

**RIVERWOOD REALTY
STANDARD RENTAL APPLICATION**

PROPERTY OWNER NAME(S) _____

RENTAL PROPERTY ADDRESS _____

NEW APPLICANT

_____ Please check here if you are NEW APPLICANT to enroll in the Riverwood Standard Rental Program to have your property professionally advertised to generate tenant prospect leads to rent your property during the time frame April 1st, 2016 – March 31st, 2017. As a new applicant, fill in all fields and questions on the below application. Once application is completed, please return with payment to the address below. Please note the Initial One Time Set-up and Processing fee is \$75.00, and the Annual Marketing Fee is \$300.00. A total cost of \$375.00. Please make checks payable to Riverwood Realty. In addition verification of adequate insurance coverage for rental use is requested upon application. (see attached)

RENEW APPLICANT

_____ Please check here if you are a RENEWING your Property in our Standard Rental Program. Please note if there are no changes to your rental property description, or your 2016/2017 availability status information required below, please leave the application fields blank, sign, date and return this application with your renewal payment of \$300.00 to the address indicated on the bottom of this form. Please make check payable to Riverwood Realty. Annual renewal fee is due for returning tenants obtained through our program as well as new tenants.

SPECIAL INCENTIVE

If payment is received on or before January 31, 2016, you will receive a \$25.00 discount, and total cost will be \$275.00.

Additional Rental Services for only Riverwood Standard Rental Program Participants

_____ **Special Note:** Please check here if you are also interested in receiving additional rental services provided by our Rental Coordinator, complete the application below to enroll in our Standard program. Upon receipt of the application, our Rental Coordinator will contact you directly to discuss what additional rental services you are interested in, such as, preparation of the lease, or to manage the property for additional costs as explained in our Rental Program Guideline.

THE BELOW APPLICATION QUESTIONS NEED TO FILLED OUT COMPLETELY IF YOU ARE A NEW APPLICANT TO OUR PROGRAM OR IF YOU ARE RENEWING YOUR PROPERTY IN OUR ADVERTISING PROGRAM AND THERE ARE PROPERTY DESCRIPTION CHANGES OR AVAILABILITY RESTRICTIONS.

PLEASE NOTE ALL PROPERTIES WILL BE ADVERTISED ON OUR WEBSITE APRIL 1 2016-MARCH 31 2017 AS LONG AS THERE IS OPEN AVAILABILITY. AS SOON AS THERE IS NO OPEN AVAILABILITY THE PROPERTY WILL BE REMOVED FROM THE WEBSITE.

RENTAL PROPERTY AVAILABILITY:

Please confirm if the rental is Annual or Seasonal or Both _____

Please confirm if the rental property is Furnished or Unfurnished _____

Please confirm if the rental is Pet Friendly yes _____ or no _____ Please note: Tenants are not allowed pets in the Riverwood Condominium Developments.

Important Note: If the property has been rented or leased anytime April 1, 2016 through March 31st, 2017 please indicate what months it is not available so the property will be accurately advertised as to availability.

Please indicate what CONTACT PHONE and EMAIL ADDRESS you request to be posted on the listing that tenant prospects can call to inquire about renting your property

Please verify what requested Monthly Seasonal Rental amount you want advertised _____
 If applicable, please verify what Annual Monthly Rental amount you want advertised _____
 If you wish to state in the remarks that the rent amount is negotiable depending on the length of stay and time of year,
 please indicate yes _____ or no _____

New Applicants please fill in the blanks below
Renewals please note any changes

First or Second Floor: _____ 1st Floor _____ 2ND Floor _____
 Garage _____ 1 car _____ 2 car 2+ car _____ 3 Car _____
 Non-smoking: _____ Yes _____ No
 Unit sleeps: # _____ persons
 Square footage _____
 Year Built: _____
 Pets: _____ Yes _____ No
 Pool: _____ Yes _____ No
 Spa: _____ Yes _____ No
 Number of Bedrooms: # _____
 Master Bedroom: _____ King Size Bed _____ Queen Size _____
 Guest Bedroom: _____ 2 Twin Size Bed _____ Queen Size _____ Full Size
 3 and 4th bedroom, _____ 2 Twin Size Bed _____ Queen Size _____ Full Size
 Den: _____ Sleeper Sofa _____ Queen Size _____ Full Size
 Bathrooms: # _____
 TV's: # _____ TV'S
 Cable: _____ yes or _____ no
 Internet: _____ yes or _____ no
 View: _____ Golf Course _____ Preserve _____ Water

Beach Membership Available _____ Yes _____ No
 If yes, charge per month _____
 Owner Golf membership available _____ yes _____ no
 If yes, charge per month _____

Internet – WIFI passcode
 WIFI Name _____ Password _____
 Garage Code _____

Please add any additional comments and we will do our best to include them on your rental listing if space is permitted. Thank you.

Please Note: By signing this Riverwood Realty Standard Rental Program application agreement it is fully agreed and understood by the property owner that you are allowing Riverwood Realty to advertise the above addressed rental property to generate rental tenant prospect leads. In exception to the property owners who have signed a separate Rental Management Agreement with Riverwood Realty, it is agreed and understood that the property owner is fully responsible for responding to the rental inquiries, the negotiation of the rental lease, the lease contract, the rental property management and condition, and the collection and payment amount of the 12% sales tax required on rentals that are less than 6 months. It is also agreed and understood that Riverwood Realty is not responsible nor liable for the credibility and/or actions of a tenant who contracts a rental property by owner through our advertising.

Property Owner Signature(s) _____ Date: _____
 _____ Date: _____

PLEASE MAIL APPLICATION TO
Riverwood Realty
c/o Margaret Hoppe
1680 El Jobean Rd., Suite 4
Port Charlotte, Fl 33948

Office Use Only
 Check Number _____ Check Amount paid _____