

OCALA Owner Management Packages Addendum



THIS OWNER MANAGEMENT PACKAGES ADDENDUM IS AGREED TO AND SHALL BE MADE PART OF THE LEASE AGREEMENT BETWEEN BOSSHARDT PROPERTY MANAGEMENT, LLC ("AGENT") AND _____ ("OWNER"), WHEREBY THE OWNER CHOOSES THE TYPE OF MANAGEMENT SERVICES TO BE PERFORMED BY AGENT. OWNER FURTHER SHALL DETERMINE WHICH RENTAL MANAGEMENT PACKAGE BY CHECKING THE APPROPRIATE BOX NEXT TO EITHER (1) BRONZE, (2) GOLD, OR (3) PLATINIUM AND INITIALING BELOW THE TEXT INFORMATION FOR THAT PARTICULAR PACKAGE.

BRONZE RENTAL MANAGEMENT PACKAGE

Fee: One month's rent once the property is leased and \$350.00 which breakdowns as follows:

- \$125.00 annual administration fee
- \$225.00 three months of internet and intranet advertising while property is vacant - \$75.00 per month. (If the property is leased during the last two month period, then remaining funds will be credited to the owner's account. If the property is not leased within three months the owner will be charged \$75.00 for each month the property is vacant.)

The Bronze Package is a great option for property owners who want to retain complete control over their investment, but don't have the time or resources to find and screen tenants.

1. The basic advertising package which includes, a professional "for rent" sign on the property, as allowed by the community, listing on the BPM rental bulletin, and property information on the BPM website.
2. Upload property onto the Multiple Listing Service.
3. List property on at least three major internet sites: www.Realtor.com, www.Rentals.com and www.ocala.craigslist.org
4. Coordinate showings of the property.
5. Take pictures of the property for all advertising media, as needed.
6. Facilitate credit and criminal screenings on prospective tenants.
7. Negotiate rental terms.
8. Collect tenant deposits and other fees.
9. Deliver a closing package to the owner, which includes a security deposit, statement of funds, and a copy of the owner prepared lease agreement.

Owner hereby desires Agent to perform the duties described in the Bronze Rental Management Package as described herein.

Owner's Initials: _____

Agent's Initials: _____

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GOLD RENTAL MANAGEMENT PACKAGE

Fee: 10% of the rental rate, with a minimum of \$75.00/month, plus a leasing fee of 100% of the first month's rent for acquiring, screening, and renting the property, and \$350.00 which breakdowns as follows:

- \$125.00 one time administration fee
- \$225.00 three months of internet and intranet advertising while property is vacant - \$75.00 per month. (If the property is leased during the last two month period, then remaining funds will be credited to the owner's account. If the property is not leased within three months the owner will be charged \$75.00 for each month the property is vacant.)

Our Gold Package is the perfect solution for owners who have some time and energy to devote to overseeing their rental property, but who don't want to deal with the hassle of the day-to-day operations and the handling of rents.

1. The basic advertising package which includes, a "for rent" sign on the property, as allowed by the community, listing on the BPM rental bulletin and property information on the BPM website.
2. Upload property onto the Multiple Listing Service.
3. List property on at least three major internet sites: www.Realtor.com, www.Rentals.com and www.ocala.craigslist.org
4. Coordinate showings of the property.
5. Take pictures of the property for all advertising media, as needed.
6. Perform credit and criminal screenings on prospective tenants.
7. Negotiate rental terms.
8. Collect tenant security deposits and hold according to Florida statute rulings.
9. Provide tenants with keys and collect them upon departure.
10. Oversee the move-in and move-out of tenants (including inspection sheet).
11. Perform inspections with digital photos of each property prior to tenant move-in and after move-out.
12. Collect monthly rent and all fees from tenants.
13. Coordinate all repairs and maintenance.
14. Provide 24 hour maintenance.
15. Serve tenants with all notices.
16. Provide a 1099 form and an income statement at the end of each year.
17. Facilitate tenant renewals and/or re-renting.
18. Provide owner with a monthly traffic report when the property is vacant.
19. Arrange for cleaning service and needed repairs upon tenant departure.

Owner hereby desires Agent to perform the duties described in the Gold Rental Management Package as described herein.

Owner's Initials: _____

Agent's Initials: _____

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PLATINUM RENTAL MANAGEMENT PACKAGE

Fee: 12% of the rental rate, with a minimum of \$100.00/month, a leasing fee of 100% of the first month's rent for acquiring, screening, and renting the property, and \$350.00 which breakdowns as follows:

- \$125.00 one time administration fee
- \$225.00 three months of internet and intranet advertising while property is vacant - \$75.00 per month. (If the property is leased during the last two month period, then remaining funds will be credited to the owner's account. If the property is not leased within three months the owner will be charged \$75.00 for each month the property is vacant.)

At BPM, we know that your time is precious and that is why we offer our owners the option of the Platinum Package. This plan is ideal for the property owner who does not wish to handle the everyday details associated with owning and managing a rental property. With this package, BPM will monitor all aspects of the rental and maintenance of the property including inspections and the collection of rents.

1. The basic advertising package which includes, a "for rent" sign on the property, as allowed by the community, listing on the BPM rental bulletin, and property information on the BPM website.
2. Upload property onto the Multiple Listing Service.
3. List property on at least three major internet sites: www.Realtor.com, www.Rentals.com and www.ocala.craigslist.org
4. Coordinate showings of the property.
5. Take pictures of the property for all advertising media, as needed.
6. Perform credit and criminal screenings on prospective tenants.
7. Negotiate rental terms.
8. Collect tenant security deposits and hold according to Florida statute rulings.
9. Provide tenants with keys and collect them upon departure.
10. Oversee the move-in and move-out of tenants (including inspection sheet).
11. Perform inspections with digital photos of each property prior to tenant move-in and after move-out.
12. Perform a thorough annual walk-through and send a formal report to the owner.
13. Coordinate all repairs and maintenance.
14. Provide 24 hour maintenance.
15. Collect monthly rent and late fees from tenants.
16. Serve tenants with all notices.
17. Provide a 1099 form and an income statement at the end of each year.
18. Facilitate tenant renewals and/or re-renting.
19. Arrange for cleaning services and needed repairs upon tenant departure when necessary.
20. Provide owner with a bi-monthly traffic report when the property is vacant.
21. Send owner a copy of all invoices and work orders with monthly proceeds.
22. Make mortgage, property tax, and home insurance payments, if desired by the owner.
23. During vacancy, perform a monthly walk-through.

Owner hereby desires Agent to perform the duties described in the Platinum Rental Management Package as described herein.

Owner's Initials: _____
Agent's Initials: _____

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This addendum is in addition to and made part of the Residential Property Management Agreement and Exclusive Rental Agreement and in the event there is any conflict between the Residential Property Management Agreement and Exclusive Rental Agreement and this Addendum, the provisions of this Addendum shall govern.

IN WITNESS WHEREOF, the parties hereto have signed this Addendum
on this ____ day of _____ 20 ____.

Agent: Bosshardt Property Management, LLC

Owner's Signature

Agent's Signature

Owner's Printed Name

Agent's Printed Name

Owner's Signature

Agent's Title

Owner's Printed Name