BurmasterRealEstate.com
- Move.com
- Postlets.com
- Craigslist.org
- CSUS.edu
- SNR Classifieds
- Plus many, many more.



*We also place signage at the property and receive walk-up traffic to our main office.*

#### Leases

Burmaster Real Estate recommends a one-year lease on all properties. However, we do provide service which best meets the owner's needs. If an owner would rather secure a 6-month or a month-to month lease, we are more than happy to accommodate this request.



## Tenant Screening and Approval

Burmaster Real Estate has a very thorough tenant screening and approval process. Our number one goal is to find tenants that will match your monthly income requirements, pay rent on-time, and treat your property with the respect and care you desire. We check the following on each applicant:

- Credit history
- Rental history
- Income verification
- Criminal background check
- Prior eviction actions
- Employment Verification

We work with government rent subsidy programs. Our team has the expertise and qualifications to work with government funded programs such as Section 8, SSI, Sacramento Self Help Housing, and many more.

## Tenant Rent Payment Requirements

Tenants pay rent via US postal mail, online, or by walking into the office. Rent is due on the 1st of each month and late after the 5th.

## Owner Rent Payment Disbursements

Owner funds are dispersed between the 15th and 25th of each month. Owners can elect to receive funds by US postal mail or via direct deposit. We can transfer money directly into your bank accounts! No more waiting to receive checks, then waiting for checks to clear at the bank – we can automatically deposit funds into selected accounts.



## Ongoing Tenant Management

Once the vacancy is full and the tenant moves in, our work doesn't stop there. Our staff will handle routine tenant needs including:

- Monthly rent collection
- Draft and serve legal notices
- Manage late rent and lease violations
- Handle emergency maintenance requests 24/7
- Handle tenant complaints and questions
- Property supervision and frequent "drive-by" inspections
- Perform mandatory City of Sacramento annual inspections at **NO** charge.

## Management Maintenance & Repair

We typically facilitate repairs through our in-house maintenance service, Property Doctor. Because we have control over the schedule for Property Doctor, we can normally arrange for repairs in as little as 24 hours (a huge plus for fast turnover and tenant retention). We also work with third-party vendors when the need arises, or to provide you competitive quotes.

- Handyman, Painting, Plumbing, and General Contracting Services
- On Call for 24-Hour Maintenance Emergencies
- Fast turnaround on non-emergency maintenance situations
- Preventative maintenance services and inspections.
- Vendor Supervision
- Rental turnover services



## Evictions

Burmaster Real Estate Group's property managers are experienced with eviction procedures from beginning to end. We'll serve preliminary notices, work with the attorney, attend court on your behalf, facilitate the lock-out, and turnover the unit to make it ready for a new tenant once the eviction process is complete.

## Collection Management

If the tenant owes money to the owner at the time of move-out, he or she is given one month to make payment arrangements on the balance owed. If payments are not made or the tenant chooses not to make payment arrangements, we will send the tenant's file to our collection agency at no expense to the owner.

If the tenant has been evicted, the judgment immediately reports to their credit history. We can garnish wages with a court ordered judgment only.

**Collection split is as follows:** Outside collection company keeps 30% of collected monies and 70% of monies collected goes to the rental property owner.



## Leasing Only Service

This option offers owners the opportunity to have us find a qualified tenant to fill their property, but does not include continued monthly services such as rent collection, reporting, and maintenance coordination.

*There is a onetime fee of 50% of a full month's rent to provide this service (75% for Section 8).*

Note: We require a deposit of \$250.00 to cover the cost of advertisement in case the owner chooses to cancel the agreement. This \$250.00 is credited back to the owner's account upon the placement of a tenant.

## **Rental Turnover Services**

Don't have the time to manage multiple vendors? No problem. Burmaster Real Estate can manage your rental turnover. We have a list of vendors that we work with to turn your property over as quickly as possible. In most cases, we can utilize our in-house maintenance and landscape companies for the fastest turnaround in the Sacramento area. Prices vary. Contact our office to request a quote.



## **Tenant Eviction Services**

Burmaster Real Estate's property managers have extensive experience helping owner's process evictions. We offer an all-inclusive eviction service with rent-up and a full 1 year management package to help you get back on track. Our eviction package includes:

- Full audit of past accounting (needed before eviction proceedings)
- Preparation of financial and legal documents for the attorney
- Act on your behalf during court proceedings (attorney and court costs not included)
- Coordinate and perform tenant lock-out
- Coordinate turnover maintenance and repairs once tenant is removed
- Advertise the property for new renters
- Process rental applications (rental history, income verification, and credit check)
- Draft and execute lease with new tenant
- Manage the property for 1 full year including accepting maintenance requests 24/7/365
- Unlimited access to our online accounting and management portal with full financial, legal, and maintenance documents
- Direct deposit of rent and easy online bill payments



## THE BURMASTER REAL ESTATE LEADERSHIP

The Burmaster Real Estate Team is comprised of Property Management and Real Estate professionals who are dedicated to providing an unparalleled customer service experience for all of our clients. We have assembled an excellent team that will help you through every step of your real estate needs.

### **Gary Burmaster , Owner / CEO**



Gary is a serial entrepreneur and real estate investor with over 10 years of experience in real estate and customer services. As the owner and CEO of Burmaster Real Estate, Property Doctor, and Scenic View Landscape, Gary has accumulated a vast amount of expertise on investment property sales, management, and maintenance. His all-inclusive approach to property management has made him a leader in the Sacramento Real Estate market.

**Phone:** (916) 978-7001

**E-mail:** Gary@BurmasterRealEstate.com

### **Keith Klassen, Broker / Property Manager**



At his core, Keith is a coach and consultant. With 10 years of work experience in real estate sales and management, he has learned that the best approach for helping clients is through guided education and coaching. Keith oversees Burmaster Real Estate's sales and property management departments, and is our leading expert on real estate investments including foreclosures & banked owned properties.

**Phone:** (916) 595-7900

**E-mail:** Keith@BurmasterRealEstate.com

## WHY CHOOSE US?

We like to think of ourselves as a one-stop-shop for our clients. That's why we have three core divisions to best serve our owners and their investment needs.

- Management
- Sales
- Maintenance

As a firm, we hold many licenses and memberships – both local and national – in order to provide a broad array of services to our clients. We keep up-to-date on new laws, regulations, and tenant / landlord issues. Some of our credentials include the following:

- Broker License (DRE# 01867031)
- Sacramento Association of Realtors (SAR)
- California Association of Realtors (CAR)
- National Association of Residential
- Property Managers (NARPM)
- Construction License (CSLB 945386)

Here at Burmaster Real Estate we would love to provide you with the service and professionalism you deserve in a Real Estate Company. Please give us a call or send us an email with any inquires you may have. ***Thank you for the opportunity to earn your business.***

**Professional PROPERTY MANAGEMENT**  
CSLB # 945386 DRE # 01867031

- Electronic Payments
- Paperless Reporting
- Online Account Services
- Email Statements
- In-House Maintenance
- FREE Consultations

**(916)978-0992**  
Info@BurmasterRealEstate.com

**Burmaster REAL ESTATE.COM**  
 Sales • Property Management

Management  
 Sales Maintenance

- COMMUNICATION and TRUST
- Tenant Placement Guarantee
- 24 Hour Live Answering Service

NARPM MLS CAR SHRA  
www.BurmasterRealEstate.com

**REPAIR & MAINTENANCE**

- General Contracting
- Interior Painting
- Exterior Painting
- Plumbing
- Drain Rooting
- Water Heater Replacement
- Minor Electrical
- Rental Turnovers
- Trash Hauling
- Competitive Pricing
- Same Day Service

"I am a property manager in the Sacramento area. I have been using Property Dr. for over a year now with amazing results. With a great staff, excellent communication and top notch results, I continue to use Property Dr."  
Mark A. Sacramento, CA

**FREE ESTIMATE:**  
**(916)368-6868**  
Info@PropertyDr.com

www.PropertyDr.com CSLB# 945386

## Licenses and Memberships

SACRAMENTO ASSOCIATION OF REALTORS®

CALIFORNIA ASSOCIATION OF REALTORS®

NARPM®  
 National Association of Residential Property Managers

NATIONAL ASSOCIATION of REALTORS®

SHRA

NAREB REALTIST ASSOCIATION OF REAL ESTATE BROKERS

MULTIPLE LISTING SERVICE  
**MLS**™

REO NETWORK  
 The Original Network™

CSLB

EQUAL HOUSING OPPORTUNITY

BBB ACCREDITED BUSINESS  
**A+ RATED**



## CLIENT TESTIMONIAL

### Property Management Client, 2010

I am so glad I switched over to Gary for all my real estate property management needs. He is driven and passionate about getting the best results for me; he adjust and fine-tunes constantly without my constant input. Net result is that he provides excellent value. Also, he keeps me well informed with email, and website updates, and he is always available to speak to." —**Gita Iyer**

### Business Consultant Client, 2010

"Gary is an exceptional guy who does what he says and brings jobs in on time and on budget and has integrity." —**Mike Leonard**

### Property Management Client, 2010

"Gary is a professional who can be trusted. He will get the job done no matter what it takes. He understands people and helps everyone to make things happen." —**Ronald Best**

### Property Management Client, 2009

"As a multi owner of properties, I rely upon experts with high integrity to manage my portfolio of properties. Gary is all that and more. Very personable, professional in demeanor, and great with handling tenant issues and problem solving. Moreover, Gary is very knowledgeable of real estate trends in his respective coverage area. Thanks Gary!" —**Jesse Rosete**

### Construction Client, 2010

"Gary Burmaster is a very professional and efficient person to work with. We have performed inspections and treatments for properties that Burmaster manages. I highly recommend Gary and the entire company." —**Jamie Rivera**

### Resident Property Manager, 2011

"It is a pleasure working with Gary on his projects. He displays great professionalism and is always very courteous. He genuinely cares about his clients and business associates and I would not hesitate recommending Gary's business services." —**Doreen Stevens**

### Current Tenant

"I was looking for a place to rent online & was scanning all the places. I found the perfect apartment through Burmaster. My phone call was returned by Mark quickly. He met with me after hours (because of my work schedule) to show me an apartment. Then again went out of his way to get me in quickly by meeting with me on a Saturday to sign papers. I've been a tenant for a while now & every time I have had a maintenance issue it has been resolved quickly and without question. I have been a renter for a long time & have dealt with many different agencies, Burmaster is one of the best. I highly recommend them to anyone looking to rent!!!!" —**Michele H.**



## REFERENCES

In today's real estate market, it's essential to work with a real estate company you can trust. There's no better way to check out a company's credibility than by talking to other people who are been clients themselves.

Please feel free to contact any of our references below to answer any of your questions about working with the Burmaster Real Estate team.

### **Thomas & Mari Johnston**

Property Owner and Current Burmaster Real Estate Client  
(907) 694-7046  
tjohnston@gci.net

### **Mickie Wade & Herbert Heanes**

Property Owner and Current Burmaster Real Estate Client  
(510) 278-8088  
ch6365p@comcast.net

### **Matt & Ann Rosales**

Property Owner and Current Burmaster Real Estate Client  
(916)769-0322  
rig2020@hotmail.com

### **Robert Fisher**

Property Owner and Current Burmaster Real Estate Client  
(707) 745-2285  
zxrobe@netzero.com



## Burmaster Real Estate

3130 Fite Circle, Suite #1  
Sacramento, CA 95827  
ph. (916) 978-0992 fax (916) 978-0999  
www.BurmasterRealEstate.com



John Sample Doe  
12354 Sample Way  
Sacramento, CA 94580-1520

## OWNER STATEMENT

Report Period: 12/01/2013 - 12/31/2013

	Current Month	% of Total	Year-To-Date	% of Total
Opening Balance	\$250.00		\$250.00	
<b>Income</b>				
	Current Month	% of Total	Year-To-Date	% of Total
Rent	\$1,550.00	100.00%	\$17,600.00	95.49%
Tenant Repair Charge	\$0.00	0.00%	\$832.11	4.51%
Total Income	\$1,550.00		\$18,432.11	
<b>Expense</b>				
	Current Month	% of Total	Year-To-Date	% of Total
Appliance Repair	\$0.00	0.00%	\$387.88	7.19%
Bank Fees	\$1.00	1.64%	\$12.00	0.22%
Carpet Cleaning	\$0.00	0.00%	\$280.00	5.19%
Cleaning	\$0.00	0.00%	\$195.00	3.61%
Garage Door Repair/Replace	\$0.00	0.00%	\$160.00	2.97%
General Repairs	\$0.00	0.00%	\$2,239.00	41.49%
Heating & Air Repair	\$0.00	0.00%	\$180.00	3.34%
Leasing Fee	\$0.00	0.00%	\$775.00	14.36%
Management Fees	\$60.00	98.36%	\$720.00	13.34%
Plumbing	\$0.00	0.00%	\$282.16	5.23%
Window Replacement	\$0.00	0.00%	\$165.00	3.06%
Total Expenses	\$61.00		\$5,396.04	
<b>Net Operating Income</b>	<b>\$1,489.00</b>		<b>\$13,036.07</b>	

SAMPLE



Sub-Total	\$1,739.00	\$13,286.07
Contributions	\$0.00	\$3,371.88
Disbursed to Owner	-\$1,489.00	-\$16,407.95
Ending Balance	\$250.00	\$250.00
Portfolio Minimum	\$250.00	\$250.00
Due To(From) Owner	\$0.00	-\$0.00

## 1256 Wonder Way

### Income

	Current Month	% of Total	Year-To-Date	% of Total
Application Fee	\$0.00	0.00%	\$0.00	0.00%
Rent	\$1,550.00	100.00%	\$17,600.00	95.49%
Tenant Repair Charge	\$0.00	0.00%	\$832.11	4.51%
Total Income	\$1,550.00		\$18,432.11	

### Expense

	Current Month	% of Total	Year-To-Date	% of Total
Appliance Repair	\$0.00	0.00%	\$387.88	7.19%
Bank Fees	\$1.00	1.64%	\$12.00	0.22%
Carpet Cleaning	\$0.00	0.00%	\$280.00	5.19%
Cleaning	\$0.00	0.00%	\$195.00	3.61%
Garage Door Repair/Replace	\$0.00	0.00%	\$160.00	2.97%
General Repairs	\$0.00	0.00%	\$2,239.00	41.49%
Heating & Air Repair	\$0.00	0.00%	\$180.00	3.34%
Landscape Service	\$0.00	0.00%	\$0.00	0.00%
Leasing Fee	\$0.00	0.00%	\$775.00	14.36%
Management Fees	\$60.00	98.36%	\$720.00	13.34%
Plumbing	\$0.00	0.00%	\$282.16	5.23%
Window Replacement	\$0.00	0.00%	\$165.00	3.06%
Total Expenses	\$61.00		\$5,396.04	

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<b>Net Operating Income</b>	<b>\$1,489.00</b>	<b>\$13,036.07</b>
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### Other Income

	Current Month	% of Total	Year-To-Date	% of Total
Total Other Income	\$0.00		\$0.00	

**Other Expense**

	Current Month	% of Total	Year-To-Date	% of Total
Total Other Expense	\$0.00		\$0.00	
<b>Total Net Income</b>	<b>\$1,489.00</b>		<b>\$13,036.07</b>	

**Unpaid Bills**

Vendor	Date	Location	Comments	Ref No	Amount	Paid Amount	Due
<b>Total Amount Due (Not including Credits)</b>							\$0.00

**Security Deposit**

Payee	Date	Location	Comments	Ref No	Amount	Paid Amount	Due
Smith Smith	06/01/2013	Wonder Way			\$1,000.00	\$1,000.00	\$0.00
Smith - Smith	07/01/2013	Wonder Way			\$1,700.00	\$1,700.00	\$0.00
<b>Total Amount Due</b>							\$0.00

**Escrowed Security Deposits**

Account Number	Account Code	Account Description	Amount
2250	SECDEP	BRES Hold Sec Deposit	\$2,700.00

SAMPLE



PROPERTY MANAGEMENT AGREEMENT

(C.A.R. Form PMA, Revised 11/13)

Owner (Owner"), and Burmaster Real Estate Group (Broker"), agree as follows:
1. APPOINTMENT OF BROKER: Owner hereby appoints and grants Broker the exclusive right to rent, lease, operate, and manage the property(ies) known as 123 Any Street , Anywhere, CA 5555

and any additional property that may later be added to this Agreement ("Property"), upon the terms below, for the period beginning (date) January 1, 2015 and ending (date) December 31, 2016 , at 11:59 PM. (If checked:) [X] Either party may terminate this Property Management Agreement ("Agreement") on at least 30 days written notice 12 months after the original commencement date of this Agreement. After the exclusive term expires, this Agreement shall continue as a non-exclusive agreement that either party may terminate by giving at least 30 days written notice to the other.

- 2. BROKER ACCEPTANCE: Broker accepts the appointment and grant, and agrees to:
A. Use due diligence in the performance of this Agreement.
B. Furnish the services of its firm for the rental, leasing, operation and management of the Property.
3. AUTHORITY AND POWERS: Owner grants Broker the authority and power, at Owner's expense, to:
A. ADVERTISING: Display FOR RENT/LEASE and similar signs on the Property and advertise the availability of the Property, or any part thereof, for rental or lease.
B. RENTAL; LEASING: Initiate, sign, renew, modify or cancel rental agreements and leases for the Property, or any part thereof; collect and give receipts for rents, other fees, charges and security deposits. Any lease or rental agreement executed by Broker for Owner shall not exceed 1 year(s) or [X] shall be month-to-month. Unless Owner authorizes a lower amount, rent shall be: [X] at market rate; OR [ ] a minimum of \$ per ; OR [ ] see attachment.
C. TENANCY TERMINATION: Sign and serve in Owner's name notices that are required or appropriate; commence and prosecute actions to evict tenants; recover possession of the Property in Owner's name; recover rents and other sums due; and, when expedient, settle, compromise and release claims, actions and suits and/or reinstate tenancies.
D. REPAIR; MAINTENANCE: Make, cause to be made, and/or supervise repairs, improvements, alterations and decorations to the Property; purchase, and pay bills for, services and supplies. Broker shall obtain prior approval of Owner for all expenditures over \$ 250.00 for any one item. Prior approval shall not be required for monthly or recurring operating charges or, if in Broker's opinion, emergency expenditures over the maximum are needed to protect the Property or other property(ies) from damage, prevent injury to persons, avoid suspension of necessary services, avoid penalties or fines, or suspension of services to tenants required by a lease or rental agreement or by law, including, but not limited to, maintaining the Property in a condition fit for human habitation as required by Civil Code §§ 1941 and 1941.1 and Health and Safety Code §§ 17920.3 and 17920.10.
E. REPORTS, NOTICES AND SIGNS: Comply with federal, state or local law requiring delivery of reports or notices and/or posting of signs or notices.
F. CONTRACTS; SERVICES: Contract, hire, supervise and/or discharge firms and persons, including utilities, required for the operation and maintenance of the Property. Broker may perform any of Broker's duties through attorneys, agents, employees, or independent contractors and, except for persons working in Broker's firm, shall not be responsible for their acts, omissions, defaults, negligence and/or costs of same.
G. EXPENSE PAYMENTS: Pay expenses and costs for the Property from Owner's funds held by Broker, unless otherwise directed by Owner. Expenses and costs may include, but are not limited to, property management compensation, fees and charges, expenses for goods and services, property taxes and other taxes, Owner's Association dues, assessments, loan payments and insurance premiums.
H. SECURITY DEPOSITS: Receive security deposits from tenants, which deposits shall be [ ] given to Owner, or [X] placed in Broker's trust account and, if held in Broker's trust account, pay from Owner's funds all interest on tenants' security deposits if required by local law or ordinance. Owner shall be responsible to tenants for return of security deposits and all interest due on security deposits held by Owner.
I. TRUST FUNDS: Deposit all receipts collected for Owner, less any sums properly deducted or disbursed, in a financial institution whose deposits are insured by an agency of the United States government. The funds shall be held in a trust account separate from Broker's personal accounts. Broker shall not be liable in event of bankruptcy or failure of a financial institution.
J. RESERVES: Maintain a reserve in Broker's trust account of \$ 250.00 per portfolio .
K. DISBURSEMENTS: Disburse Owner's funds held in Broker's trust account in the following order:
(1) Compensation due Broker under paragraph 8.
(2) All other operating expenses, costs and disbursements payable from Owner's funds held by Broker.
(3) Reserves and security deposits held by Broker.
(4) Balance to Owner.
L. OWNER DISTRIBUTION: Remit funds, if any are available, monthly (or [X] 10th to 25th of the month ), to Owner.
M. OWNER STATEMENTS: Render monthly, (or [ ] Quarterly or [X] 15th to 25th ), statements of receipts, expenses and charges for each Property.
N. BROKER FUNDS: Broker shall not advance Broker's own funds in connection with the Property or this Agreement.

Owner's Initials ( ) ( )

Broker's Initials ( ) ( )

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



Owner Name: Owner

Date: January 1, 2015

O. **KEYSAFE/LOCKBOX:**  (If checked) Owner authorizes the use of a keysafe/lockbox to allow entry into the Property and agrees to sign a keysafe/lockbox addendum (C.A.R., Form KLA).

**4. OWNER RESPONSIBILITIES:** Owner shall:

- A. Provide all documentation, records and disclosures as required by law or required by Broker to manage and operate the Property, and immediately notify Broker if Owner becomes aware of any change in such documentation, records or disclosures, or any matter affecting the habitability of the Property.
- B. Indemnify, defend and hold harmless Broker, and all persons in Broker's firm, regardless of responsibility, from all costs, expenses, suits, liabilities, damages, attorney fees and claims of every type, including but not limited to those arising out of injury or death of any person, or damage to any real or personal property of any person, including Owner, for: (i) any repairs performed by Owner or by others hired directly by Owner; or (ii) those relating to the management, leasing, rental, security deposits, or operation of the Property by Broker, or any person in Broker's firm, or the performance or exercise of any of the duties, powers or authorities granted to Broker.
- C. Maintain the Property in a condition fit for human habitation as required by Civil Code §§ 1941 and 1941.1 and Health and Safety Code §§ 17920.3 and 17920.10 and other applicable law.
- D. Pay all interest on tenants' security deposits if required by local law or ordinance.
- E. Carry and pay for: (i) public and premises liability insurance in an amount of no less than \$1,000,000; and (ii) property damage and worker's compensation insurance adequate to protect the interests of Owner and Broker. Broker shall be, and Owner authorizes Broker to be, named as an additional insured party on Owner's policies.
- F. Pay any late charges, penalties and/or interest imposed by lenders or other parties for failure to make payment to those parties, if the failure is due to insufficient funds in Broker's trust account available for such payment.
- G. Immediately replace any funds required if there are insufficient funds in Broker's trust account to cover Owner's responsibilities.

5. **OWNER REPRESENTATIONS:** Owner represents that unless otherwise specified in writing, Owner is unaware of: (i) any recorded Notice of Default affecting the Property; (ii) any delinquent amounts due under any loan secured by, or other obligation affecting, the Property; (iii) any bankruptcy, insolvency or similar proceeding affecting the Property; (iv) any litigation, arbitration, administrative action, government investigation, or other pending or threatened action that does or may affect the Property or Owners ability to transfer it; and (v) any current, pending or proposed special assessments affecting the Property. Owner shall promptly notify Broker in writing if Owner becomes aware of any of these items during the term of this Agreement.

**6. TAX WITHHOLDING:**

- A. If Owner is not a California Resident or a corporation or LLC qualified to conduct business in California, Owner authorizes Broker to withhold and transmit to California Franchise Tax Board ("FTB") 7% of the GROSS payments to Owner that exceed \$1,500 received by Broker, unless Owner completes and transmits to Broker FTB form 589, nonresident reduced withholding request, FTB form 588, nonresident withholding waiver, or FTB form 590, withholding exemption certificate.
- B. If Owner is a nonresident alien individual, a foreign entity, or other non-U.S. person, (Foreign Investor) Owner authorizes Broker to withhold and transmit to the Internal Revenue Service (IRS) 30% of the GROSS rental receipts unless Owner elects to treat rental income as "effectively connected income" by submitting to Broker a fully completed Form W-8ECI, Certificate of Foreign Person's Claim for Exemption From Withholding on Income Effectively Connected With the Conduct of a Trade or Business in the United States. A Foreign investor Owner will need to obtain a U.S. tax payer identification number and file a declaration with the IRS regarding effectively connected income in order to complete the form given to Broker. Further, the Foreign Investor Owner will be responsible for making any necessary estimated tax payments.

**7. DISCLOSURE:**

**A. LEAD-BASED PAINT**

(1)  The Property was constructed on or after January 1, 1978.

OR (2)  The Property was constructed prior to 1978.

- (i) Owner has no knowledge of lead-based paint or lead-based paint hazards in the housing except: \_\_\_\_\_
- (ii) Owner has no reports or records pertaining to lead-based paint or lead-based paint hazards in the housing, except the following, which Owner shall provide to Broker: \_\_\_\_\_

**B. POOL/SPA DRAIN**

Any pool or spa on the property does (or,  does not) have an approved anti-entrapment drain cover, device or system.

**COMPENSATION:**

8. A. Owner agrees to pay Broker fees in the amounts indicated below for:

- (1) Management: **10%** \_\_\_\_\_
- (2) Renting or Leasing: **50% of first months normal rent, 6 months guaranteed per tenant placed** \_\_\_\_\_
- (3) Evictions: **Owner pays court and attorney fees.** \_\_\_\_\_
- (4) Preparing Property for rental or lease: \_\_\_\_\_
- (5) Managing Property during extended periods of vacancy: **No charge** \_\_\_\_\_
- (6) An overhead and service fee added to the cost of all work performed by, or at the direction of, Broker: \_\_\_\_\_
- (7) Other: **Owner covers the cost of all advertising.** \_\_\_\_\_

B. This Agreement does not include providing on-site management services, property sales, refinancing, preparing Property for sale or refinancing, modernization, fire or major damage restoration, rehabilitation, obtaining income tax, accounting or legal advice, representation before public agencies, advising on proposed new construction, debt collection, counseling, attending Owner's Association meetings or \_\_\_\_\_

If Owner requests Broker to perform services not included in this Agreement, a fee shall be agreed upon before these services are performed.

Owner's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Broker's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



- C. Broker may divide compensation, fees and charges due under this Agreement in any manner acceptable to Broker.
- D. Owner further agrees that:
  - (1) Broker may receive and keep fees and charges from tenants for: (i) requesting an assignment of lease or sublease of the Property; (ii) processing credit applications; (iii) any returned checks and/or (  if checked) late payments; and (iv) any other services that are not in conflict with this Agreement.
  - (2) Broker may perform any of Broker's duties, and obtain necessary products and services, through affiliated companies or organizations in which Broker may own an interest. Broker may receive fees, commissions and/or profits from these affiliated companies or organizations. Broker has an ownership interest in the following affiliated companies or organizations:  
DBA Property Doctor; Scenic View Landscape

Broker shall disclose to Owner any other such relationships as they occur. Broker shall not receive any fees, commissions or profits from unaffiliated companies or organizations in the performance of this Agreement, without prior disclosure to Owner.

(3) Other: Owner pays water, sewer, and garbage (Varies Per Owner)

9. **AGENCY RELATIONSHIPS:** Broker may act, and Owner hereby consents to Broker acting, as dual agent for Owner and tenant(s) in any resulting transaction. If the Property includes residential property with one-to-four dwelling units and this Agreement permits a tenancy in excess of one year, Owner acknowledges receipt of the "Disclosure Regarding Agency Relationships" (C.A.R. Form AD). Owner understands that Broker may have or obtain property management agreements on other property, and that potential tenants may consider, make offers on, or lease through Broker, property the same as or similar to Owner's Property. Owner consents to Broker's representation of other owners' properties before, during and after the expiration of this Agreement.

10. **NOTICES:** Any written notice to Owner or Broker required under this Agreement shall be served by sending such notice by first class mail or other agreed-to delivery method to that party at the address below, or at any different address the parties may later designate for this purpose. Notice shall be deemed received three (3) calendar days after deposit into the United States mail OR  \_\_\_\_\_.

11. **DISPUTE RESOLUTION:**

A. **MEDIATION:** Owner and Broker agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction before resorting to arbitration or court action. Mediation fees, if any, shall be divided equally among the parties involved. If, for any dispute or claim to which this paragraph applies, any party (i) commences an action without first attempting to resolve the matter through mediation, or (ii) before commencement of an action, refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED. Exclusions from this mediation agreement are specified in paragraph 11C.

B. **ARBITRATION OF DISPUTES:**

Owner and Broker agree that any dispute or claim in Law or equity arising between them out of this Agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration. The arbitrator shall be a retired judge or justice, or in attorney with at least 5 years of residential real estate Law experience, unless the parties mutually agree to a different arbitrator. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1284.5. In all other respects, the arbitration shall be conducted in accordance with Title 9 of Part 3 of the Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered into any court having jurisdiction. Enforcement of this agreement to arbitrate shall be governed by the Federal Arbitration Act. Exclusions from this arbitration agreement are specified in paragraph 11C.

"NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."

"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."

Owner's Initials \_\_\_\_\_ / \_\_\_\_\_ Broker's Initials \_\_\_\_\_ / \_\_\_\_\_

C. **ADDITIONAL MEDIATION AND ARBITRATION TERMS:** The following matters shall be excluded from mediation and arbitration: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; and (iv) any matter that is within the jurisdiction of a probate, small claims or bankruptcy court. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a waiver or violation of the mediation and arbitration provisions.

Owner's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Broker's Initials ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



Owner Name: Owner Date: January 1, 2015

- 12. **EQUAL HOUSING OPPORTUNITY:** The Property is offered in compliance with federal, state and local anti-discrimination laws.
- 13. **ATTORNEY FEES:** In any action, proceeding or arbitration between Owner and Broker regarding the obligation to pay compensation under this Agreement, the prevailing Owner or Broker shall be entitled to reasonable attorney fees and costs from the non-prevailing Owner or Broker, except as provided in paragraph 11A.
- 14. **ADDITIONAL TERMS:**  Keysafe/Lockbox Addendum (C.A.R. Form KLA);  Lead-Based Paint and Lead-Based Paint Hazards Disclosure (C.A.R. Form FLD)

15. **TIME OF ESSENCE; ENTIRE CONTRACT; CHANGES:** Time is of the essence. All understandings between the parties are incorporated in this Agreement. Its terms are intended by the parties as a final, complete and exclusive expression of their Agreement with respect to its subject matter, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. If any provision of this Agreement is held to be ineffective or invalid, the remaining provisions will nevertheless be given full force and effect. Neither this Agreement nor any provision in it may be extended, amended, modified, altered or changed except in writing. This Agreement and any supplement, addendum or modification, including any copy, may be signed in two or more counterparts, all of which shall constitute one and the same writing.

**Owner warrants that Owner is the owner of the Property or has the authority to execute this Agreement. Owner acknowledges Owner has read, understands, accepts and has received a copy of the Agreement.**

Owner \_\_\_\_\_ Date \_\_\_\_\_  
 Owner Owner  
 Print Name \_\_\_\_\_ Social Security/Tax ID # (for tax reporting purposes) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Owner \_\_\_\_\_ Date \_\_\_\_\_  
 Owner \_\_\_\_\_  
 Print Name \_\_\_\_\_ Social Security/Tax ID # (for tax reporting purposes) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (510)304-2703 Fax \_\_\_\_\_ Email \_\_\_\_\_

Real Estate Broker (Firm) Burmester Real Estate Group Cal BRE Lic. #: \_\_\_\_\_  
 By (Agent) Burmester Real Estate Services Cal BRE Lic. #: 945386 Date \_\_\_\_\_  
 Address 3130 Fite Cir. #1 City Sacramento State CA Zip 95827  
 Telephone (916)978-0992 Fax (916)978-0999 Email info@burmasterrealestate.com

SAMPLE

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 525 South Virgil Avenue, Los Angeles, California 90020

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_





The following terms and conditions are hereby incorporated in and made a part of the Property Management Agreement dated January 1, 2015, on property known as 123 Any Street, in which Owner is referred to as ("Owner") and Burmaster Real Estate Group is referred to as ("Broker").

1. The Owner authorizes Broker to remit trust funds of the Owner (which funds may consist in whole or part of rent or rents and other taxable income collected for Owner by Broker) to the California Franchise Tax Board as and for withholding taxes, when the Owner is subject to the Non-Resident Withholding Requirement under the California Revenue and Taxation Code.

2. Burmaster Real Estate Services, Inc. charges a fee of \$100.00 for lease renewal inspections done at the rental properties. Inspection includes City and County certification and inspection. These inspections are done by a Burmaster agent. For lease renewal inspections, the rental property shall be photographed to show the condition of the premises prior to resigning a tenant lease.

SAMPLED

The foregoing terms and conditions are hereby agreed to, and the undersigned acknowledge receipt of a copy of this Property Management Addendum.

Date \_\_\_\_\_ Date \_\_\_\_\_

Owner Owner Broker Burmaster Real Estate Services

Owner \_\_\_\_\_ Broker \_\_\_\_\_

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Reviewed by \_\_\_\_\_ Date \_\_\_\_\_





Management Dept

**NEW OWNER SIGN UP QUESTIONNAIRE**

**Owner Info:**

Ownership Name: \_\_\_\_\_  
Owners Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Ph: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Property Info:**

Property Address: \_\_\_\_\_  
Property Type:  SFH  Duplex  Condo  Triplex/4-plex  Multi Unit (# of units: \_\_\_\_\_)  
Lease Options:  M-M  6 Month  Year  
Pool:  YES  NO Pets Allowed:  NO  YES -- If yes, what types:  Cats  Dogs  
Section 8 Housing:  YES  NO Shelter Plus:  YES  NO  
Smoking Allowed:  YES  NO May Tenants Install Satellite Dishes:  YES  NO  
Landscaping:  Tenant Responsibility  Included – If checked please fill out the following:  
• Landscape Company Name: \_\_\_\_\_ PH: \_\_\_\_\_

Sprinkler System:  YES  NO  
Appliances Included (circle applicable) Fridge, Washer/Dryer, Microwave, Dishwasher  
Automatic Garage Door  NO  YES – If checked, please fill out the following: # of Remotes: \_\_\_\_\_  
Owner Does Maintenance:  NO  YES – If checked, what kind: \_\_\_\_\_  
Call If Repairs Are Over:  \$200.00  Prefer different amount: \$ \_\_\_\_\_

Electric Company: \_\_\_\_\_ Responsible:  TENANT  OWNER  
Gas Company: \_\_\_\_\_ Responsible:  TENANT  OWNER  
Water Company: \_\_\_\_\_ Responsible:  TENANT  OWNER  
Cable TV: \_\_\_\_\_ Responsible:  TENANT  OWNER  
Other: \_\_\_\_\_ Responsible:  TENANT  OWNER

Previous Management Company Info (if applicable):  
• Management Name: \_\_\_\_\_  
• Management Number: \_\_\_\_\_

Warranty Company:  NO  YES – If checked, please fill out the following:  
• Warranty Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
• Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

HOA Company:  NO  YES – If checked, please fill out the following:  
• HOA Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
• Dues Paid by:  Owner  Tenant  
• Services provided by HOA: \_\_\_\_\_

**Copies of leases, keys, applications, ledger for each tenant, walk through inspection, current rent increase, rent roll, and deposit info.**





Accounting Dept

## NEW OWNER SIGN UP QUESTIONNAIRE

### Financial Info:

Utilities Paid by BRES:  NO  YES-- if checked, please fill out the following:

Electric Company: _____	Acct. # _____
Gas Company: _____	Acct. # _____
Water Company: _____	Acct. # _____
Cable TV: _____	Acct. # _____
Other: _____	Acct. # _____

Mortgage Company:  NO  YES-- if checked, please fill out the following:

- Mortgage Company Name: \_\_\_\_\_
- Account #: \_\_\_\_\_ Phone: \_\_\_\_\_
- Payment: \$ \_\_\_\_\_ Due Date: \_\_\_\_\_

Is addendum enclosed for an extra 5% Mgmt fee to pay mortgage:  YES  NO

Insurance Company: \_\_\_\_\_

- Policy #: \_\_\_\_\_ Phone: \_\_\_\_\_

Taxes:  NO  YES-- if checked, please fill out the following:

- County: \_\_\_\_\_ Total Amount \$ \_\_\_\_\_ Other Monthly Draw \$ \_\_\_\_\_

### ACH/Direct Deposit Info:

- Check (Make checks payable to: \_\_\_\_\_)
- Direct Deposit (If Direct Deposit, please provide bank's information below and a copy of your cancelled check.)

Payable To: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Type (Checking/Savings): \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

Social Security # / Tax ID: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Email: \_\_\_\_\_

Signature: \_\_\_\_\_

### Statement Info:

Preferred Form of Statements: EMAIL / PAPER

Preferred Monthly Statement Date: \_\_\_\_\_

Monthly Statement Reports (any additional reports want added): \_\_\_\_\_

\_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



**ACH/Direct Deposit Form**

Payable To: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Type (Checking/Savings): \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

Social Security # / Tax ID: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Please attached avoided check.



**PRICE REDUCTION/ADVERTISING WORKSHEET**

Property Address: \_\_\_\_\_

Rent Amount: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

1<sup>st</sup> Rent Reduction: \_\_\_\_\_ Deposit Reduction: \_\_\_\_\_

2<sup>nd</sup> Rent Reduction: \_\_\_\_\_ Deposit Reduction: \_\_\_\_\_

3<sup>rd</sup> Rent Reduction: \_\_\_\_\_ Deposit Reduction: \_\_\_\_\_

<b>Penny Saver</b> Prices Vary	Yes	No
<b>RASST Sign</b> \$35 for 1 <sup>st</sup> three months \$3 monthly cost thereafter	Yes	No
<b>Rentalhomeplus.com</b> Prices Vary (~\$15 monthly)	Yes	No
<b>BurmesterRealEstate.com</b> FREE	Yes	No
<b>Craigslist</b> FREE	Yes	No
<b>SHRA (section 8)</b> FREE	Yes	No



**Passion. Expertise. Results.**