

EXCLUSIVE RENTAL LISTING AGREEMENT

THIS AGREEMENT dated this _____ day of _____, 20__ by and between _____ hereinafter designated as "OWNER" and "Bell-Anderson & Associates, LLC, Property Management" hereinafter designated as "AGENT".

WITNESSETH: In consideration of the mutual promises and covenants herein contained, Owner/Agent agrees as follows.

1. EXCLUSIVE AGENCY: The Owner hereby exclusively appoints Agents to rent the property known as _____ for the period of ninety (90) days beginning on the _____ day of _____, 20__. Should agreement be terminated by Owner prior to its ending date, a cancellation fee of \$250 shall be due to Agent immediately.
2. RENTING OF PREMISES: Agent shall use best efforts to rent vacant space. The Owner authorizes the Agent to enlist the services of other Real Estate Brokers to aid in renting of said premises.
3. CONDITIONS OF PROPERTY: Owner warrants and assumes the responsibility that all structural components of the premises are in good repair, and are in conformity with Washington State Laws and local regulations. Owner acknowledges that Agent has made no representation regarding conditions of property unless specifically set forth herein.
4. OWNER RESPONSIBILITY: Owner is responsible for doing the Move-In/Move Out Inspection with the Tenant and for changing the utilities.
5. SEPARATION OF OWNERS MONIES: All money received by Agent for, or on behalf of the Owner, less any sums properly deducted by Agent pursuant to any of the provisions of this agreement shall be deposited in a Trust Account maintained by Agent for the deposit of monies of Owners, and shall not be co-mingled with the funds of the Agent. Agent will not be liable in the event of bankruptcy or failure of a depository.
6. LEASE COMMISSION: Owner agrees to pay Agent a commission of one month's rent for a one-year, 6 month, or month to month lease agreement. The commission will be deducted from the Move-In funds collected by Agent from the Tenant. The Owner acknowledges that should an approved applicant forfeit his/her deposit after being approved as a Tenant, said deposit shall be split 50/50 between the Owner and the Agent. The Agent's portion shall be divided between the Managers involved in the transaction and the Agent to cover actual costs.

7. OTHER CHARGES: All the fees charged to any prospective tenant for the purpose of accessing credit reports are retained by the Agent. The Agent does make a small profit from the credit report fees.

8. SECURITY/DAMAGE AND CLEANING DEPOSIT: Owner understands that the Tenant's Security/Damage Deposit must remain in the State of Washington according to the Landlord/Tenant Law. The Security/Damage Deposit shall be held in the Tenant's name in Owner's trust and will be held at _____.

9. LANDLORD/TENANT ACT OF WASHINGTON STATE: Owner acknowledges awareness of the basic provisions of the statute, and understands that Agent will act according to the statute.

10. INDEMNITY: Owner agrees to indemnify, defend and hold harmless said Agent against any and all claims arising from the premises, act of Owner to third parties on or about the premises, acts of Agent and/or employees performed with the express or implied consent of Owner, any costs incurred, attorney fees and expenses incurred by Agent in connection with any such claim. Agent shall not be responsible for arranging or supervising maintenance and/or repairs.

11. ATTORNEY FEES: Should legal action or arbitration be instituted by either party herein, to enforce or interpret the provisions of the Agreement, the prevailing party in such action shall be entitled to any cost, and reasonable attorney fees incurred.

12. LEAD BASED PAINT DISCLOSURE: Housing built before 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, landlords and owners must disclose the presence of known lead based paint.

Owner's Acknowledgement relating to the property (INITIAL IF APPLICABLE)

Known lead based paint/hazards are present	_____
Has no knowledge of lead based paint/hazards	_____
Has provided lead based paint/hazard records	_____
Has no records pertaining to lead based paint/hazards	_____

AGENCY DISCLOSURE: Washington State Law requires all Real Estate Licensees disclose to all parties whom they represent. You are hereby advised that all Brokers of Bell-Anderson & Associates, LLC, are Brokers of the Property Owner. Owner acknowledges receipt of Agency Law Pamphlet.

INITIALS _____ / _____

13. SIGNAGE/ADVERTISING: The Owner will incur charges for posting any signs and advertising (newspaper and internet) of property. These charges are to be reimbursed to the Agency

14. PROPERTY DESCRIPTION: Please see attached Property Information Sheet.

15. ADDENDUM ATTACHED: Yes: _____ No: _____ If Addendum is attached hereto, it shall become a part of this Agreement.

THIS AGREEMENT shall be binding on the parties hereto, their heirs, executors, administrators, successors and/or assigns. Any change to this Agreement must be in writing and signed by all parties concerned.

AGENT (or DESIGNEE) SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

DESIGNATED BROKER: _____ DATE: _____

SAMPLE

Property Information

Property Address: _____ Owner: _____ Date: _____

Management Information - Billing and Bill Paying

Utility	Name	Payee			HOA Information	
Electric		Owner	Tenant	BAPM	Name: _____	
Gas/Propane		Owner	Tenant	BAPM	HOA Management Company: _____	
Water/Well		Owner	Tenant	BAPM	HOA Manager: _____	
Sewer/Septic		Owner	Tenant	BAPM	Phone: _____	
Garbage		Owner	Tenant	BAPM	Email: _____	
Cable		Owner	Tenant	BAPM		
Lawn		Owner	Tenant	BAPM		
HOA Dues		Owner	Tenant	BAPM		

Insurance Information	
Insurance Agent: _____	Phone #: _____
Carrier: _____	
Policy #: _____	

Owner Distribution	
ACH Deposit _____	Mail Check _____

General Information/Property Description

Type: Single Duplex 3-6 Units 8+ Units Style: Condo Manufacture Townhome Rambler Split Entry Approximate Finished Sq. Ftg.: _____	Bedroom #: _____ Bath #: _____ Full _____ 0.75 _____ Half Exta Rooms: Family Den Office Loft Other: _____
Yard: Shared Full-use Partially Fenced Fenced Unfenced Sprinklers Y / N	Parking : _____ # of cars Assigned # _____
Garage: Detached Attached Auto Opener # of openers _____	Basement Type: Crawl Full Partial Finished Unfinished Slab
Fireplace: Wood Gas Propane Insert Last time Cleaned _____	Pets: Yes No Fee: \$ _____ LB. Limit: _____ Pet # Limit _____ Type Limit _____
Washer/Dryer: Washer Dryer Gas / Electric Coin None Hook-ups Color: _____ Size: _____	

Maintenance Information - Mechanical

Appliances	Maintenance
Stove Color _____ Electric Gas Propane	Tenant Owner
Refrigerator Color _____ Size: _____ Hinge side: Left Right	Tenant Owner
Dishwasher Color _____	Tenant Owner
Microwave Color _____	Tenant Owner
Vent Hood Color _____	Tenant Owner

Crawlspace Access Location	Attic Access Location	Mailbox Location
_____	_____	Kiosk #: _____

Heating System	Plumbing System
Forced Air/Furnace Baseboard Heat Pump Wall Heater	Water Heater: Gas Propane Electric
Fuel Source: Gas Propane Oil Electric	Size: 40 Gal 50 gal Other: _____
Ignition: In Floor Electronic Pilot	WH Location: _____
Location: _____	In Water Shut off: _____
Filter size: _____ Last Changed: _____	Out Water Shut off: _____
Gas Shut-off: _____	Meter Location: _____

Electrical System	Sprinkler System	Safety
Breaker Fuse	Clock Location: _____	Smoke Detectors Y / N
Panel Location: _____	Supply Line Shut off: _____	CO Dectectors Y / N
		Last Checked: _____

Maintenance Work: Who does	If OWNER does work:
Emergency: Owner BAPM	Name: _____
Routine: Owner BAPM	Phone #: _____
\$ Limit without owner approval: _____	

BELL-ANDERSON PROPERTY MANAGEMENT

NEW ACCOUNT SET-UP SHEET

Owner Name _____

Owner Address _____

City _____ State _____ Zip _____

Cell # _____ Work # _____

E-Mail Address _____

Rental Address _____

City _____ State _____ Zip _____

Rent _____ Deposit _____

Utilities and Expenses Paid _____

Property Manager _____ Property Management Fee% _____

Reserve \$ _____ Commission \$ _____

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

Lead Warning Statement

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

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

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

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

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

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

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

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

Agent's Acknowledgment (initial)

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

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____	_____	_____	_____
Lessor	Date	Lessor	Date
_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____	_____	_____
Agent	Date	Agent	Date

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.