

Property Address _____

Bedrooms _____ Baths _____

Rent \$ _____

Date Avail _____

Year Built _____

Sq Ft _____ Stories _____

Vacant | Owner Occ. | Tenant Occ.

Roommates | Yes or No

PARKING

Garage | Attached or Detached
Spaces _____ # Remotes _____
Keypad Code _____

Carport | Attached or Detached
Spaces _____

Assigned | # spaces _____

Driveway | Street Only | Parking Lot

Boat | RV Parking

WATERFRONT/VIEW

Waterfront Property
Bayou | Bay | Sound | Lake
Gulf | Harbor

Water View
Bayou | Bay | Sound | Lake
Gulf | Harbor

COMMUNITY DETAILS

- Neighborhood Sidewalks
- Beach
- Deeded Water Access
- Dock
- Boat Slip/Lift
- Fitness Center
- Pavilion/Gazebo/Picnic Area
- Gated Access
Gate Code _____
- Golf Course
- On-Site Laundry Facility
- Playground/Park
- Pool/Hot Tub
- Tennis

Water/Sewer/Garbage/Gas
Electricity | Cable | Internet

Lawn Maintained by HOA

HOA Rules & Regulations Apply

Other Community Info

ENERGY

- A/C | Electric or Gas
- Heat | Electric or Gas
- Water Heater | Electric or Gas
- Ceilings Fans
- Septic Tank | Last Pump _____
- Generator | Built-In or Standalone

INTERIOR FEATURES

- Breakfast Bar
- Stainless Appliances
- Granite Countertops
Kitchen | Bathrooms
- Flooring Type
Hardwood | Laminate | Tile
Carpet | Vinyl
- Ceiling Features
Trayed | Vaulted | Crown Molding
- Fireplace | # _____
Gas | Wood Burning

- Formal Dining Room
- Two Story
- Split Bedroom Floor Plan
- Wet Bar
- Bonus Room
- Renovated
- Attic Space | Pull-Down Stairs

APPLIANCES

- Stove/Oven | Electric or Gas
- Refrigerator | With Ice Maker
- Dishwasher
Mounted | Standalone | AS-IS
- Washer/Dryer | AS-IS
- Security System | AS-IS
- Appliance Warranty
- Garbage Disposal

MASTER SUITE

- Double Vanity
- Walk-In Closet | Double
- Garden Tub | Jacuzzi Tub
- Stall Shower | Shower Only
- Master Suite 1st Floor

EXTERIOR FEATURUES

- Balcony | Shared or Private
- Pool | Hot Tub | Enclosed
- Dock | Boat Slip | Boat Lift
- Deck | Patio | Porch
Covered | Open
- Fenced Back Yard
Chain Link | Privacy
- Shed | Yard Building | AS-IS
- Playset | AS-IS
- Sprinkler System | Lawn Pump
Automatic Timer | Well or Public
- Hurricane Materials

PETS

- Not Permitted
- Dogs Permitted | Max # _____
Small | Medium | Large
- Cats Permitted | Max # _____
- Special Pet Fee | \$ _____

PAID FOR BY OWNER

- Cable | Internet | Gas | Electricity
Water/Sewer/Garbage
- Pool Maintenance
Company _____
- Lawn Maintenance
Company _____
- Pest Control
Company _____

MAINTENANCE INFORMATION

- Home Warranty
Company _____
- Call Owner for Maintenance
- Preferred Vendors
Vendor _____
Vendor _____

MISC. INFORMATION



RENTAL POLICY STATEMENT



Applicant acknowledges and understands that Sundance Rental Management, Inc. Represents owner of the property in the lease of the property for which applicant is applying.

We are an Equal Opportunity Housing provider.

We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, age, color, religion, sex, handicap, familial status or national origin. We also comply with all State and Local Fair Housing Laws.

Property Availability Policy:

Properties become available when they are ready to rent. A vacant property will not be deemed available until it has been cleaned & prepared for a new resident. All units will be considered "AS-IS", where-is, and with all faults unless stated otherwise by the property manager.

We will check Employment, Rental/Ownership history, Credit Report, and Criminal History to confirm they meet our company's criteria.

Rental Criteria: Our **Company Policy** to qualify you is to have at least 6 months stable, legal, & verifiable income; two recent years of favorable housing history, either rental or ownership; and your Credit History and/or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens, or bankruptcy within the past three (3) years.

Application Process: We evaluate every application in the following manner:

1. All Adult Applicants, 18 or older, must provide Proof of Identity, i.e. Drivers License
2. All Adult Applicants, 18 or older, must view the inside of the property being applied for, the number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
3. All Adult Applicants, 18 or older, must submit a fully completed, dated and signed Rental Application. Applications will **not** be considered if they are incomplete, missing information or contain false information.
4. All Adult Applicants, 18 or older, must pay the Non-Refundable **Cash** Application Fee (\$25.00/person), no personal checks are accepted for application processing.
5. All Adult Applicants (non-married), 18 or older, must be able to qualify individually for a property.
6. You may be required to be approved by a Condo / Homeowner's Association and may have to pay an additional Application Fee and/or an additional Security Deposit.

Applications are accepted on a first-come/first-served basis. We will accept back-up applications and call if prior application is not approved, your Non-Refundable processing fee will be paid at that time. We will determine from your responses to the application questions if you qualify for the property you are applying for. If you do not, we will reject your application. If you do, the application process may take one to two days. Applications are processed as quickly as possible, it is difficult to determine in advance how long it will take as we often have to wait for return phone calls from previous landlords and employers (we reserve the right to limit responses to twenty-four (24) hours).

If you meet the criteria, we will approve your application and you will be contacted. You will then have twenty-four (24) hours to submit a deposit and sign the lease. If you choose not to accept the property your application will be destroyed. If you re-apply you must complete another application.

Our **Specific guidelines** to qualify to rent a Property are based on the following criteria:

3. **Income:** Provide past five (5) years Employment History, at least 6 consecutive months from at least 1 current employer immediately preceding the date of your application. NET monthly income must be at least 2.5 times the rental amount. Combined income (married couples only) must be at least 2.5 times the rental amount. Self Employed applicants may be required to produce, upon request, two (2) years of tax returns and three (3) Months Bank Statements. All sources of income must be verified if needed to qualify for a rental unit; paycheck stubs must be provided with application.
4. **Housing History:** You must provide past five (5) years Housing History. Housing history must reflect timely payment, no eviction proceedings begun, broken leases with balances due, no NSF checks, no complaints regarding noise, disturbances or illegal activities, sufficient notice of intent to vacate, and no damage to unit or failure to leave the property and yard clean and without damage at time of move out.
3. **Credit History:** Reports supplied by applicants will not be accepted. Your Credit record must be satisfactory. Your Credit History and/or Civil Court Record must not contain any slow pays, judgments, eviction filings, liens, or collections (Medical Collections may be assessed). Accounts prior to three (3) years will be considered for rejection depending on the size and nature of the delinquency. Bankruptcies **MUST BE** discharged for a minimum of three years.

Negative credit, rental or employment references may keep an application from being approved.

1. 4. **Criminal History:** Criminal records must contain NO convictions for crimes involving dishonesty, violence, assault or battery, drugs: manufacture or distribution, theft, firearms; felonies within the past ten (10) years and no sexual offenses ever. In the event a record comes back 'adjudication withheld', 'nolle proesse', or 'adjudication withheld', further documentation may be required.

Deposits: Applicants will be required to pay the full advertised Security Deposit at the time of Lease execution. We reserve the right to require a higher Security Deposit. In the event an applicant is approved, applicant must sign the lease and pay the deposit within 24 (twenty-four) hours or back-up applications will be considered.

Pets: No Pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of Landlord in the Lease Document. Photos of Pets must be received by Management Company **WITH** application and will be subject to approval at a minimum age of 1 year, and a positive reference must be obtainable. Pet approved leases will be subject to an Addendum to Lease, a Non-Refundable Pet Fee acceptable to Landlord and/or an additional Damage Deposit.

Condition of Move-In:

5. Hours for lease signing are Monday through Friday, between 8:00 A.M. and 4:00 P.M.
6. All utility and garbage accounts, where applicable, must be transferred into the resident's name as of the date of possession.
7. Security Deposit and First Month's rent (prorated) must be paid prior to picking up keys.
(Daily rate will be charged if keys are delivered prior to date on lease/rental agreement.)
4. **DUE TO LIABILITY - NO TRAMPOLINES OR SKATE BOARD RAMPS ARE ALLOWED AT ANY RENTAL PROPERTY.**

Any exceptions to our company's criteria will need to be submitted in writing to the Rental Agent for presentation to the Owner for consideration. If approval is then given for such exceptions additional Security Deposits may be required. Our Company Policy is to report any failure to pay rent or any amounts owed to the Credit Bureau.

Lead Paint Disclosure:

Applicant is hereby notified that any property built prior to 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing LESSORS must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. LESSEES will receive a federally approved pamphlet on lead poisoning prevention at the lease signing. If you would like this pamphlet prior to signing your lease, please make this request prior to returning your rental application to Sundance Rental Management, Inc.



RENTAL APPLICATION

Sundance Rental Management, Inc.
650 N. Beal Parkway, Fort Walton Beach, FL 32547-3577
Sundance-rentals.com
(850) 863-3292 (850) 862-3440 FAX



How did you learn about us? _____

In order to process this Application I/We:

- 1) **MUST** have a copy of Driver's License attached, ALL Applicants
- 2) **MUST** be able to get Satisfactory Credit Report
- 3) **MUST** be able to verify Good Housing References
- 4) **MUST** be able to verify Stable Employment History

**Non-Refundable CASH Application Fee of:
\$ 25 per Person**

Please Initial
That you have read
and Understand
our Rental Policy

FOR OFFICE USE ONLY

Start/End Date _____
 Deposit/Rent _____
 N/R Pet Fee \$ _____ if app
 Year Amount _____
 Date Lease Sign _____
 Clauses _____
 Credit Report Pulled On _____

ALL Persons over 18 years old Must Complete ALL Information - including SIGNATURE and Copy of Driver's License

Date _____ Property Address Applying For: _____

What Date do you want to Move In? _____ Have you been inside? _____ How long do you plan to rent? _____

If you are currently under a lease when does it expire? _____ Will you be awaiting base housing? YES NO

1ST APPLICANT

LEGAL NAME: _____
 SSN# _____ DL# & State _____
 Date of Birth _____ Phone # _____
 Work Phone # _____ Cell # _____
 Email Address _____
 PETS - Yes _____ NO _____ PHOTO ATTACHED.
 Quan/Name/Breed/Age/Wt _____

2ND APPLICANT

LEGAL NAME: _____
 SSN# _____ DL# & State _____
 Date of Birth _____ Phone # _____
 Work Phone # _____ Cell # _____
 Email Address _____
 PETS - Yes _____ NO _____ PHOTO ATTACHED.
 Quan/Name/Breed/Age/Wt _____

HOUSING HISTORY, PAST FIVE (5) YEARS
(Can NOT be a Relative, most recent first)

Address: _____
Including APO address
 City, State, Zip _____
Apartment Complex if Applicable
 LANDLORD Name _____ Phone _____
 Monthly Rent _____ DATE MOVE IN _____ OUT _____
 Reason for Moving _____

HOUSING HISTORY, PAST FIVE (5) YEARS
(Can NOT be a Relative, most recent first)

Address: _____
Including APO address
 City, State, Zip _____
Apartment Complex if Applicable
 LANDLORD Name _____ Phone _____
 Monthly Rent _____ DATE MOVE IN _____ OUT _____
 Reason for Moving _____

Address: _____
Including APO address
 City, State, Zip _____
Apartment Complex if Applicable
 LANDLORD Name _____ Phone _____
 Monthly Rent _____ DATE MOVE IN _____ OUT _____
 Reason for Moving _____

Address: _____
Including APO address
 City, State, Zip _____
Apartment Complex if Applicable
 LANDLORD Name _____ Phone _____
 Monthly Rent _____ DATE MOVE IN _____ OUT _____
 Reason for Moving _____

Additional Information

Additional Information

***** LIST ALL PEOPLE (Other Than Applicant 1 & Applicant 2) WHO WILL BE LIVING WITH YOU *** If No One-PUT No One**

NAME	RELATIONSHIP to applicants	AGE
NAME	RELATIONSHIP to applicants	AGE
NAME	RELATIONSHIP to applicants	AGE

**** List ALL Vehicles to be kept at residence Including BOATS, TRAILERS, MOTORCYCLES & RVs****

LICENSE PLATE & STATE _____

MAKE _____

MODEL _____

COLOR _____

YEAR _____

S

U

N

D

Past FIVE (5) years Employment History(most recent first)
1ST Applicant

Past FIVE (5) years Employment History(most recent first)
2ND Applicant

Employer _____
Address _____
Job Title/Squadron: _____ Rank/Grade _____
Supervisor/First Sergeant:
Name _____ Phone _____
Dates of Employment _____
If Self Employed-Business Name & How long in Operation?

A

E

C

S

E

Employer _____
Address _____
Job Title/Squadron: _____ Rank/Grade _____
Supervisor/First Sergeant:
Name _____ Phone _____
Dates of Employment _____
If Self Employed-Business Name & How long in Operation?

R

E

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S

I

Additional Information

Additional Information

M

A

N

A

C

S

Bank Name _____
Bank Address _____
In Case of Emergency Contact
Name _____
Complete Address _____
Phone _____ Relationship _____

Bank Name _____
Bank Address _____
In Case of Emergency Contact
Name _____
Complete Address _____
Phone _____ Relationship _____

Have you ever applied to rent from us before? YES NO
Have you ever been 3 days Late w/Payment? YES NO
Have you ever willful/intentional refused to pay? YES NO
Have ever had an Eviction Filed against you? YES NO
Have you ever broken a Lease agreement? YES NO
Have you ever been Convicted of a Crime? YES NO
Have you ever Filed Bankruptcy? ** YES NO

E

N

O

M

E

N

I

IF Yes, Year? _____
IF Yes, Year? _____
IF Yes, Year? _____
IF Yes, Year? _____
IF Yes, Year? _____
IF Yes, Year? _____
IF Yes, Year? _____

** We MUST Verify that it has been Discharged for a minimum of 3 yrs.

T

E

N

O

Have you given Proper Notice to your Landlord? YES NO
Do you use a Vacuum Cleaner? YES NO
Do you use an Ironing Board? YES NO
Do you use a Cutting Board? YES NO
Do you use a Mower/Edger/Weed Eater? YES NO

Do you anticipate getting any Pets? YES NO
Does anyone smoke tobacco products? YES NO
Do you know how to change the A/C Filter? YES NO
Will you change the A/C filter Monthly? YES NO

Explanation for any of the above answers:

THIS WILL CERTIFY THAT ONLY THOSE PERSONS AND/OR PETS MENTIONED IN THIS APPLICATION WILL OCCUPY PREMISES. WE UNDERSTAND THAT IF WE ACQUIRE ADDITIONAL PETS, OR IF UNIT IS OCCUPIED BY ADDITIONAL PEOPLE, WE WILL BE VOLUNTARILY BREAKING OUR LEASE.

I declare that the forgoing information is true and correct and that I have read and understand the Rental Requirements stated in Sundance's Rental Policy. I also authorize the verification of my information and give authority to obtain information regarding my financial responsibility from a Credit Reporting Agency. I understand and agree to a Credit Report, Housing Verification, Employment History and Criminal Background check being performed in order to process this application. I authorize the release of my information to an owner who will be managing the property directly. I will not hold current or former Landlords or Employers liable for providing such information. I agree that Sundance Rental Management, Inc., may terminate any agreement entered into in reliance on any misstatement made above. I have paid a Non-Refundable fee in the form of **CASH** to Sundance Rental Management, Inc., as reimbursement for any expenses that may be incurred in verifying the information. This application is Preliminary Only and does not obligate Owner or Owner's Agent to execute a Lease or deliver possession of the proposed premises. Keys will be furnished only after the Lease Agreement and all other Rental Documents have been properly executed by all parties and after all applicable Rental Payments and Security Deposits have been paid in full. Your signature gives permission to contact your Commander in the event of non-compliance with any and all terms of the Lease.

Witness Signature Above

1st Applicant Signature Above

Witness Signature Above

2nd Applicant Signature Above



650 N Beal Parkway
 Fort Walton Beach, FL 32547
 Phone: (850) 863-3292 | Fax: (850) 862-3440
 ms@sundance-rentals.com
 www.sundance-rentals.com



LEASE AGREEMENT

1. **Parties** THIS LEASE "Agreement" is entered into this _____ day of _____, _____, Between _____ (Hereinafter "OWNER or LANDLORD"), and _____ (Hereinafter "TENANT").

OWNER hereby leases to TENANT, and TENANT hereby leases from OWNER, the following Premises: _____ (hereinafter "Premises").

SUNDANCE RENTAL MANAGEMENT, INC., (Hereinafter "AGENT") a Florida corporation whose address is 652-G N. Beal Parkway, Fort Walton Beach, Florida 32547, is the authorized agent of LANDLORD.

2. **Term.** This AGREEMENT shall commence on _____, _____ and shall continue until _____, _____ ("the Lease Term") unless terminated at an earlier date in accordance with the provisions of this AGREEMENT.

Pursuant to Florida Statutes section 83.682, this agreement shall terminate upon thirty (30) days' notice if an Active Duty Military TENANT provides AGENT the following: (to include, but not be limited to) copies of Permanent Change of Station Orders thirty-five (35) miles or more from this area, or documentation of Separation from Service.

3. **Rent.** Pro-Rated Rent in the amount of \$ _____ is due for the period of _____ Through _____ TENANT agrees to pay monthly Rent in the amount of \$ _____ for the use and occupancy of the Premises, due on the first (1st) day of _____ and on or before the first (1st) day of each month thereafter until the expiration Of the Lease Term for a total amount due of \$ _____

4. **Late Payment and Returned Checks.** If Rent is not RECEIVED in AGENT'S office at the address set forth in Paragraph above by the fifth (5th) day of each month before 5:00 P.M. CST, an initial late fee of 10% of the total monthly rent due, plus an additional \$5.00 per day for each day thereafter shall be due as "Additional Rent," payable in certified funds only. Absolutely NO PARTIAL PAYMENT or THIRD-PARTY CHECKS will be accepted. AGENT will not resubmit any check returned by the bank for non-payment and TENANT shall replace payment immediately by certified funds together with payment of a \$35.00 NSF fee. Also, if a check is returned by the bank for non-payment, the Rent will automatically be considered late and the Additional Rent set forth above will apply. Should more than one check be returned for non-payment during the Lease Term, all payments of Rent and other fees imposed herein from that time forward shall be paid in the form of certified funds.

5. **Default by Tenant.** If TENANT fails to pay the Rent when due hereunder for five (5) days after initially becoming due, OWNER may at OWNER'S option, either (1) terminate this Lease Agreement and retake possession of the Premises for OWNER'S own account, or (2) retake possession of the Premises for the account of TENANT who shall remain liable to OWNER; and in either event, TENANT shall give up possession of the Premises to OWNER. The TENANT will be fully responsible for rent for the entirety of the term set forth in this Agreement. If TENANT breaches the Agreement by abandonment, surrender, or eviction from the rental Premises prior to the expiration of the Lease Term, or the expiration of any extensions, TENANT will be held responsible for any unpaid Rent(s), physical damage(s), future Rent(s) due, attorney's fees, cost(s), and any other amount(s) due under the Lease Agreement or Florida law.

6. **Number of Occupants.** TENANT acknowledges, and the parties hereby agree, that the subject Premises shall be used and occupied by TENANT, consisting of no more than _____ persons, and are being used for residential, non-business, private housing purposes only; and for no other purposes including, but not limited to, daycare or child sitting services. TENANT agrees Premises are to be used exclusively as living quarters of TENANT and shall not be used for any other purpose.

7. **Guests:** TENANT may not permit any guest to stay on the Property longer than the amount of time permitted by any OWNER association rule or restrictive covenants, or ten (10) days, whichever is less, without LANDLORD'S written consent, which LANDLORD may withhold at LANDLORD'S sole discretion

8. **Pet Restriction.** NO PETS AND NO FEEDING OF STRAY ANIMALS is permitted on the premises. VIOLATION OF THIS PROVISION WILL INITIATE IMMEDIATE EVICTION PROCESS AND FORFEITURE OF SECURITY DEPOSIT. If applicable, the consent for pets form is attached hereto and made a part of this Agreement. A non-refundable pet fee of \$ _____ is required and acknowledged.

9. **Security Deposit.** TENANTS security/cleaning & damage deposit (hereinafter "Security Deposit") in the amount of \$ _____ is required and acknowledged. TENANT acknowledges that this security/cleaning/damage deposit may not be applied as Rent and agrees that the full month's rent will be paid on time, including the last month of occupancy.

Pursuant to Section 83.49 (b), Florida Statutes, OWNER hereby notifies TENANT that AGENT shall hold said Security Deposit shall be held in a separate escrow non-interest bearing account at Regions Bank or its successor in Fort Walton Beach, FL. Return of the Security Deposit shall be governed by Section 83.49(3), Florida Statutes, as amended from time to time, and which states, "Upon the vacating of the Premises for termination of the lease, if the OWNER does not intend to impose a claim on the security deposit, the OWNER shall have 15 days to return the security deposit or the OWNER shall have 30 days to give the TENANT written notice by certified mail to the TENANT'S last known mailing address of the intention to impose a claim on the deposit, and the reason for imposing the claim. A claim on the Security Deposit will be made to repair damages other than ordinary wear and tear, and to clean the Premises, if required in the sole discretion of OWNER. The OWNER may, at his option, use all or part of said deposit for any and all damages to which OWNER may be entitled due to the breach of any of the covenants and agreements contained herein by TENANT. Use of the Security Deposit for such purposes shall not act as a waiver of any rights either in law or in equity to which OWNER may be entitled. It is also understood and agreed that if the Premises are left in an unclean or damaged condition, the Security Deposit shall be applied toward necessary cleaning and/or repairs. TENANT fully understands that upon vacating said Premises any additions or alterations to same by him must be removed or returned to the original condition of said Premises as when he occupied same; that upon vacating the Premises he must have all his belongings/possessions out of same and have turned in the keys to the OWNER before OWNER will complete a final inspection. A joint final inspection is encouraged. The day/date of return of the house keys will constitute the last day of occupancy, unless final inspection by OWNER reveals cleaning and/or damages for which TENANT is responsible. In this event, unless otherwise resolved, Rent will continue to accumulate until Premises are deemed to be in satisfactory and acceptable condition by OWNER. The Security Deposit will be refunded by a check mailed to the forwarding address, made payable to all persons signing the lease. Refunds cannot be picked up at Agent's office. YOUR LEASE REQUIRES PAYMENT OF CERTAIN DEPOSITS. THE LANDLORD MAY TRANSFER ADVANCE RENTS TO THE LANDLORD'S ACCOUNT AS THEY ARE DUE AND WITHOUT NOTICE. WHEN YOU MOVE OUT, YOU MUST GIVE THE LANDLORD YOUR NEW ADDRESS SO THAT THE LANDLORD CAN SEND YOU NOTICES REGARDING YOUR DEPOSIT. THE LANDLORD MUST MAIL YOU NOTICE, WITHIN 30 DAYS AFTER YOU MOVE OUT, OF THE LANDLORD'S INTENT TO IMPOSE A CLAIM AGAINST THE SECURITY DEPOSIT. IF YOU DO NOT REPLY TO THE LANDLORD STATING YOUR OBJECTION TO THE CLAIM WITHIN 15 DAYS AFTER RECEIPT OF THE LANDLORD'S NOTICE, THE LANDLORD WILL COLLECT THE CLAIM AND MUST MAIL YOU THE REMAINING DEPOSIT, IF ANY.

IF THE LANDLORD FAILS TO TIMELY MAIL YOU NOTICE, THE LANDLORD MUST RETURN THE DEPOSIT BUT MAY LATER FILE A LAWSUIT AGAINST YOU FOR DAMAGES. IF YOU FAIL TO TIMELY OBJECT TO A CLAIM, THE LANDLORD MAY COLLECT FROM THE DEPOSIT, BUT YOU MAY LATER FILE A LAWSUIT CLAIMING A REFUND.

Office Use: _____

Tenant: _____

YOU SHOULD ATTEMPT TO INFORMALLY RESOLVE ANY DISPUTE BEFORE FILING A LAWSUIT. GENERALLY, THE PARTY IN WHOSE FAVOR A JUDGEMENT IS RENDERED WILL BE AWARDED COSTS AND ATTORNEY FEES PAYABLE BY THE LOSING PARTY. THIS DISCLOSURE IS BASIC AND NOT INTENDED TO SERVE AS LEGAL ADVICE. PLEASE REFER TO PART II OF CHAPTER 83, FLORIDA STATUTES, AND CONSULT WITH AN ATTORNEY TO DETERMINE YOUR LEGAL RIGHTS AND OBLIGATIONS. THE LANDLORD STATING YOUR OBJECTION TO THE CLAIM WITHIN 15 DAYS AFTER RECEIPT OF THE LANDLORD'S NOTICE, THE LANDLORD WILL COLLECT THE CLAIM AND MUST MAIL YOU THE REMAINING DEPOSIT, IF ANY. IF THE LANDLORD FAILS TO TIMELY MAIL YOU NOTICE, THE LANDLORD MUST RETURN THE DEPOSIT BUT MAY LATER FILE A LAWSUIT AGAINST YOU FOR DAMAGES. IF YOU FAIL TO TIMELY OBJECT TO A CLAIM, THE LANDLORD MAY COLLECT FROM THE DEPOSIT, BUT YOU MAY LATER FILE A LAWSUIT CLAIMING A REFUND.

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10. Property Damage Agreement. Within 48 hours of occupancy, TENANT agrees to give written notice of any damage existing on the Premises. Otherwise, it is agreed that no damages exist on the Premises and TENANT will be liable for any and all damages upon inspection of the Premises at the time the Premises are vacated. TENANT agrees not to put any nails, screws, or pictures hangers of any type in PANELED or WALLPAPERED walls. Except as specifically stated in this Agreement and as required by the Florida Residential Landlord and Tenant Act, OWNER makes no warranties of any kind concerning the Premises. TENANT has inspected the Premises and is leasing the same on the basis of said inspection as is, where is, and with all faults.

11. Quiet Enjoyment. TENANT has the right to peacefully and quietly use, occupy and possess said Premises for the full Lease Term without let, hindrance, eviction, or interruption whatsoever, except as provided below, and said TENANT covenants with OWNER as follows:

a. Maintenance. TENANT shall maintain the Premises in a clean and sanitary condition; shall not destroy, deface, impair or remove any part of the Premises or property therein belonging to the OWNER nor permit any person to do so; shall remove from the dwelling unit all garbage, trash and debris in a clean and sanitary manner, placing same in appropriate receptacles; shall not allow trash, garbage or debris to accumulate on Premises; and shall not allow inoperable vehicles (junk cars or vehicles with expired tags) to be parked on Premises. NO trailers, campers, motorcycles, boats, or commercial vehicles are allowed on or about the Premises without LANDLORD prior written approval, which LANDLORD may withhold at LANDLORD'S sole discretion. TENANT agrees to pay all costs, expenses, fines, penalties or damages imposed on TENANT by reason of TENANT'S failure to comply with the above requirements.

b. Utilities. TENANT is responsible for all utilities unless otherwise stated specifically herein. If any utility service is currently active in the name of the OWNER, TENANT shall be immediately responsible to transfer the utility service out of the name of the OWNER and into the TENANT'S name. TENANT will be responsible for any utility charges incurred from the date of possession until the expiration of the Lease Term or termination of the Agreement.

c. Extermination. TENANT shall provide for the extermination of pests, inside and outside the leased Premises. Termite prevention and treatment shall be the OWNER'S responsibility.

d. Assignment. TENANT shall not assign this Agreement or sublet said Premises or any part thereof.

e. Entry by OWNER. TENANT shall permit OWNER to enter the Premises in the event of an emergency or with 24-hour telephone notice from time to time to inspect the Premises, make necessary or agreed repairs, alternations or improvements, supply necessary or agreed services, or exhibit the Premises to prospective or actual purchasers, mortgagees, tenants, workmen or contractors. During the last thirty (30) days of this Agreement, TENANT will permit the posting of "For Rent" or "For Sale" signs and will make the property available for showing to prospective tenants and/or owners. If the TENANT will not be renewing this Agreement, TENANT is required to deliver 30 DAYS WRITTEN NOTICE to the OWNER prior to the lease expiration and will be responsible for Rent at the daily current rental rate until proper notice is satisfied.

f. Locks and Keys. TENANT may not change or add any lock to the Premises, or any part thereof, without obtaining OWNER's prior written consent, and, after changing any lock with such consent, must then provide OWNER with a key to the changed or added lock.

g. General Repairs. TENANT shall promptly repair, at his own expense, any damage to the Premises which may occur by reason of his own

negligence or the negligence of his family, invitees or guests and all damages caused by animals. Required maintenance and other repairs (not the result of the TENANT'S negligence) are to be paid by the TENANT as follows: Regular changes and frequent cleaning of heating and air conditioning filters by TENANT is mandatory to keep unit in good operating condition. TENANT should change and clean the filters every three to four weeks when the heat or air conditioning is working full time. TENANT SHALL NOT USE "HEPA" TYPE FILTERS IN ANY RENTAL UNIT AIR CONDITIONER/HEATER, as they cause severe air-flow restriction. TENANT is required to use a bleach solution in the a/c drain line monthly to prevent algae build-up and a/c leaks. TENANT shall not allow trash, leaves, or plantings of any kind to build up around the compressor as this causes serious damage to the unit. TENANT shall NEVER use air conditioner without a filter. Dishwasher seals and gaskets rapidly deteriorate if not used, therefore, TENANT must run a full dishwasher cycle at least once per month. TENANT MUST KEEP ROOF AND OUTSIDE GUTTERS CLEAN. If during the first 48 hours of occupancy the plumbing is working properly (drains are not clogged and water drains at a normal rate), the blockage will be presumed to be caused by the TENANT and maintenance and repair are the responsibility of the TENANT. TENANT shall pay for any MINOR repairs, which are not the result of TENANT'S negligence; minor repairs are considered those repairs that TENANT should reasonably be able to perform. Please refer to the maintenance tab on AGENT'S website, the contents of which are incorporated herein by reference, for minor repair items that TENANT is responsible for, as well as helpful tutorials. All repairs must be authorized by the OWNER or the AGENT prior to the repair. All work orders given to the AGENT must be in writing. TENANT may refer to AGENT'S web site www.sundance-rentals.com to obtain a maintenance request form.

h. Yard Maintenance. In the sole discretion of OWNER TENANT may be held responsible for outside water lines in event of a freeze. In the event there is a lawn pump installed, TENANT fully understands that the pump must be PROPERLY drained to prevent freezing and cracking prior to freezing temperatures and primed with water prior to next use. In the event the subject equipment is not PROPERLY winterized, any subsequent damage resulting due to lack of same will be repaired or replaced at TENANT'S expense. TENANT is responsible for regular cleaning, cutting, weeding, edging, raking, and watering of lawn and shrubs. If plants, shrubs, and/or lawn are neglected, not watered, and/or damaged any and all costs of replacing same will be charged to the TENANT. ALL EXPENSES IN CONNECTION WITH UPKEEP OF THE GROUNDS INCLUDING ALL WATER USED FOR IRRIGATION PURPOSES WILL BE PAID BY TENANT. No vehicles, trailers, or any other items shall be placed/parked on the lawn that will cause damage. AGENT shall notify TENANT if the lawn is not being maintained as required by this Agreement and provide TENANT with a reasonable period of time to cure said violation(s). Upon TENANT failure to properly maintain the lawn, the LANDLORD reserves the right to contract for lawn maintenance and charge all related costs of services to TENANT as Additional Rent.

i. Smoke Detectors. TENANT agrees that it is TENANT'S duty to regularly test the smoke detector(s) and/or fire extinguisher(s) and agrees to notify owner or agent immediately in writing of any problem, defect, malfunction, or failure of the smoke detector(s) and/or fire extinguisher(s). TENANT also agrees to replace the smoke detector(s) battery, if any, at any time the existing battery becomes unserviceable.

j. Natural Disasters. TENANT agrees to reasonably protect the property in emergencies such as Hurricane Warning, High Wind/Water Warning, Freeze Warning, or other weather events or emergencies of any kind.

Office Use: _____

Tenant: _____



Sundance Rental Management, Inc.
 650 N. Beal Parkway, Fort Walton Beach, FL 32547
 Phone (850) 863-3292 | Fax (850) 862-3440
 ms@sundance-rentals.com
 www.sundance-rentals.com



**RENTAL DEPARTMENT
 INSPECTION REPORT**

Tenant Name _____

Move-In Date _____ Number of Keys and Garage Remotes _____

Address _____

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____

Walls _____

Floors/Baseboards _____

Carpets _____

If stains are present a map must be drawn locating stains

Doors and Locks (Doorknobs) _____

Screens (Including porches and screen doors) _____

Windows _____

Drapes/Blinds _____

Kitchen Appliances (Exhaust Fans) _____

Bathroom Fixtures _____

Air-Conditioner _____

Kitchen Cabinets & Other Closets (Utility Room) _____

Yard (Mowed, Raked, Check for Holes and Trash) _____

Lawn Pump _____

All drains running freely _____

Electrical receptacles & switches _____

Light fixtures inside and out _____

Miscellaneous _____

Above is the agreed condition of said property. Please return this form to our office within 48 Hours of your Move In.

 Tenant Date

 Tenant Date



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 650 N. Beal Parkway, Fort Walton Beach, FL 32547
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To Our Tenants:

To make you aware of some potential problems that directly affects you, the Tenant.

While the Owners of the rental property have insurance on the building, the contents (furniture, clothing, etc.), which belong to the Tenant are not covered for any kind of loss under the property Owner's coverage. This means that the Tenant has no coverage for his own personal belongings for losses caused by wind, fire, theft, vandalism, smoke, water, etc.

The property Owner's insurance coverage does not provide liability coverage for the Tenant at all. The Tenant needs liability coverage for his own personal and residence activities in case he is sued for another person's bodily injury from the Tenant's negligence.

Also, the Tenant needs liability for another reason not too many people are aware of. Example: If the Tenant has a grease fire in the kitchen, the damage to the building will be paid for by the property Owner's insurance coverage. Then the property Owner's insurance company may sue the Tenant for the amount of damage caused by the Tenant's negligence. Any Tenant, whether a family or a business needs the liability coverage.

A simple renter's insurance policy will solve a Tenant's needs in these situations.

Should you have any questions, please contact an insurance agency.

Tenant	Date
--------	------

Tenant	Date
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12. Illegal Acts. TENANT agrees not to commit, or permit, any illegal acts upon the Premises or the dwelling unit - inside or out; including but not limited to, drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest. If such occurs, this Agreement shall be terminated and TENANT(s) agrees to vacate Premises with seven (7) days' notice by OWNER. TENANT agrees not to do or permit anything to be done on the leased Premises which will interfere with the rights of other TENANTS.

13. Waiver. If the OWNER waives any breach by TENANT of any provisions of this Agreement, such waiver shall not constitute a continuing waiver or a waiver of any subsequent breach by TENANT of that same provision, or of any other provision, of the Agreement. OWNER's acceptance of Rent following a breach by TENANT of any provision of this Agreement will not be deemed to be a waiver of OWNER's right to enforce any provision of this Agreement.

14. Liability. TENANT agrees that OWNER shall not be liable for injury or damage on or about the Premises. NO trampolines or any items or activities that can cause interference with the OWNER'S insurance coverage will be permitted. TENANT is strictly prohibited from installing or using a permanent or portable fire pit anywhere on the premises, and may not otherwise light exterior fires without LANDLORD'S approval, which LANDLORD may withhold at LANDLORD'S sole discretion. TENANT shall not place or use any above-ground pools of any size on the premises. TENANT is not permitted to access, enter, or store any items in any crawl spaces, attics, or any locked areas on the premises without prior written permission from LANDLORD, which LANDLORD may withhold at LANDLORD'S sole discretion. NO aquariums are allowed without LANDLORDS prior written consent. TENANT shall be responsible for obtaining fire, extended coverage and liability insurance with respect to the personal contents of TENANT on the Premises, as well as to protect OWNER from liability as a result of actions on the part of TENANT and/or his/her guests, invitees or licensees. OWNER does not insure against loss of TENANT'S property. If the Premises or any part thereof shall at any time during the term be destroyed by fire not by fault of TENANT, by storm or any other casualty, then payment of the Rent required herein shall be suspended until the Premises are rendered fit for habitation. OWNER in its sole discretion shall determine whether to extend the Agreement for an amount of time equal to the time the Rent is subject to abatement, or whether to terminate this Agreement should OWNER not desire to reconstruct or renovate the Premises following destruction.

15. Non-Liability Agreement for Personal Property. BY SIGNING THIS RENTAL AGREEMENT, TENANT agrees that upon surrender, abandonment, or recovery of possession of the dwelling unit due to the death of the last remaining TENANT, as provided by Chapter 83, FLORIDA STATUTES, the LANDLORD shall NOT be liable or responsible for storage or disposition of the TENANT'S personal property.

16. Choice of Law. This Agreement in all matters and issues collateral thereto shall be governed by laws of the State of Florida applicable to contracts entered into and performed entirely within the State of Florida, with respect to the determination of any claim, dispute or disagreement, which may arise out of the interpretation, performance or breach of this agreement, and will be subject to enforcement and interpretation solely in the appropriate courts of the State of Florida. Venue shall be established in Okaloosa County, Florida.

17. Attorney's Fees. If any legal action or proceeding arising out of, or relating to, this Agreement is brought by either TENANT or OWNER, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorney's fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

18. Notices. All notices to LANDLORD and all Lease Payments must be sent AGENT'S address as set forth in Paragraph 1 above, unless LANDLORD gives TENANT written notice of a change. Any notice to Tenant shall be given by certified mail, return receipt requested, by e-mail, or by delivering to TENANT at the Premises. If TENANT is absent from the Premises, notice may be given by posting a copy of the notice to the front door of the Premises. If notice is delivered to TENANT by certified mail, notice will be deemed delivered at the time the notice is deposited in the mail. If notice is delivered to TENANT by e-mail, notice is deemed delivered by the time signature on the e-mail. If notice to TENANT is delivered by delivery, notice is deemed delivered at the time TENANT receives the notice, unless TENANT is not home at the time of attempted delivery, at which point notice is deemed delivered at the time of the attempted delivery.

19. Severability. If any provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this Agreement.

20. Sole Agreement. This document, including any attachments incorporated by reference herein, constitutes the entire and sole agreement between OWNER and TENANT respecting the leased Premises, the leasing of the leased Premises to TENANT, and the Lease Term created under this Agreement, and correctly sets forth the obligations of OWNER and TENANT to each other as of its date. Any agreements or representations respecting the leased Premises or their leasing by OWNER to TENANT not expressly set forth in this Agreement are null and void.

21. Execution in Separate Parts. This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement.

22. SPECIAL CLAUSES

- 1.
- 2.
- 3.

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have caused their hands and seals to be affixed on the date first written above

Witness to Owner

Owner

Witness to Owner

Owner

Witness to Tenant

Tenant

Witness to Tenant

Tenant

Witness to Agent

Agent, SUNDANCE RENTAL MANAGEMENT, INC.



**RENTAL DEPARTMENT
ANNUAL/FINAL INSPECTION INSTRUCTIONS**



850-863-3292 PHONE / 850-862-3440 FAX

PLEASE LEAVE ALL UTILITIES ON UNTIL AFTER COMPLETION and PASSING OF INSPECTION, or lease EXPIRES/IS RE-RENTED, whichever come LAST. If utilities have to be turned on for additional cleaning, this cost will be deducted from your Cleaning and Damage Deposit.

The **Air Conditioning** should be left **ON** until the **Carpets are completely DRY.**

Any repairs that the tenant knows of should be pointed out to the representative of Sundance Rental Management, Inc.

IF YOU CHOOSE NOT TO DO ANY PART OF YOUR REQUIRED CLEANING, PAINTING AND/OR REPAIRS TO THE PROPERTY, PLEASE CALL OUR OFFICE TO DISCUSS, PRIOR TO YOUR FINAL INSPECTION.

If you need a recommendation for the Carpet Cleaning, General Cleaning or Painting Services please call our office.

Please follow this list, *AS APPLICABLE*, to ensure a satisfactory inspection.

Careful attention and meticulous cleaning of the following items will help insure the prompt return of your deposit.

Kitchen:	Medicine Cabinets - inside & out	Light Fixtures & Covers: remove dirt/dead bugs
Counter Top & Storage: clean and dust-free	Mirrors (Windex)	Receptacles/Switch Covers: replace if broken/damaged
Dishwasher: top of door, inside, & door seal	Toilets: inside & out /replace seat if worn, stained or broken	Screens: clean and repaired
Freezer: clean residue & empty ice containers	Tubs/Shower: No soap scum or mildew	Smoke Detectors: working
Cabinet/pantry/drawers-inside/Out	Towel Rack/Toilet Paper Holder: SECURED	Walls: NO marks/holes-esp. on & around switch/cover
Cabinet/pantry: above (b/w cabinet/ceiling);	Sink Fixtures: No residue	Window Screens: No holes
Microwave: inside AND out, underneath, bulbs, no grease, clean screens	Soap Dishes: NO residue	Windows & Sills: inside & out
Refrigerator: in/out/top/sides/bottom/seal	General:	Compliance:
Refrigerator: clean underneath & COILS	Baseboards & Crown Molding; clean/dust-free	A/C: filter clean-new, returns/vents: cleaned
Refrigerator: Turn off at breaker & leave OPEN	Blinds, Shades, Shutters: NO dust/dirt/damage	Furnace: area/closet, dust
Sink Fixtures: No residue	CARPETS: PROFESSIONALLY steam cleaned, NO Stains * RECEIPT REQUIRED*	Washer/Dryer: area and appliances
Soap Dishes: NO residue	CARPETS must be COMPLETELY DRY prior to inspection	Water Heater: area/closet & top of water heater
Stove Hood & EXHAUST: clean & replace filter	**Carpets must be cleaned prior to annual inspection.	Exterior:
Stovetop/OVEN/ Racks/Bottom Drawer:	Ceiling Fans: blades & light fixtures-remove all dust/grime	Driveway: sweep/make free of debris walks & patios
WIPE Out OVEN after self-cleaning cycle, DO NOT use oven cleaner in self-cleaning ovens!	Ceiling/Walls: NO cobwebs	Garage: clean, sweep, NO grease/deposits
Stove/Oven: clean sides of stove and cabinets	Doors & Wood Work: NO scratches/holes (OLD ENGLISH SCRATCH COVER)	Gutters & Roof: remove leaves/pine needles
Lift Top of Stove - Clean Under Burners (REPLACE DRIP PANS)	Door Stops: in place with rubber caps	Lawn Pump: primed, operational
Bath:	Drapes: washed/dry cleaned	Shrubbery: cut below window level
Exhaust Fans: Bathroom, clean and functioning	Fireplace: remove ashes & scrub w/ 409	Sprinklers: heads operational
Cabinet/pantry/drawers-inside/Out	Floors: including grout, I.A. - cleaned	Trees: cut away from roof line, pull vines from house/fence
Cabinet/pantry: above (b/w cabinet/ceiling);	Light Bulbs: replaced w/same type bulb-	Yard: mow, rake, edge, weed, clean up waste

- NO garbage or trash on premises.
- ALL repairs to premises during occupancy have been made (i.e. torn screens, broken windows, drains not clogged, etc.
- ALL nails removed and nail holes in walls filled and painted CLEAN OR PAINT ALL MARKS.

CALL OUR OFFICE FOR CORRECT PAINT COLOR. (There are hundreds of shades of white).

Look carefully before you paint to determine whether walls are flat or semi-gloss

Test and Dry a small area to be touched up Before proceeding to touch up entire house.

ON FINAL INSPECTION, MAKE SURE ALL PERSONAL BELONGINGS HAVE BEEN REMOVED AND PREMISES ARE CLEAN AND IN GOOD ORDER! We encourage a joint Final Inspection it is YOUR responsibility to call our office to set up this appointment. Please have adequate cleaning supplies on hand. If you choose not to have a joint Final Inspection and you do not pass, you will not be given the option to clean, it will have to be done professionally. Any charges incurred will be deducted from your deposit. **The day/date of return of the house keys will constitute the last day of occupancy unless Final Inspection by OWNER/AGENT reveals cleaning and/or damages for which TENANT is responsible.** In this event, unless otherwise resolved, rental charges will continue to accumulate until premises are deemed to be in satisfactory and acceptable condition by OWNER. If it is necessary to make additional inspections due to unsatisfactory conditions of premises, there will be a \$10.00 charge for each additional inspection.

On satisfactory Final Inspections, when all items are in order, please allow **fifteen (15) days for return of deposit.** If you are leaving the area, leave your address and your deposit will be forwarded to you. On unsatisfactory inspections, all repairs and cleaning will be done before balance, if any, of deposit is returned.

_____	#keys FBG
_____	Fan Remotes
_____	# Garage Remotes
_____	Alarm/Garage Code
_____	Mailbox Key #

_____	Date	_____	Tenant
_____	Agent	_____	Tenant
_____		Property Address	
_____		Forwarding Address	
_____		Date of Final Inspection	
_____		Property Manager	



650 N Beal Parkway
 Fort Walton Beach, FL 32547
 Phone: (850) 863-3292 | Fax: (850) 862-3440
 ms@sundance-rentals.com
 www.sundance-rentals.com



**ADDENDUM TO LEASE AGREEMENT
 PET CONSENT**

MANDATORY PHOTO OF PET(S) ATTACHED

SUNDANCE RENTAL MANAGEMENT, INC., AS AGENT FOR THE OWNER
 HEREBY GRANTS PERMISSION TO:

TENANT NAME
TENANT ADDRESS
CITY STATE, ZIP

To keep the below named Pet(s) subject to the following:

1. This permission extends only to the specifically named Pet(s).
2. No other Pet(s) shall be allowed to be on the premises unless written permission is received from the Property Owner, along with an additional consent form executed, Pet Addendum, and Fee. Non compliance will initiate immediate eviction process and forfeiture of security deposit.
3. TENANT agrees to be fully responsible for any damage caused to the property by the pet(s) and for any and all wear and tear resulting and agrees to fully compensate the landlord for any and all such damage or additional wear and tear including but not limited to:
 - a. Pet(s) must be kept on leash at all times while it is outside of premises. PETS ARE NOT ALLOWED TO RUN LOOSE AT ANY TIME. TENANT(s) agree to fully indemnify the Landlord, owner or agent for any damages arising out of injury to another person or to another pet by the pet(s). Pet(s) must not be tied or kept outside door, in the hallways or on the balcony or lanais, if applicable.
 - b. Cleaning up 100% of any droppings deposited in the yard by the pet(s).
 - c. Filling in any holes in the yard and re-sodding as necessary to restore the yard and lawn to original condition.
 - d. Replacing doors, screens, windows, or any other items scratched, torn, damaged or soiled by the pet(s).
 - e. Additional cleaning or replacement at the discretion of the landlord of any carpeting that has been damaged, soiled or stained or which has an odor as a result of the pet(s).
 - f. Deodorizing and disinfecting any floor or wall or other surfaces which may be stained or have an odor as a result of the pet(s).
 - g. TENANT(s) also will be responsible for having the carpeting professionally cleaned, deodorized, and all stains removed upon soiling AND upon move-out and to provide paid receipt for same to Landlord.
 - h. TENANT will also be responsible for any exterminating/Flea Spraying that may be required because of Pet(s).
4. Tenant(s) agree that approval or denial of all Pet(s) is at the sole discretion of OWNER or AGENT. OWNER or AGENT reserves the right to withdraw consent by giving the TENANT(s) 7 Days written notice to remove Pet(s) from the premises for any reason including, but not limited to, noise, barking, disturbances, damage, threatening behavior towards other TENANT(s) or employees of OWNER or AGENT. In the event the Pet(s) are not removed after notice, TENANT(s) will be subject to Eviction. Refusal to comply shall constitute a termination of the lease and immediate eviction. TENANT(s) agree that keeping a pet on the premises is a revocable privilege and not a right.
5. An additional fee of \$250.00 accompanies this consent form and is Non-Refundable. If there is no additional damage and TENANT(s) have otherwise fulfilled all of the terms and conditions of the Lease Agreement, the balance of the cleaning and damage deposit will be sent to the TENANT's forwarding address.

PET DESCRIPTION:

Type of Pet(s) _____ Breed(s) _____

Name of Pet(s) _____ Size of Pet(s) Small ____ Medium ____ Large ____

 TENANT

 TENANT

 PROPERTY MANAGER

 DATE



Sundance Rental Management, Inc.
 650 N. Beal Parkway
 Fort Walton Beach, FL 32547
 (850) 863-3292 | (850) 862-3440 Fax
 ms@sundance-rentals.com
 www.sundance-rentals.com



EXCLUSIVE RENTAL MANAGEMENT AGREEMENT

PARTIES

This Agreement between the owner or legally appointed representative of the premises: _____ hereafter called LANDLORD and Sundance Rental Management, Inc., hereafter called the BROKER, whereby the LANDLORD appoints the BROKER, its agents, successors, and assigns as the EXCLUSIVE AGENT to rent, lease, operate, control and manage the following properties (hereinafter the "Property" or the "Unit"):

ENTIRE PREMISES

The Property includes the entire premises in full UNLESS any area such as shed(s), storage closet(s), garage(s), attic, crawl space(s), other storage areas, sheds or rooms are specifically excluded by LANDLORD in writing.

TERM

It is mutually agreed by and between the parties that this Management Agreement shall be binding upon the parties successors, estate and assigns and shall remain in full force and effect until termination pursuant to the terms of this paragraph.

The term shall begin on the _____ day of _____, _____ and will be in effect for one year and will automatically extend on a monthly basis until either party terminates by providing at least 30 days written notice to the other party.

TERMINATION

This agreement may be canceled by either party giving written notice of cancellation in which event this agreement shall terminate thirty days after service of such notice. In the event the premises are occupied by a tenant procured by the Broker, and Landlord desires to terminate this agreement, Landlord agrees to pay Broker 50% of one month's rent as consideration for termination of agreement.

IMMEDIATE TERMINATION

BROKER reserves the right to terminate this agreement with 30 Days written notice to LANDLORD at any time, or, immediately with written or verbal notice if in the opinion of BROKERS legal counsel, LANDLORDS actions or inactions are illegal, improper or jeopardize the safety or welfare of any TENANT(s) or other persons. BROKER may at its option continue to hold LANDLORD liable for any commissions due, fees due or monies owed BROKER if the TENANT(s) remain in the property after such termination by BROKER.

RENTALS

BROKER will use his best efforts to lease or rent with the following terms: first month's rent and security deposit will be collected before occupancy.

DEVIATIONS

Any deviation from these terms must be agreed upon by all parties in writing. LANDLORD agrees to hold BROKER harmless for any failure to secure TENANT(s) for the LANDLORD, any cancellation by the TENANT(s) and/or failure to collect any rents or monies due from the TENANT(s) for any reason.

RENTAL RATES

Rental rates will be the current market rate as determined in the sole judgment of BROKER or no less than \$ _____ per month.

INSURANCE / FEES / TAXES / CHARGES

LANDLORD shall pay directly any condominium or homeowner association maintenance fees, taxes, insurance, mortgages, and other charges associated with the Property. LANDLORD agrees that they shall maintain Public Liability Insurance coverage on the property at all times in an amount not less than \$100,000.00 per person and \$300,000.00 per occurrence and **SHALL FURNISH BROKER WITH PROOF OF INSURANCE AND A COPY OF THE DECLARATION PAGE** for such coverage. LANDLORD agrees to name BROKER as an additional insured on all policies and agrees to provide proof of same to Broker upon request. LANDLORD agrees to and does hereby indemnify and hold harmless BROKER, it's employees, agents and assigns, from any and all claims, suits, damages costs, losses and expenses arising from the management of the property and from any injury to persons and/or property occurring on or about the premises. LANDLORD agrees to indemnify BROKER for any damages suffered as a result of any lapse in or failure by LANDLORD to maintain insurance. Broker may not file a claim for a casualty loss with the carrier insuring the property. Broker may communicate with the carrier to facilitate the processing of any claim Owner may file or other matters that Owner instructs broker to communicate to the carrier.

FORECLOSURE

If Broker receives notice of the Owner's delinquency in the payment of: (1) any mortgage or other encumbrance secured by the property; (2) property taxes; (3) property insurance; or (4) Owners' association fees, Broker may give owner 15 days to cure the delinquency during which period Owner authorizes Broker to freeze any funds held by Broker and no disbursements will be made to Owner related to this agreement or the Property. If after the 15 day period, the delinquency is not cured and the foreclosure process is initiated, Owner authorizes Broker to deduct from any other funds being held by Broker for Owner any remaining Broker Fees or funds due to Broker related to services performed under this Agreement. Additionally, Owner authorizes Broker to return any security deposit being held by Broker to a tenant of the Property in addition to any prorated amount of rent being held by Broker and Broker may terminate this Agreement. This paragraph does not preclude the Broker from seeking any other remedies under this Agreement or at law that may be available to the Broker.

Office Use: _____ Owner's Initials _____

UTILITIES

If allowed by law and unless otherwise agreed to by the parties, TENANT(s) are required to have telephone service, cable, electrical service, water service and all other utilities in their own name. In any lease where the TENANT(s) shall have use of the LANDLORD's utilities and be responsible for all or part of the bill(s), LANDLORD shall pay the entire bill in a timely manner and forward copies to Broker's office for reimbursement. Under no circumstances shall LANDLORD cause the termination of these services or utilities and LANDLORD agrees to indemnify and hold harmless BROKER from any damages or litigation fees or costs incurred by BROKER if LANDLORD improperly terminates a utility service. BROKER will deduct bills to the extent of funds available and LANDLORD agrees that BROKER shall be in no way responsible for nonpayment of or theft of any utility service by TENANT(s).

CONDOMINIUM / HOMEOWNERS ASSOCIATIONS

For Property in a condominium unit or in a homeowners association, the lease shall be subject to the Declaration of Condominium pertaining thereto and the rules and regulations of the Association and Board of Directors there under and, further, the LANDLORD shall be responsible for providing BROKER with all current rules and regulations, and for payment of any recreation, land and/or other fees, fines levied by the Association, or assessments and LANDLORD agrees to indemnify and hold harmless BROKER for payment of same. In the event the TENANT(s) fail to comply with the rules and regulations and the Association or Board levies fines or assessments against the LANDLORD, LANDLORD agrees that BROKER is in no way liable for the payment of any fees, fines or assessments.

INVENTORY

The LANDLORD shall prepare and deliver to Broker a copy of the unit inventory and it is the LANDLORD's responsibility to keep this inventory current.

WARRANTIES

LANDLORD is to deliver copies to BROKER of any Service Contracts or Warranties that exist, if any. If no Warranties or Service Contracts are received at the time this agreement is executed, BROKER shall assume none exist.

LEASING AND MANAGEMENT

BROKER is given the Exclusive Right to screen and approve or disapprove prospective TENANT(s), to deliver, on LANDLORD's behalf, any default notice to TENANT(s) as may be necessary. BROKER may file all eviction paperwork for nonpayment of rent based on a 3-day notice for possession only to the clerk of court's/sheriff's office on behalf of LANDLORD. Any other legal institution of eviction or damage proceedings against TENANT(s), through the courts or otherwise, must be taken by the LANDLORD individually or BROKER shall hire an attorney to perform the eviction with LANDLORD's permission. Costs and Attorney's Fees to evict TENANT(s) or otherwise will be paid by LANDLORD in advance and LANDLORD agrees to hold BROKER harmless for same. BROKER shall not act as an attorney or give any legal advice.

TENANT DEFAULT

In the event TENANT(s) vacate voluntarily or involuntarily owing rent monies under the terms of the lease or any renewals, and, if these monies are collected in whole or part in the future, LANDLORD agrees that BROKER is entitled to a commission on any monies received in the percentage as set forth below and agrees to remit same to BROKER.

LEGAL UNIT

LANDLORD warrants that the unit to be managed is a legal rental unit and rental of same will not be in violation of any covenants, rules, laws, or ordinances.

DAMAGES or MISSING ITEMS

BROKER is not responsible for damage to the premises or items missing, switched out, lost or damaged under any circumstances, including but not limited to, theft, vandalism or negligence of TENANT(s) or their guests. In furnished units, an inventory will be checked by BROKER or BROKER's Agent at TENANT departure.

TENANT CHARGES / SECURITY DEPOSIT CLAIMS

In the event TENANT(s) damage the premises or owes monies to the LANDLORD, BROKER is given the exclusive authority to determine in its professional judgment the amount due, charge the TENANT accordingly, and/or if the matter is in litigation, settle with the TENANT(s) upon advice of BROKER's legal counsel. BROKER is given the power to make claims upon the Security Deposit on behalf of LANDLORD and BROKER shall not be held liable for any failure to make claim(s) on any damages which were not readily apparent to BROKER.

BROKER'S AUTHORITY

BROKER is granted by the LANDLORD the right to manage the property as BROKER deems necessary, to collect all rental and other funds that may be due to LANDLORD, to cooperate with other BROKER's or assign or sell the management account as BROKER may see fit, to require releases from all parties in the event of a controversy before disbursing funds and to do all those things BROKER deems necessary for the efficient management of the property with the exception of authority or responsibilities expressly retained by LANDLORD in writing.

REPAIRS

BROKER is given the right to spend in the amount not to exceed \$ 200.00 in any one month to purchase items, make repairs and pay for same out of LANDLORD's funds, and, if inadequate, LANDLORD shall be billed for the difference.

EMERGENCY REPAIRS

In case of emergency, i.e. air conditioning, heat, refrigerator, range or plumbing or any other repair the BROKER deems and emergency and or necessary in BROKER's sole judgment for the safety of the TENANT(s) or the welfare of the property, BROKER has authority to institute repairs, even if over the aforementioned limit.

REPAIR ACCOUNT

In the event repairs are made, BROKER shall withhold the amount disbursed from the next ensuing rent payment or from any rents received but not yet forwarded to LANDLORD.

Office Use: _____ Owner's Initials _____

FEES

BROKER shall be entitled to a rental commission from all rent monies collected and shall retain any charges deemed "fees" in the Lease agreement, excluding a Pet Fee.

LONG TERM RENTALS

There shall be a 10% of 1 Full Month's Rent New Tenant Fee for all new TENANT(s). In addition to such fee, BROKER shall be paid by LANDLORD commission of 10% of rents received by Management of the Property. If the TENANT(s) remain for any additional terms or time period after the initial term, the fee shall be 10% of rents received and an additional fee of \$50.00 each year the Lease is renewed.

PROCEEDS

BROKER shall send LANDLORD the proceeds collected from the rental of property minus the rental commission, fees and any costs and expenses provided for in this agreement. It is understood that no funds will be released until such time as monies have cleared the BROKER's bank (usually 5 to 7 business days for local checks and 10 business days for out of state checks) should certified funds, cash or traveler's checks not have been received.

AUTHORITY TO SIGN LEASES

BROKER or BROKER's agent is given the authority to sign all Lease(s) and to act as agent for Landlord.

FACSIMILE SIGNATURES

The parties agree that this agreement may be executed by facsimile or e-mail and such facsimiles and e-mails shall be binding as if originals.

FAIR HOUSING

IN COMPLIANCE WITH THE FEDERAL FAIR HOUSING ACT, please do not ask or expect us to place any restrictions on your property based on a prospective TENANT(s) racial, religious, handicap, sex, national origin or familial status. FEDERAL AND STATE LAWS prohibit us from placing any such restriction on the properties we handle for rent.

CHOICE OF LAW

This Agreement in all matters and issues collateral thereto shall be governed by laws of the State of Florida applicable to contracts entered into and performed entirely within the State of Florida, with respect to the determination of any claim, dispute or disagreement, which may arise out of the interpretation, performance or breach of this agreement, and will be subject to enforcement and interpretation solely in the appropriate courts of the State of Florida. Venue shall be established in Okaloosa County, Florida.

ATTORNEY'S FEES

If any legal action or proceeding arising out of, or relating to this agreement, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorney's fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

SEVERABILITY

If any provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this Agreement.

SOLE AGREEMENT

This document, including any attachments incorporated by reference herein, constitutes the entire sole agreement between the parties.

EXECUTION IN SEPARATE PARTS

This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and have affixed their seals hereunto the day and year first above written.

Witness	S u n d a n c e	Owner	L.S.
Witness	,	Owner	L.S.
Witness	I n c	Sundance Rental Management, Inc.	L.S.



Sundance Rental Management, Inc.
 650 N. Beal Parkway, Fort Walton Beach, FL 32547
 Phone (850) 863-3292 | Fax (850) 862-3440
 ms@sundance-rentals.com
 www.sundance-rentals.com



****PROPERTY INFORMATION****

Property Address _____ **County** _____

City, St Zip _____ **Cross Street** _____

Subdivision Name _____ Special Features: _____

Insurance Co _____ Policy # _____ Renew Date _____

Termite Bond Co. _____ Policy # _____ Renew Date _____

Home Warranty Co. _____ Policy # _____ Renew Date _____

Is prop. title subject to pending legal action/foreclosure? YES/NO NO
 Was any/all remodels properly permitted? YES/NO NO

Are lot boundaries different from what is obvious? YES/NO NO

Additional info/condition that prospective tenant should know? _____

Are there any unusual lease terms/conditions you would like imposed? _____

Sq. Ft. _____ Year Built _____ # of B/R # of BA Covenants? NO / YES (provide copy)

****APPLIANCES TO REMAIN(Make and Model)****

Refrigerator _____ Dishwasher _____

Range/Oven _____ Disposal _____

Cook top _____ Trash compactor _____

Separate Oven _____ Washer _____

Microwave _____ Dryer _____

****MECHANICAL INFORMATION(Make, Model and Remaining Warranty)****

Air Conditioning/Heating System Type/Year Installed _____

Is all plumbing in working order? YES / NO NO Main water turn-off location _____

Water Heater Type/Size/Gallons: _____ Electric, Gas or Solar _____

Furnace type{Circle One}: _____ Electric/Gas/Oil/Other _____ Date/Result of Last Service: _____

Lawn Equipment(Make, Model, Warranty) _____ Lawn Pump _____ Sprinkler System _____

Automatic Timer _____ Turnoff Location _____

Garage Door Opener _____ Number of remotes _____

Pool Equipment (Make, Age, Warranty) _____ Pool Size _____

Concrete/Gunite/Vinyl (Full or bottom) _____ Cleaning Accessories _____

Whirlpool/Hot Tub _____ Automatic Chlorinator _____

Pump _____ Heater _____

Do all windows lock? YES / NO NO

****PERSONAL/ATTACHED PROPERTY TO REMAIN ON PREMISES:****

Of smoke detectors _____ Carbon Monoxide Detector _____
 Grill (Type) _____ Fireplace Screen/Equipment (Type) _____

Ceiling Fans(Number and Locations)

Kitchen		Living Room		Dining Room		Baths	
Great Room		Bedroom 1		Bedroom 2		Bedroom 3	
Bedroom 4		Others:	_____				

Alarm System: YES / NO Instructions : _____

Monitored? YES / NO Company: _____

Are there any Hurricane Preparatory Materials provided? YES/NO

Do you have special instructions for tenants in regards to hurricanes YES/NO _____

****FLOOR/WALL COVERING****

Carpet/Color/Type _____ Vinyl _____	Tile(cracks/mortar problems)			
Wood(Note condition of finish)	Damp Mop	YES / NO	Wax	YES / NO
Hardwood Floors	Damp mop	YES/ NO	Wax	YES /NO

Wall Covering _____

Interior Paint(Brand & Color Code) _____

If different in rooms, please list room and paint/color/sheen _____

Ext Paint (Brand/Color Code) _____

Date fireplace was cleaned last/results? _____ Exterior Wood (Note Areas That Are Rotten or Weak) _____

Roof type? _____ Age _____

Warranty _____ Does it leak? **YES / NO**

****UTILITY INFORMATION (Please Tell Us Which Company Provides Service):****

Electric Company _____	Location of: _____
Water/Sewer/Garbage _____	Cable Outlets _____
Gas _____	Telephone Outlets _____

****OTHER RENTAL INSTRUCTIONS/RESTRICTIONS:****

Pets Allowed **YES / NO** Pet Fee Required **YES / NO** Smokers Allowed? **YES / NO**

Limitations

Keys(How Many)	Front Door	Back Door	Garage	Dead Bolt	Mail Box
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Other Notes _____



Sundance Rental Management, Inc.
 650 N. Beal Parkway, Fort Walton Beach, FL 32547
 Phone (850) 863-3292 | Fax (850) 862-3440
 ms@sundance-rentals.com
 www.sundance-rentals.com



OWNER'S DATA SHEET

Property Address _____

When do you anticipate returning to the property? _____

Name, as reported to IRS _____

SSN _____

Mailing Address _____

City, ST Zip _____

Phone: Home _____

Phone: Cell _____

Phone: Work _____

Phone: Other _____

Email _____

Additional Email _____

Spouse / Co-Owner _____

SSN _____

Address, if different _____

City, ST Zip _____

Phone: Home _____

Phone: Cell _____

Phone: Work _____

Phone: Other _____

Email _____

Additional Email _____

Should property be split? _____

How (Percentage) _____

Emergency Contact _____

Address _____

Phone _____

Email _____

Is the property governed by an Association? _____

Name of Association _____

Contact _____

Address _____

Phone/Email _____

Do you want the HOA fees taken from the rental proceeds? _____

Copies of the Covenants/Restrictions and payment coupons must be provided to our office

By checking this box I agree to electronic delivery of my 1099

PROCEEDS/DISBURSEMENT INFORMATION:

Please provide Sundance rental Management, Inc. with a **Voided Check**

If an New Tenant Only the law requires that you have a Florida Bank Account

Bank Name _____

Bank Address _____

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

Company Name: Sundance Rental Management, Inc. Company ID Number: 59-3760049

I/we hereby authorize Sundance Rental Management, Inc., hereinafter called COMPANY, to initiate CREDIT entries to my()/our() Checking() Savings () account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to CREDIT the same to such account. I (we) will provide Sundance Rental Management, Inc. with a voided check to ensure that the correct routing number and account number is on record.

Depository Name: _____ Bank Address: _____

City: _____ State: _____ Zip: _____

Routing Number: _____ Account No.: _____

This authorization is to remain in full force and effect until COMPANY has received written notification from the undersigned of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name: _____ ID Number: _____

Date: _____ Signed X: _____ Signed X: _____

(NOTE: All credit authorizations must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.)