

**RIVERWOOD REALTY'S**  
**STANDARD RENTAL PROGRAM**  
**Plus Optional Rental Services Available**  
**April 1, 2016 - March 31, 2017**  
**STANDARD RENTAL PROGRAM**

Riverwood Realty's Standard Rental Program is designed for Property Owners who are interested in advertising their property as a rental from on Riverwood Realty's popular, highly visited website [RiverwoodRealEstate.com](http://RiverwoodRealEstate.com). Rental Properties enrolled in Riverwood Realty's Standard Rental Program will be featured professionally on our website with quality property photos and visual tour processed by Riverwood Realty as explained below along with a detailed rental property description that is provided by the property owner on the enclosed Standard Rental Program application. (See attached 2016/2017 Rental Program Application.)

Please note: Property Owners solely who participate in Riverwood Realty's Standard Rental Program understand and agree that they as property owner are fully responsible to handle their own property tenant inquiries, lease preparation, and property management of their property.

**Rental Property Initial Application Processing & Set-Up Fee - \$75.00**

To initially enroll your property in the Riverwood Realty Rental Program, the cost to set up the rental property's advertising on the website to include a Property Visual Tour and Photo Gallery the cost is \$75.00. Riverwood Realty's photographer will contact you to set up a time to take the property photos once the attached Rental Program Application has been completed and returned with the required processing and annual payment as explained below.

Please note: Property owners enrolled in the Standard program who request new photos to be taken of their rental property the cost is \$50.00 per visit for the administrative re-processing fee.

## **Standard Rental Fee for 2016/2017 Season - \$300.00**

The Standard Rental Cost for all New Rental Property Applicants and/or for Property Owners who want to Renew their Rental Property Listing on Riverwood Realty's Website to generate tenant prospect leads to rent during the timeframe of April 1<sup>st</sup>, 2016 – March 31<sup>st</sup>, 2017, the cost is \$300.00. Please fill out the enclosed Rental Application and return to:

**RIVERWOOD REALTY RENTALS**  
**1680 El Jobean Rd. Suite 4, Port Charlotte, FL 33948**

Special Note: Updated Rental Property availability is required to be provided by the property owners to the Rental Coordinator throughout the year so the Rental Availability Chart on the Riverwood Realty Website accurately reflects what Rental Properties are currently available at all times.

## **OPTIONAL RENTAL LEASE PREPARATION**

This rental service is available to Property Owners in our Standard Program who have secured a tenant to rent their property on their own by receiving and handling their own direct tenant prospect calls yet request Riverwood Realty to prepare a lease that includes the agreed terms they have arranged between both parties. Cost is \$200.00 per lease. Payment for the lease preparation service is required at the time the lease is prepared.

Please note: Property owner collects and disburses their own required Rental funds per the terms and the conditions of the lease.

## **OPTIONAL RENTAL SERVICES ONLY FOR** **RIVERWOOD STANDARD RENTAL PROGRAM** **PARTICIPANTS:**

### **RENTAL PROPERTY MANAGEMENT**

Rental Property Management is a full rental service designed for a Property Owner who wants to simplify their life by having the licensed rental property

agent procure the tenant, prepare and manage the lease and rental bookkeeping along the day to day operations of the rental property.

Rental Services to include:

- Show the Property,
- Internet Advertising,
- Procure a Tenant,
- Manage Tenant Relations,
- Negotiate and Prepare the Terms of the Lease.
- Provide Bank Escrow Account Service,
- Manage Tenant Rental Deposits,
- Rental Payments and Disbursements such as Rental Income payments to Owners, and Rental Sales Tax Payments, if applicable.
- Tenant Check-in and Check-out of each Tenant and Property Inspection before and after leasing period.
- Coordinate Rental Cleaning and Repairs of Property, if applicable, at the consent of the Property Owner.

Cost for the above Full Service Rental Management Services is 15% of the Monthly Rent collected for each lease and \$100.00 processing fee per lease.

To participate in this program your property must be enrolled in the Standard Program

**RIVERWOOD REALTY OWNER RESPONSIBILITIES FORM**

-Owner is responsible for payment of mortgages, homeowners insurance, homeowner's association dues, property taxes, intangible taxes, recreation and land use fees, if applicable.

-Owner is responsible for carrying public liability insurance coverage of not less than \$100,000 per person and \$300,000 per occurrence. All participants in the Tenant Finder or Management Programs must provide proof of insurance.

-Owner is responsible for all utilities when home is unoccupied. For seasonal rentals, the owner will continue to be responsible for all utilities including telephone, cable, water and sewer, internet, electric unless otherwise stated in lease agreement.

**-Owner is responsible for home, lawn, and pool/spa maintenance at all times unless otherwise stated in lease agreement with tenant. During vacancies, owner will maintain all services for rental property. Riverwood Realty offers supervision/coordination of such services while payment of such services remains the owner's responsibility.**

**-Sales Tax- all Standard Program and Tenant Finder participants Owners are required to pay sales tax of 7% to the state and 5% to the county for any rentals under 6 months and 1 day. Management Programs participants are paid by Riverwood Realty.**

**-Riverwood Realty reserves the right to add or subtract services that may be offered directly from Riverwood Realty at any time.**

**For more information on Riverwood Realty Rental Programs, contact Riverwood Rental Coordinator, 941-743-9663 ext 213 email at [RiverwoodRealtyRentals@gmail.com](mailto:RiverwoodRealtyRentals@gmail.com).**

**SIGN \_\_\_\_\_ DATE \_\_\_\_\_**