

526 S. Houston Lake Road
Warner Robins, GA 31088



478-929-4444
478-333-5556

LETTER OF AGREEMENT

The following defines the responsibilities and authority of Golden Key Realty Property Management to act as rental agent of a single family residence located at _____, Georgia and owned by _____.

Social Security Number: _____

Cell phone: _____ Work phone: _____

Home phone: _____ Emergency contact : _____

Email address: _____

Do you prefer to be reached by: Email Text Cell phone Home phone Work phone

Golden Key Realty Property Management will:

- Collect three sets of keys from the owner at the time of signing agreement.
- Be responsible for tenant selection and rent collection.
- Collect \$400 from owner at time of listing to deposit into owner reserve account for expenses (ie: utilities)
- Be responsible for maintenance of the premises by calling maintenance and/or repairman. Payment for repairs will be made from client account in which a \$400.00 balance will be maintained. Golden Key Realty Property Management will not spend **more** than \$400.00 on any single maintenance item unless consent is given by owner. Property Management will pay the bill and withhold the amount from the next rental payment due the owner.
- If repair is more than \$400.00, Property Management will contact owner for approval of repair work to be done. If no response is received within 24 hours, Property Management will assume lack of response denotes consent is given by owner. Property Management will pay the bill and withhold the amount from the next rental payment due the owner. ++ In cases of emergency, Property Management will work in the best interest of the owner and will approve emergency work to be done immediately.
- If Tenant's *Quiet Enjoyment of the Home* is interrupted more than 24 hours due to emergency repairs (such as A/C not working or house is flooded by water) the owner may be obligated to provide hotel stay until emergency repair is completed.
- Should a tenant have a scheduled repair time and misses the appointment, Property Management will bill the tenant the charge for the service call portion of the invoice and the owner billed the balance of invoice.
- Should a repair be caused from neglect on the tenants part, Property Management will bill the invoice to the tenant.
- Property Management will give notice of intent to enter property. Should tenant not be available, ample notice will be given to tenant that Property Management will be entering the property in their absence.
- Maintain tenant security deposit in Golden Key Realty Property Management escrow account at Synovus.
- Deduct 10% (ten percent) or \$100 (whichever is greater) of gross monthly rent as a management fee.
- All late charges collected by Property Management will be divided equally between owner and Golden Key Realty Property Management.
- Will give tenants 60 day notice of non-renewal per owner's request, if owner chooses not to renew lease with current tenant or chooses to sell when lease expires.
- Owner's mailing address: _____

Golden Key Realty Property Management will rent the above described premises for \$ _____ per month and will secure from tenant:

1. First month's rent of \$ _____
2. A security deposit equal to one (1) month's rent.

The Owner will:

- Allow Golden Key Realty Property Management to rent the premises for \$ _____ per month.
- Give agent three sets of all house keys at the time of signing agreement.
- Submit a recent home inspection report if the house is more than 15 years old. If house is less than 15 years old and the property does not meet our standards, it is at the discretion of Golden Key Realty Property Management if home needs a home inspection.
- The owner will provide a current mortgage statement showing that the mortgage is in good standing, before the property is advertised. If paid in full, a letter must be provided stating that the mortgage is paid in full.
- Allow Property Management to maintain \$400.00 balance in client account for miscellaneous and maintenance expenses and repairs. Owner will also allow Golden Key Realty Property Management to call repairman/serviceman of our choice to service/repair premises and will allow Golden Key Realty Property Management to pay service/repair bill from said \$400.00. When a client's account has been charged during the month for a service/repair call and the balance falls below the established amount of \$400.00 the owner will allow Golden Key Realty Property Management to bring account balance up to \$400.00 by deducting the necessary amount from rental proceeds collected immediately following payment of bill.
- The owner will pay all utility bills for the property until a tenant is placed in the home, to include lawn care and all deposits. If this property goes for sale through Golden Key Realty and utilities are placed into Golden Key Realty's name, the owner is responsible for a \$500.00 deposit at the time of utility activation, in addition to the existing \$400.00 property reserve account.

Cont. Letter of Agreement

- Pay Golden Key Realty Property Management one-half (1/2) a full month's rent as a tenant placement fee, plus ten percent (10%) or \$100.00 (whichever is greater) of the gross monthly rent every month for the term of the lease thereafter.
- If extensive work is needed on a new property being brought in and the Owner requests Property Management to hire vendors and to oversee such work, there will a 15% fee charged to the owner based on the gross amount of repairs. Funds must be paid in advance.
- Allow Golden Key Realty Property Management to collect from tenant:
 1. First month's rent of \$ _____
 2. A security deposit equal to one (1) month's rent
 3. A non-refundable pet deposit if applicable
- Allow tenants to :
 1. Have pets? _____
- If owner sells property to a tenant (or spouse or roommate of such tenant) obtained by broker, either during the term of the lease or 1 year thereafter, owner will pay broker a commission of six (6%) of the price for which the property is sold. This obligation shall survive the expiration or termination of this agreement.

Save Harmless: Owner shall indemnify, defend, and save agent harmless from all loss, damage, cost, expense (including attorney's fees), liability, or claims for personal injury or property damage incurred or occurring in, on, or about the premises.

Agent Assumes No Liability: Agent assumes no liability whatsoever for any acts or omissions of owner, or any previous owner of the premises, or any previous management company or other agent of either. Agent assumes no liability for any failure of or default by any tenant in the payment of any rent or other charges due to the owner or in the performance of any obligations owed by any tenant to owner pursuant to any lease or otherwise. Nor does agent assume any liability for previously unknown violations of environmental or other regulations which may become known during the period this agreement is in effect. Any such regulatory violations or hazards discovered by agent shall be brought to the attention of the owner in writing, and owner shall promptly cure them.

This Letter of Agreement is signed in good faith and constitutes the entire agreement between Golden Key Property Management and the owner. However, the agreement may be changed if both parties agree in writing and/or may be terminated by either party with written notice. The term of this Letter of Agreement begins on date of signature and ends _____, unless 30 days written notice is received by Golden Key Realty Property Management from the owner prior to expiration of the lease agreement. If Lease with tenant is renewed this Letter of Agreement will extend until lease expires.

Owner Date

Print or Type Name

Owner Date

Print or Type Name

GOLDEN KEY REALTY, INC

Leasing Broker

GOLDE
MLS Office Code

H-6802
Brokerage Firm Lic #

478-929-4444
Broker's Ph#

478-929-2992
Fax #

By: _____
Broker or Broker's Representative

Laura Hodges
Print or Type Name

lhodges@goldenkeyrealty.net
Broker/Broker's Representative Email

28181
Broker's GA License #

Multiple Listing Number

*Mail back or fax to (478) 333-2008 within 30 days or scan and email to lhodges@goldenkeyrealty.net

*Revised 08/2018



**AGENCY EXHIBIT
(OWNER/LANDLORD AND TENANT)
EXHIBIT " _____ "**



(TO BE USED WITH NON-GAR CONTRACTS)

2022 Printing

This Exhibit sets forth the relationship of the Broker(s) to Owner/Landlord and Tenant for the lease, lease/option, or lease/purchase of real property located at: _____, Georgia, _____, with an Offer Date of _____.

Agency and Brokerage.

A. Agency Disclosure: In this Agreement, the term "Broker" shall mean a licensed Georgia real estate broker or brokerage firm and, where the context would indicate, the Broker's affiliated licensees. No Broker in this transaction shall owe any duty to Tenant or Owner/Landlord greater than what is set forth in their brokerage engagements and the Brokerage Relationships in Real Estate Transactions Act, O.C.G.A. § 10-6A-1 et. seq.;

1. **No Agency Relationship:** Tenant and Owner/Landlord acknowledge that, if they are not represented by a Broker, they are each solely responsible for protecting their own interests, and that Broker's role is limited to performing ministerial acts for that party.
2. **Owner's/Landlord's Broker:** Broker working with the Owner/Landlord is identified on the signature page as the "Owner's/Landlord's Broker"; and said Broker is, **OR**, is not representing Owner/Landlord;
3. **Tenant's Broker:** Broker working with Tenant is identified on the signature page as "Tenant's Broker"; and said Broker is, **OR**, is not representing Tenant; and
4. **Dual Agency or Designated Agency:** If Tenant and Owner/Landlord are both being represented by the same Broker, relationship of either designated agency, **OR**, dual agency shall exist.

a. Dual Agency Disclosure: *[Applicable only if dual agency has been selected above.]* Tenant and Owner/Landlord are aware that Broker is acting as a dual agent in this transaction and consent to the same. Tenant and Owner/Landlord have been advised that:

- (1) In serving as a dual agent, Broker is representing two clients whose interests are, or at times could be, different or even adverse;
- (2) As a dual agent, Broker will disclose all known adverse, material facts relevant to the transaction to all parties in the transaction, except for information made confidential by request or instructions from either client, and which is not otherwise required to be disclosed by law;
- (3) Tenant and Owner/Landlord do not have to consent to dual agency and, the consent of the Tenant and Owner/Landlord to dual agency has been given voluntarily and the parties have read and understand their brokerage engagement agreements; and
- (4) Notwithstanding any provision to the contrary contained herein, Tenant and Owner/Landlord each hereby direct Broker, while acting as a dual agent, to keep confidential and not reveal to the other party any information which could materially and adversely affect its negotiating position.
- (5) Upon signing this brokerage engagement with the dual agency disclosures contained herein, Client's consent to dual agency is conclusively deemed to have been given and informed in accordance with state law.

b. Designated Agency Assignment: *[Applicable only if the designated agency has been selected above.]*

Broker has assigned _____ to work exclusively with Tenant as Tenant's designated agent and _____ to work exclusively with Owner/Landlord as Owner/Landlord's designated agent. Each designated agent shall exclusively represent the party to whom each has been assigned as a client and shall not represent in this transaction the client assigned to the other designated agent.

B. Disclosure of Commission, Rebate, or Direct Profit: Broker hereby discloses that Broker may receive a commission, rebate or direct profit for procuring a mortgage loan, insurance or other services on behalf of Tenant or Owner/Landlord.

C. Material Relationship Disclosure: The Broker and/or affiliated licensees have no material relationship with either client except as follows: _____.

(A material relationship means one actually known of a personal, familial or business nature between the Broker and/or affiliated licensees and a client which would impair their ability to exercise fair judgment relative to another client.)

Tenant's Broker's Initials: _____
(or Broker's Affiliated Licensee)

Tenant's Initials: _____

Owner's/Landlord's Broker's Initials: _____
(or Broker's Affiliated Licensee)

Owner/Landlord's Initials: _____

THIS FORM IS COPYRIGHTED AND MAY ONLY BE USED IN REAL ESTATE TRANSACTIONS IN WHICH _____ Gwendolyn Giles _____ IS INVOLVED AS A REAL ESTATE LICENSEE. UNAUTHORIZED USE OF THE FORM MAY RESULT IN LEGAL SANCTIONS BEING BROUGHT AGAINST THE USER AND SHOULD BE REPORTED TO THE GEORGIA ASSOCIATION OF REALTORS® AT (770) 451-1831.

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F143, Agency Exhibit (Owner/Landlord and Tenant), 01/01/22

OWNER'S PROPERTY DISCLOSURE STATEMENT (LEASE)

EXHIBIT " _____ "

(To be used for Lease for Lease/Purchase Agreement and Lease for Residential Property Forms)



2022 Printing

This Exhibit is part of the Agreement with an Offer Date of _____ for the lease or lease/purchase and sale of that certain Property known as: _____, _____ Georgia _____.

A. INSTRUCTIONS TO OWNER IN COMPLETING THIS DISCLOSURE STATEMENT. In completing this Disclosure Statement, Owner agrees to:

- (1) answer all questions in reference to the Property and the improvements thereon;
- (2) answer all questions fully, accurately and to the actual knowledge and belief of all Owners;
- (3) provide additional explanations to all "yes" answers in the corresponding Explanation section below each group of questions (including providing to Buyer any additional documentation in Seller's possession), unless the "yes" answer is self-evident;
- (4) promptly revise the Statement if there are any material changes in the answers to any of the questions prior to closing and provide a copy of the same to the Tenant and any Broker involved in the transaction.

B. HOW THIS STATEMENT SHOULD BE USED BY TENANT. Caveat emptor or "tenant beware" is the law in Georgia. Tenant should conduct a thorough inspection of the Property. If Owner has not occupied the Property recently, Owner's knowledge of the Property's condition may be limited. Tenant is expected to use reasonable care to inspect the Property and confirm that is suitable for Tenant's purposes. If an inspection of the Property reveals problems or areas of concern that would cause a reasonable Tenant to investigate further, Tenant should investigate further. A "yes" or "no" answer to a question means "yes" or "no" to the actual knowledge and belief of all Owners of the Property.

C. OWNERS DISCLOSURES.

1. COVENANTS, FEES, and ASSESSMENTS:	YES	NO
(a) Is the Property subject to a recorded Declaration of Covenants, Conditions, and Restrictions ("CC&Rs") or other similar restrictions?		
(b) Is the Property part of a condominium or community in which there is a homeowners' association?		
If Owner answered "Yes" to either (a) or (b), do any of these Covenant's prohibit or restrict leasing in any way (i.e. leasing permit is required or there is a limitation on the # of units that can be leased in the community)?		
EXPLANATION:		

2. LEAD-BASED PAINT:	YES	NO
(a) Was any part of the residential dwelling on the Property or any painted component, fixture, or material used therein constructed or manufacture prior to 1978? IF YES, THE "LEAD-BASED PAINT EXHIBIT" GAR F918 MUST BE EXECUTED BY THE PARTIES AND THE "LEAD-BASED PAINT PAMPHLET" GAR CB04 MUST BE PROVIDED TO THE TENANT.		

3. ROOFS, GUTTERS, and DOWNSPOUTS:	YES	NO
(a) Approximate age of roof: _____ years.		
(b) Are there any roof leaks or other problems with the roof, roof flashing, gutters, or downspouts?		
EXPLANATION:		

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F907, Owner's Property Disclosure Statement (Lease) Exhibit, Page 1 of 3, 01/01/22

4. SEWER/PLUMBING RELATED ITEMS:	YES	NO
(a) What is the drinking water source: <input type="checkbox"/> public <input type="checkbox"/> private <input type="checkbox"/> well		
(b) If the drinking water is from a well, give the date of last service: _____		
(c) If the drinking water is from a well, has there ever been a test the results of which indicate that the water is not safe to drink? If yes, date of testing: _____		
(d) What is the sewer system: <input type="checkbox"/> public <input type="checkbox"/> private <input type="checkbox"/> septic tank		
(e) If the Property is served by a septic system, how many bedrooms was the septic system approved for by local government authorities? _____		
(f) Is the main dwelling served by a sewage pump?		
(g) Has any septic tank or cesspool on Property ever been professionally serviced? If yes, give the date of last service: _____		
(h) Are there any leaks, backups, or other similar problems with any portion of the plumbing, water, or sewage systems or damage therefrom?		
(i) Is there presently any polybutylene plumbing, other than the primary service line?		
(j) Are there any low water flow plumbing fixtures?		
(k) Has any water line or fixture ever frozen in cold weather?		

EXPLANATION:

5. FLOODING, DRAINING, MOISTURE, and SPRINGS:	YES	NO
(a) Is there now or has there been any water intrusion in the basement, crawl space or other parts of any dwelling or garage or damage therefrom?		
(b) Have any repairs been made to control water intrusion in the basement, crawl space, or other parts of any dwelling or garage?		
(c) Is any part of the Property or any improvements thereon presently located in a 100 year Special Flood Hazard Area where there is at least a 1% chance of a flood in any given year?		
(d) Has there ever been any flooding?		
(e) Are there any streams that do not flow year round or underground springs?		
(f) Are there any dams, retention ponds, storm water detention basins, or other similar facilities?		

EXPLANATION:

6. SOIL, TREES, SHRUBS AND BOUNDARIES:	YES	NO
(a) Are there any landfills (other than foundation backfill), graves, burial pits, caves, mine shafts, trash dumps or wells (in use or abandoned)?		
(b) Is there now or has there ever been any visible soil settlement or movement?		
(c) Are there any diseased or dead trees?		
(d) Are there presently any encroachments, unrecorded easements or boundary line disputes with a neighboring property owner?		
(e) Do any of the improvements encroach onto a neighboring property?		

EXPLANATION:

7. ENVIRONMENTAL/HEALTH/SAFETY CONCERNS:	YES	NO
(a) Are there any underground tanks or toxic or hazardous substances such as asbestos?		
(b) Has Methamphetamine ("Meth") ever been produced on the Property?		
(c) Have there ever been adverse test results for radon, lead, mold or any other potentially toxic substances?		
(d) Is there any mold on interior heated and cooled portions of any dwelling on the Property other than on the walls, floors or ceilings of showers, sinks, and bathtubs?		

EXPLANATION:

8. OTHER MATTERS:	YES	NO
(a) Is there or has there been in the past any litigation involving Property or any improvement therein alleging negligent or improper construction defects or termites?		
(b) Are there any problems with or repairs needed to the electrical, plumbing, or heating and air condition systems, or any part thereof?		
(c) Has the Property been designated as historic or in a historic district where permission must be received to make modifications and additions?		

EXPLANATION:

9. AGRICULTURAL DISCLOSURE:	YES	NO
(a) Is the Property within, partially within, or adjacent to any property zoned or identified on an approved county land use plan as agricultural or forestry use?		
(b) Is the Property receiving preferential tax treatment as an agricultural property?		

It is the policy of this state and this community to conserve, protect, and encourage the development and improvement of farm and forest land for the production of food, fiber, and other products, and also for its natural and environmental value. This notice is to inform prospective property owners or other persons or entities leasing or acquiring an interest in real property that property in which they are about to acquire an interest lies within, partially within, or adjacent to an area zoned, used, or identified for farm and forest activities and that farm and forest activities occur in the area. Such farm and forest activities may include intensive operations that cause discomfort and inconveniences that involve, but are not limited to, noises, odors, fumes, dust, smoke, insects, operations of machinery during any 24-hour period, storage and disposal of manure, and the application by spraying or otherwise of chemical fertilizers, soil amendments, herbicides, and pesticides. One or more of these inconveniences may occur as the result of farm or forest activities which are in conformance with existing laws and regulations and accepted customs and standards.

Additional pages (F801) are attached.

OWNER'S REPRESENTATION REGARDING OWNER'S PROPERTY DISCLOSURE STATEMENT: Owner represents that Owner has followed the Instructions to Owner in Completing This Disclosure Statement set forth in Paragraph A above and will follow the same in updating this Disclosure Statement as needed from time to time.

Owner: _____ Date: _____

Owner: _____ Date: _____

Additional Signature Page (F931) is attached.

RECEIPT AND ACKNOWLEDGMENT BY TENANT: Tenant acknowledges the receipt of this Owner's Property Disclosure Statement.

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Additional Signature Page (F931) is attached.

**DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT
AND/OR LEAD-BASED PAINT HAZARDS IN
LEASE TRANSACTIONS
("LEAD-BASED PAINT EXHIBIT")
EXHIBIT " _____ "**



2022 Printing

This Exhibit pertains to that certain Property known as: _____, _____, Georgia _____.

UNDER FEDERAL LAW, THIS EXHIBIT MUST BE SIGNED BY THE LANDLORD AND TENANT, AND THE TENANT PROVIDED WITH A COPY OF THE LEAD-BASED PAINT BROCHURE PRIOR TO THE TENANT AND LANDLORD ENTERING INTO A BINDING LEASE AGREEMENT. THIS AGREEMENT MUST BE FILLED OUT FOR ALL HOUSING BUILT PRIOR TO 1978.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Hazards Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

Landlord's Disclosure

(a) Presence of lead-based paint and/or lead paint hazard [initial (i) or (ii) below]. The section not initialed shall not be part of this Exhibit]

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain below):

Check box if additional pages of explanations are attached and incorporated herein.

(ii) _____ Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and Reports available to the landlord [initial (i) or (ii) below]:

(i) _____ Landlord has provided the Tenant with all the available records and reports pertaining to lead-based paint and/or lead based paint hazards in the housing (list document below):

(ii) _____ Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgment [initial all applicable sections below]:

(c) _____ Tenant has received copies of all information, if any, listed above.

(d) _____ Tenant has received the pamphlet *Protect Your Family from Lead in Your Home*

Agent's Acknowledgment (Agent who informed Seller of Seller's Obligations should initial).

(e) _____ Landlord's Agent or Tenant's Agent has informed the Landlord of the Landlord's obligations under 42 U.S.C. § 4852(d) and is aware of his/her responsibility to ensure compliance.

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Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

SCHEDULE H
ACH Authorization Form

CUSTOMER INFORMATION

NAME: _____
(Please Print or Type)

SSN: _____

I hereby authorize: _____
"COMPANY"

To initiate: debit / drafts credits / payments

To my: checking account savings account

I understand that, if necessary, an adjusting debit or credit entry may be made to correct an error.

I also authorize the financial institution named below to credit and/or debit my account for the correcting entries. I duly certify that I am an authorized signer of said account and have the right to enter into this agreement.

ACCOUNT INFORMATION

NAME OF BANK: _____

CITY / STATE: _____

BANK ROUTING NUMBER: _____

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____

This authority will remain in full force and effect until such time as _____
"COMPANY"

has received written notification from me that the draft authorization has been revoked. It is further provided that written notification of termination, by either party, shall be provided in such time and manner as to afford either party reasonable opportunity to act on it.

Signature of account owner

Date

Please attach a voided check.

(5) Class
RT

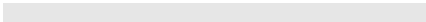
Central Georgia
MLS

Central Georgia Multiple Listing Service, Inc.
Rental Data Form

MLS # _____

Date: ___/___/___

* Type <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	*Area: _____ *Monthly Rent Price \$: _____ *Address: _____ <small>St. # St. Dir. *Street Name</small> Address 2: _____ *City: _____ * State: _____ *ZIP+4: _____	*Status <input type="checkbox"/> Active <input type="checkbox"/> Rented
*IDX <input type="checkbox"/> Yes <input type="checkbox"/> No		
GENERAL INFO	* Listing Agent: _____ Co-Agen: _____ *List Date: ___/___/___ * Expire Date: ___/___/___ Approx. Acreage: _____ . _____ Lot SizeDimensions: _____ (25) * Subdivision: _____ * County: _____ * Approx. Sqft: _____ * Sqft Source: <input type="checkbox"/> Appraisal <input type="checkbox"/> Floor Plans <input type="checkbox"/> List Agent <input type="checkbox"/> Seller <input type="checkbox"/> Tax Records <input type="checkbox"/> See Remarks Approx. Age: _____ * Date Available: ___/___/___ Date Rented: ___/___/___	
RESIDENTIAL	* Pets: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Remarks * # Bedrooms: _____ * # of Full Baths: _____ * # of Partial Baths: _____ Elementary School: _____ Middle School: _____ High School: _____ * Pool: <input type="checkbox"/> In-Ground <input type="checkbox"/> Above Ground <input type="checkbox"/> None Garage/Carport Capacity: _____ * Smoking Allowed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Remarks Minimum Rent Term: <input type="checkbox"/> 12 Months <input type="checkbox"/> 32 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> Long Term <input type="checkbox"/> Month to Month Rental Deposit Amount\$: _____ Fenced Yard(Y/N): <input type="checkbox"/> Yes <input type="checkbox"/> No	
COMMERCIAL	Warehouse Sqft: _____ Retail Sqft: _____ Office Sqft: : _____ Res Unit Sqft: _____ Rail Frontage (Y/N): <input type="checkbox"/> Yes <input type="checkbox"/> No Loading Deck (Y/N): <input type="checkbox"/> Yes <input type="checkbox"/> No Zoning Type: _____ (5) Traffic Count: _____ (10) Approx. Lot Sqft: _____ Front Feet: _____ # of Stories: _____	
REMARKS	* Directions: _____ _____ <p style="text-align: center;">Public Remarks (512 Characters)</p> _____ _____ <p style="text-align: center;">Agent Confidential Remarks</p> _____ _____	



A. EXTERIOR CONSTRUCTION

- 1. Brick (4 Sides)
- 2. Brick (3 Sides)
- 3. Brick Partial
- 4. Brick Front Only
- 5. Siding
- 6. Vinyl Siding
- 7. Fiber Cement Siding
- 8. Wood Siding
- 9. Cedar
- 10. Stucco
- 11. Synthetic Stucco
- 12. Log
- 13. Stone
- 14. See Remarks

B. KITCHEN APPLIANCES

- 1. Electric Range
- 2. Gas Range
- 3. Free Standing Range
- 4. Multiple Ovens
- 5. Disposal
- 6. Dishwasher
- 7. Compactor
- 8. Microwave
- 9. Refrigerator
- 10. Under Counter Ice Maker

C. KITCHEN FEATURES:

- 1. Eat-in
- 2. Breakfast Bar
- 3. Island
- 4. Pantry
- 5. Solid Surface Countertop
- 6. Tile Countertop
- 7. See Remarks
- 8. Granite Countertops

D. HEAT

- 1. Central Electric
- 2. Heat Pump
- 3. Central Gas
- 4. Floor Furnace
- 5. Space Heater
- 6. Wall Heater
- 7. Window Unit
- 8. See Remarks
- 9. None

E. AIR CONDITIONING

- 1. Central Electric
- 2. Heat Pump
- 3. Central Gas
- 4. Window Unit
- 5. Wall Unit
- 6. See Remarks
- 7. None

F. GARAGE/CARPORT

- 1. Garage
- 2. Carport
- 3. Attached
- 4. Detached
- 5. None

G. FLOOR COVERING

- 1. Carpet
- 2. Vinyl
- 3. Hardwood
- 4. Parquet
- 5. Tile
- 6. Laminate
- 7. See Remarks

H. EXTRAS

- 1. Attic Storage
- 2. Cable TV
- 3. Covered Patio
- 4. Central Vacuum
- 5. Deck
- 6. Porch
- 7. Patio
- 8. Screened Porch
- 9. Double Pane Windows
- 10. Storm Windows
- 11. Washer
- 12. Dryer
- 13. Fence
- 14. Privacy Fence
- 15. Garage Door Opener
- 16. Gas Logs
- 17. Electric Logs
- 18. Wood Stove
- 19. Pellet Stove
- 20. Garden Tub
- 21. Jetted Tub
- 22. Spa/Hot Tub
- 23. Intercom System
- 24. Speakers
- 25. Sound System
- 26. High Speed Internet
- 27. Multiple HVAC
- 28. Out Building
- 29. Workshop
- 30. Sprinkler System
- 31. Security System
- 32. Whole House Fan
- 33. Ceiling Fans
- 34. Window Blinds
- 35. Window Treatments
- 36. Underground Utilities
- 37. Satellite Dish
- 38. Horses Allowed

I. WATER

- 1. City/County
- 2. Private Community
- 3. Well
- 4. None

J. SEWER

- 1. City/County
- 2. Private Community
- 3. Septic Tank
- 4. None

K. TO SHOW

- 1. Appointment Only
- 2. Call Listing Office/Agent
- 3. Show Anytime
- 4. See Remarks

L. KEY

- 1. MLS Lock Box
- 2. Combo Lockbox
- 3. Listing Office
- 4. Owner
- 5. None Needed
- 6. See Remarks

M. SUBSTRUCTURE

- 1. Slab
- 2. Crawl Space
- 3. Partial Basement
- 4. Full Basement
- 5. Finished Basement
- 6. Partial Finished Basement
- 7. Unfinished Basement
- 8. Daylight Basement
- 9. Walk Out Basement
- 10. See Remarks

N. TOPOGRAPHY

- 1. Above Street Grade
- 2. Below Street Grade
- 3. Slopes Left to Right
- 4. Slopes Right to Left
- 5. Slopes Toward Street
- 6. Slopes Away from Street
- 7. Flat
- 8. See Remarks

O. CURRENT BUILDING USE(s)

- 1. Residential
- 2. Restaurant
- 3. Retail
- 4. Shopping Center
- 5. Warehouse
- 6. Industrial
- 7. Hotel/ Motel
- 8. Office
- 9. Church
- 10. See Remarks

P. POTENTIAL BUILDING USE(s)

- 1. Residential
- 2. Restaurant
- 3. Retail
- 4. Shopping Center
- 5. Warehouse
- 6. Industrial
- 7. Hotel/ Motel
- 8. Office
- 9. Church
- 10. See Remarks

Q. INTERNET

- 1. Do Not Transmit to Realtor.com