

**BELL-ANDERSON AND ASSOCIATES, LLC  
PROPERTY MANAGEMENT AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_\_, between \_\_\_\_\_, hereinafter designated as "Owner," and Bell-Anderson and Associates, LLC, hereafter designated as "Agent."

**WITNESSETH:** In consideration of the mutual promises and covenants herein contained, Owner and Agent agree as follows:

1. **EXCLUSIVE AGENCY:** The Owner hereby exclusively appoints Agents to rent, lease, operate, and manage the property known as Address \_\_\_\_\_ City, \_\_\_\_\_ State ZipCode \_\_\_\_\_ hereafter designated as "premises", which consists of a:
- single family residence
  - multi-family building consisting of \_\_\_\_\_ units
  - condominium unit
  - commercial property of approximately \_\_\_\_\_ square feet.

This Agreement is for a period of 12 Months beginning on the \_\_\_\_\_, and thereafter for annual periods, **UNLESS** 60 days prior to expiration of the above term or any renewal period, either party shall notify the other in writing of an intention to terminate this agreement. .

2. **RENTING THE PREMISES:** Agent shall use best efforts in seeking tenants for vacant space, and in keeping the premises rented to desirable tenants who met both Owner and Agent's rental criteria. Agent is authorized on behalf of Owner to enlist the services of other real estate brokers. Owners agree to bear the cost of advertising which includes but is not limited to, the installation of a "For Rent" sign outside the premises, Internet ads, and Classified ads. Owner does desire Agent to obtain a credit report, if available, on prospective tenants, at tenant's cost, from Green River Credit (which is a Division of Bell-Anderson & Associates, LLC and the fees for which will be additional income to Agent.). Rent may be adjusted by Agent according to market conditions and Agent's reasonable judgment as to the best interests of the Owner. Agent is authorized to adjust the schedule of rent payments for efficient office operation. Should tenants incur late payment charges and/or Pet Fees, those sums shall be split 50% to the Owner and 50% between to Bell-Anderson and Associates, LLC as additional compensation for additional services required to collect and administer those funds. Bell-Anderson will keep any N.S.F. check fees incurred by Tenants as additional compensation if such sums are collected from tenants.
3. **AGENT AUTHORITY REGARDING LEASES:** The Agent shall have full authority which shall include negotiating, signing, renewal, cancellation, termination, settlement, compromise, release or reinstatement of any lease or rental agreement concerning the subject property. Expenses in conjunction with these actions shall be paid by Owner. During the term of this Agreement, Owner shall not authorize any other person to negotiate or act as rental agent with respect to any leases for the Premises.

4. **COLLECTION OF RENT:** Agent shall use best efforts in the management of the property and due diligence in the collection of rents and other income. Owner acknowledges and agrees that Agent will discount the tenant(s)' rent \$10.00 per month if the tenant signs up for automatic withdrawal of their rent (ACH).
  
5. **LEGAL PROCEEDINGS:** Agent may, in the name of and at the expense of the Owner, institute any and all legal action or proceedings for the collection of rent or other income from the property or the ousting or dispossessing of tenants or other persons therefrom, and such expense may include the engaging of counsel for such matters.
  
6. **MAINTENANCE:** Agent is authorized in the name of and at the expense of the Owner, as may be advisable or reasonably necessary in the opinion of Agent, to make or cause to be made ordinary repairs and/or alterations to the premises, make contracts for gas, fuel, water, trash collection or other services, and to purchase supplies and materials. The expense to be incurred for any one transaction shall not exceed the sum of \$300.00 unless authorized by the Owner, except for actions taken by Agent as may be required by RCW 59.18.070 (•24 hours to restore lost heat or water or remedy a condition that is immediately hazardous to life. •24 hours to provide hot or cold water, heat or electricity. •72 hours major plumbing fixtures and, if supplied by the landlord, the refrigerator, range and oven).

Owner authorizes agent to exercise Agent's reasonable judgment in the selection of third party vendors with regard to the Property or with regard to owner's Tenants. Agent may perform any of its duties and obtain necessary products and services through affiliated companies or organizations in which Agent may own an interest, and may receive fees, commissions and/or profits from these affiliated companies or organizations. Agent shall disclose to Owner any such relationship. Agent shall not, however, receive fees, commissions or profits from unaffiliated companies in the performance of this Agreement without prior written disclosure to and agreement of Owner. Agent will promptly notify Owner in writing of any other vendors with which it may become affiliated. Owner directs that Agent:

- may use affiliated vendors at Agent's reasonable discretion
- may not use the services of affiliated vendors.

**NOTE:**

"Work performed by Third Parties is at the discretion of the Owner. Owner is responsible for all costs associated with work performed or arranged for by Agent. Should performance, quality, or payment disputes arise, Owner will be responsible for resolution. As an Agent for Owner, Bell-Anderson and Associates, LLC is only responsible for seeking and requesting work for the Owner and cannot provide assurances regarding the adequacy of any such work. Bell-Anderson and Associates, LLC, as an entity will not be responsible for payment of said billing except as directed by the Owner."

\_\_\_\_\_  
Owner Initials

\_\_\_\_\_  
Owner(s) Initials

7. **UTILITIES:**

Owner understands that all utilities are their responsibility unless noted in the tenants' lease. Should any sums incurred by uncollected from tenants, Owner remains ultimately liable for the cost.

Owner must contact each utility, such as electric, gas, water, sewer, garbage/recycling, and any other applicable company and provide Agent with billing information to include account and contact numbers. If Agent is to pay on behalf of Owner, Owner is to set billing as follows:

Owners Name  
C/O Bell-Anderson & Associates, LLC  
P.O. Box 5640  
Kent, WA 98064-5640

\_\_\_\_\_  
Owner Initials

Owner agrees to set up Landlord Service Agreements in the Owner's name but in care of Agent using Agents Mailing address.

Water: \_\_\_\_\_ Account #: \_\_\_\_\_

Sewer: \_\_\_\_\_ Account #: \_\_\_\_\_

Garbage: \_\_\_\_\_ Account #: \_\_\_\_\_

Electricity: \_\_\_\_\_ Account #: \_\_\_\_\_

Gas: \_\_\_\_\_ Account #: \_\_\_\_\_

Other: \_\_\_\_\_ Account #: \_\_\_\_\_

8. **EMPLOYEES:** Agent agrees to use reasonable care on behalf of Owner to hire, supervise the work of, and discharge employees. *Notwithstanding Agent's processing or payroll and payment of employment taxes*, it is expressly understood and agreed, however, that all employees are solely in the employment of Owner and not in the employment of Agent and that Agent is in no way liable to employees for their wages or compensation, or to Owner or others for any act or omission on the part of such employees.

9. **STATEMENTS:** Agent shall render to Owner a MONTHLY electronic statement of receipts and disbursements, remitting any balance shown due Owner. At the discretion of Agent, any balance of the Owners account due and owing Agent and not paid within 10 days of constructive notice will incur interest at Eighteen percent (18%) per annum however not less than Twenty-Five (\$25) per month, until paid in full. Mailing of monthly statement of income and expenses indicating a deficient Owner balance shall be sufficient notice to Owner of balance due. If owner chooses a hard copy of financial statements and additional \$5.00 per month will be charged. \_\_\_\_\_INIT.  
EMAIL ADDRESS: \_\_\_\_\_

10. **REIMBURSEMENT OF AGENT:** Owner shall reimburse Agent promptly for any monies which Agent may elect to advance to the account of Owner. To include any/all advertising costs incurred on behalf of said premises.
11. **SEPARATION OF OWNER'S MONIES:** Trust Funds: Deposit all receipts collected for Owner, less any sums properly deducted or disbursed in a financial institution whose deposits are insured by an agency of the United States government. The funds shall be held in a Trust Account separate from Agent's own Operating Accounts. Agent has two Trust Accounts:
- i. A "working rents" Trust where rents and non-refundable fees are deposited.; and
  - ii. An interest bearing Trust which holds tenants' refundable security deposits. A deposit is held in Trust until written notice to vacate is given. It is then transferred to the "working rents" Trust for disbursement.

Agent's Trust Accounts are currently held at US Bank and Management will promptly notify Owner in writing of any change in depository.

All monies received by Agent on behalf of Owner, less any sums properly deducted by Agent pursuant to any of the provisions of this agreement, shall be deposited into a Trust Account maintained by Agent for the deposit of monies of Owners and not co-mingled with the funds of Agent. Agent will not be held liable in the event of Bankruptcy or failure of a depository.

12. **INDEMNITY:**
- (c) **Agent not Liable for Tenant's Performance.** Owner recognizes that there are risks associated with managing rental property. While screening incoming tenants provides some information on which to make leasing decisions, no screening process can avoid all tenant problems. Agent does not warrant the performance of any tenant. Owner agrees that Agent shall not be liable for any losses or damage related to or arising out of any given tenant's occupation of the Property, including, without limitation, the tenant's failure to pay rent or otherwise abide by the terms of any rental agreement.
  - (d) **Agent not Responsible for Inspecting the Property.** Agent has disclosed to Owner that it is not a licensed contractor or property inspector. Notwithstanding any visits to or inspections of the Property, it is agreed that Agent's duties do not include the identification of unsafe conditions or conducting maintenance, except as otherwise set forth herein.
  - (e) **Survival of Indemnities.** The foregoing provisions of this paragraph 7 shall remain in force beyond the termination of this Agreement, whether the termination is by expiration of time, operation of law or otherwise.
13. **MAINTENANCE OF HAZARD AND LIABILITY INSURANCE.** Owner shall maintain comprehensive general liability coverage in an amount not less than One Million Dollars (\$1,000,000.00) combined single limit. Owner will furnish a certificate of insurance to Agent of that coverage. Should Owner not have coverage in that amount, Owner may be requested to purchase additional coverage if available through Owner's insurance carrier or through Agent's insurance broker; said purchase will be at Owner's expense.

Owner hereby agrees Agent will be named as an additional insured to the comprehensive general liability coverage described above. All such insurance shall be primary as to any claims. Owner and Agent hereby mutually release each other from liability and waive all right of recovery against each other for any loss in or about the Property, from perils insured against under their respective fire and all-risk insurance contracts, including any extended coverage endorsements thereof, whether due to negligence or any other cause; provided that this Section shall be inapplicable if it would have the effect, but only to the extent it would have the effect of invalidating any insurance coverage of Owner and Agent.

\_\_\_\_\_  
Owner's Initials

14. **DISPERSAL OF PROCEEDS:** Agent is authorized and is hereby directed to pay the expenses and costs for the Property, including Management fees and charges, as indicated below from Owner's funds held by Management, unless directed otherwise by Owner, including but not limited to property management fees and charges, expenses for goods and services, property and other taxes, Association dues, assessments, loan payments and insurance premiums as follows:

ITEM	PAID BY OWNER	PAID BY MANAGER FROM OWNER'S FUND
Loan Payments	[ x ]	[ ]
Association Dues	[ ]	[ ]
Property Taxes	[ x ]	[ ]
Insurance Premiums	[ x ]	[ ]
Utility Bills	[ ]	[ ]
Lock re-keying	[ ]	[ ]
Repairs/Replacements (as limited in paragraph 6:	[ ]	[ ]

After payment of all expenses, including management fees and establishment of reserves in accord with paragraph 24, funds are disbursed to Owner within 7 business days upon receipt of rent. Agent is authorized and instructed to disburse the Owner's funds as follows:

( ) Mail to: \_\_\_\_\_

( ) Deposit to: (ACH Authorization Required if Automatic Deposit is requested)  
\_\_\_\_\_

15. **DEPOSIT:** A security/damage/cleaning deposit in the amount of \$\_\_\_\_\_ shall be collected in advance by Agent at the beginning of a new lease and shall be retained by Agent. Agent is authorized to establish the portion of this deposit refunded to Lessee at the conclusion of the tenancy. Any interest that might incur from the Security Deposit Trust Account will be retained by management as additional compensation to Agent for administering such funds. Holding Fees forfeited by the applicants for tenancy shall be divided fifty percent (50%) to the Owner and fifty percent (50%) to the Agent as additional compensation for administering such funds.

16. **MANAGEMENT FEE:** Owner agrees to pay to Agent a management fee of 9% of monthly rents collected. (Minimum of \$75.00 per month), plus other fees as set forth in this Agreement.
17. **LEASING INFORMATION:** Owner agrees to pay to Agent a leasing commission of one month's rent for a one-year lease agreement (\$1,200.00 maximum if rent is under \$1,700.00 per month and \$1,500.00 maximum for rent \$1,700.00 per month and higher). Owner agrees to pay to agent one half (1/2) of a month's rent for a six month or month-to-month lease/rental agreement. Lease commissions for renewal lease shall be 4% of the gross rents for a 12 month period. The Owner pays \$2.00 a month for mail and copying charges in addition to the management fee.

\_\_\_\_\_  
Owner's Initials

18. **DUTY TO AVOID FORECLOSURE:** Owner acknowledges that if would be a break of their obligation if they impaired Tenant's Quiet Enjoyment of the rented premises. Any action or inaction that interferes with the Tenant's right to quiet enjoyment to and occupancy of the rented premises is a violation of this obligation. This expressly includes, but is not limited to, 1) failure to service mortgage or discharge any lien whether voluntary or involuntary; and 2) failure to pay real property taxes and special assessment when due. Likewise, real estate licenses have a duty to inform all parties to a brokerage transaction of any material facts. Material facts have been defined by the legislature and applicable brokerage law to include "Information that substantially adversely affects...a party's ability to perform its obligations in a real estate transaction, or operates to materially impair or defeat the purpose of the transaction." See RCW 18.86.010(9). In accord with this obligation, Owner hereby acknowledges and consent's to Agent's disclosure obligation should Agent have a reasonable belief that a "material fact" must be disclosed to a Tenant.

Owner shall promptly inform Agent of any delinquency in timely servicing debt or other financial obligations associated with the Property, and shall expeditiously cure any such default. Should Agent discover such breach of these obligations, independently of following notification by the Owner, Agent may elect (at Agent's sole discretion) to notify Owner in writing of the default (notice by email shall be sufficient under the terms of this paragraph). If the breach or default is not cured within three (3) calendar days (failure to respond will create an irrefutable presumption of failure to cure) of transmission of notice, Agent at its sole discretion may do any of the following:

- (a) Agree with Tenant to terminate the Lease immediately and return to Tenant any monies held by Agent at that time.
- (b) Enter into a new Lease with Tenant for another property managed by Agent;
- (c) Refer Tenant to another real estate professional for assistance;
- (d) Anything necessary to treat Tenant fairly
- (e) Terminate this management agreement contemporaneously with the deadline for cure. In such case, any early termination fees provided for in accord with this Agreement shall continue to apply.

19. **TERMINATION WITHOUT CAUSE:** Should this agreement be terminated by the Owner within the first 180 days from inception and no lease agreement has been signed with a tenant, a set-up fee of \$500.00 will be due Agent from Owner. This Agreement may be cancelled by the Owner after any renewal period before the termination dates, provided that such notice is accompanied by payment to the Agent of a cancellation fee in an amount equal to seventy-five percent (75%) of the management fee that would accrue over the remainder of the stated term of this Agreement. Should cancellation occur during the initial contract term, however, then this cancellation fee shall be one hundred percent (100%) of the management fee. For this purpose, the monthly management fee for the remainder of the stated term shall be the same as that for the last month prior to the service of notice of cancellation. Agent may withhold funds for 30 days after the end of the month in which this agreement is terminated to pay bills previously incurred but not yet invoiced and to close accounts
20. **TERMINATION FOR CAUSE:** Notwithstanding paragraph 1, in the event: (a) it is alleged or charged that any building on the Property or any equipment therein or any act or failure to act by the Owner with respect to the Property or the sale, rental or other disposition thereof fails to comply with, or is in violation of, any of the requirements of any constitutional provision, statute, ordinance, law or regulation of any governmental body or any order or ruling of any public authority or official thereof having or claiming to have jurisdiction thereof; (b) the Property is placed into a receivership; (c) foreclosure proceedings are instituted with regard to the subject Property; (d) Owner files for bankruptcy protection; or (e) if the Reserves maintained by Agent fall below the minimum levels required by Paragraph 25 hereof, then in such instance, Agent in its sole and absolute discretion, considers that the action or position of the Owner with respect thereto may result in damage or liability to the Agent, Agent shall have the right to cancel this Agreement at any time by written notice to the Owner of its election to do so, which cancellation shall be effective upon the service of such notice. Such notice may be served as provided in Paragraph 25 hereof. Such cancellation shall not release the indemnities of the Owner set forth in the Paragraph above and shall not terminate any liability or obligation of the Owner to the Agent for any payment, reimbursement or other sum of money then due and payable to the Agent hereunder.
21. **FUTURE LISTING:** If subject property is offered for sale during term of this agreement, Bell-Anderson and Associates, LLC. would be interested in helping you find a listing agent An MLS lockbox is not allowed unless permission is given by the Agent and Tenant.
22. **REINSPECTION:** Prior to an Owner reoccupying the subject property or initiating any repairs or maintenance while this agreement is in effect, a joint inspection by the Owner, and Agent will be made, unless Owner is unavailable.
23. **LANDLORD/TENANT ACT OF WASHINGTON STATE:** Owner acknowledges awareness of the basic provisions of this statute and understands that Agent will act according to the statute. Bell-Anderson and Associates, LLC is an equal opportunity housing provider. Owner and Agent agree to follow all Federal and Local Fair Housing Laws. If Owner should, at any time, request Agent to disregard Fair Housing laws and/or Landlord/Tenant Laws (RCW 59.18), this contract will be terminated immediately

and the management fees for the balance of this contract or \$500, whichever is greater, will be due immediately.

24. **OWNER REPRESENTATIONS AND DISCLOSURES**: Owner has disclosed and represented to Agent that:

- (a) Owner has a fee simple title to and peaceable possession of the Property and all its improvements and fixtures, unless rented and the legal capacity to lease the Property.
- (b) Owner is not bound by (i) another agreement with another Agent for the sale, exchange, lease or Agent of the Property that is or will be in effect during this agreement; or (ii) an agreement or covenant that prohibits owner from leasing the property.
- (c) No person or entity has any right to purchase, lease or acquire the Property by an option, right of refusal or other agreement, except as otherwise disclosed to Agent in an addendum to this Agreement.
- (d) Owner is not delinquent in the payment of any property taxes, Owner's association fees, property insurance, mortgage, or any encumbrance on or affecting the Property
- (e) The Property is not subject to the jurisdiction of any court.
- (f) Owner is not aware of a condition concerning the Property that materially affects the health or safety of an ordinary tenant, except as stated and disclosed to Agent in a written addendum to this Agreement.
- (g) All information related to the Property that the Owner provides to Agent is true and correct to the best of Owner's knowledge.

Owner agrees to promptly update and correct these representations to Agent in writing upon learning any facts or circumstances that any become incorrect during the term of this Agreement or any extensions thereof.

25. **RESERVE ACCOUNT**: A reserve account of \$\_\_\_\_\_ must be maintained in the owner's account with Bell-Anderson at all times and no disbursements shall be made to Owner which leave less than the required reserve in Owner's account.

\_\_\_\_\_  
Owner Initials

26. **SAFETY AWARENESS**: If there are fireplaces, woodstoves, or inserts on the subject property, the Owner will pay to have the chimney(s) cleaned a minimum of once every two years. If the property is heated by wood, coal, gas, or oil, the owner will provide a carbon monoxide detector for the subject property.

27. **SPECIAL SERVICES**: Examples of Special Services (above and beyond the scope of "normal Property Management services") include but are not limited to; substantial rehabilitation or remodeling, showing property to real estate agents, inspectors, appraisers, or prospective buyers, court time for legal eviction of a tenant, assistance at the property for a physical eviction, meetings with insurance adjusters and or coordinating insurance claims. Manager is not responsible for mortgages/notes,



property taxes Special assessments, Homeowners Association fees, any utilities, or premiums for casualty and liability insurance relating to the premises unless otherwise noted in writing with the Agent. Agent reserves the right to charge Owner a fee of 10% of the gross invoices for all labor and materials contracted for by Agent or an hourly rate of \$75.00, whichever is greater

28. **PROPERTY ASSESSMENTS:** One property assessment will be performed on an annual basis at a \$75.00 charge. Included in the assessment will be a written narrative of the property's condition as well as supporting pictures. If more than one assessment is performed, there will be a \$75.00 charge per visit. \_\_\_\_\_ INIT.
29. **ASSOCIATION INFO:** Owner understands that they are responsible to make Agent aware of any Homeowners Association's CCR's and Rules & Regulations, as well as providing a copy of that information for the Tenant. Agent is not responsible for obtaining information regarding a rental cap.

Association Contact Information: \_\_\_\_\_

30. **LEAD PAINT DISCLOSURE:** Owner represents that the Property [ ] was [ ] was not constructed prior to 1978. If the Property was built before 1978, Owner will complete and attach to this agreement an addendum regarding lead-based paint and lead-based paint hazards that will be make part of any lease of the Property. If the Property was built before 1978, federal law requires the Owner (before a tenant is obligated under a lease) to: (1) provide the tenant with the federally approved pamphlet on lead poisoning prevention; (2) disclose the presence of any known lead-based paint or hazards in the Property; and (3) deliver all records and reports to the tenant related to such paint or hazards. Co-operate with Management to facilitate the showing, marketing and lease of the Property. Owner agrees to indemnify and hold harmless Agent from any inadequate disclosure set forth on the lead-based paint form.
31. **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 and Associates, LLC are Brokers of the property Owner. Owner acknowledges receipt of Agency Law Pamphlet prior to execution of this Agreement.

Owner agrees that Management shall represent Owner as a Seller's Agent as described on Section 4 of the Pamphlet. Owner acknowledges that Management occasionally represents tenants as a Buyer's Agent. In the event that a tenant represented by Management expresses an interest in Owner's property, Owner agrees that Management may act as a dual agent pursuant to Section 6 of the Pamphlet and represent both Owner and tenant in that transaction.

**INITIALS** \_\_\_\_\_ / \_\_\_\_\_.

32. **AGENT AUTHORITY:** Bell-Anderson and Associates, LLC is authorized to take all actions as may be necessary, appropriate, or desirable, in discretion, in performing its duties specified herein and within the limitations contained herein, for the management, operation, and protection of the property.

33. **FORWARDING MAIL:** Owner is responsible to have their personal mail forwarded to their new address. Agent will only forward mail for the first 30 days of the contract.

\_\_\_\_\_  
Owner Initials

34. **ADDITIONAL PROVISIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BELL-ANDERSON AND ASSOCIATES, LLC**

**OWNER(S):**

**By:** \_\_\_\_\_

\_\_\_\_\_  
**Owner**

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Designated Broker**

\_\_\_\_\_  
**Date**

**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	_____	
Water/Well		Owner	Tenant	BAPM	HOA Management Company: _____	
Sewer/Septic		Owner	Tenant	BAPM	_____	
Garbage		Owner	Tenant	BAPM	HOA Manager: _____	
Cable		Owner	Tenant	BAPM	_____	
Lawn		Owner	Tenant	BAPM	Phone: _____	
HOA Dues		Owner	Tenant	BAPM	Email: _____	

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

Owner Distribution	
ACH Deposit _____	Mail Check _____

**General Information/Property Description**

<b>Type:</b> Single Duplex 3-6 Units 8+ Units <b>Style:</b> Condo Manufacture Townhome Rambler Split Entry <b>Approximate Finished Sq. Ftg.:</b> _____	<b>Bedroom #:</b> _____ <b>Bath #:</b> _____ Full _____ 0.75 _____ Half <b>Exta Rooms:</b> Family Den Office Loft <b>Other:</b> _____
<b>Yard:</b> Shared Full-use Partially Fenced Fenced Unfenced Sprinklers Y / N	<b>Parking :</b> _____ # of cars _____ Assigned # _____
<b>Garage:</b> Detached Attached Auto Opener # of openers _____	<b>Basement Type:</b> Crawl Full Partial Finished Unfinished Slab
<b>Fireplace:</b> Wood Gas Propane Insert Last time Cleaned _____	<b>Pets:</b> Yes No Fee: \$ _____ LB. Limit: _____ Pet # Limit _____ Type Limit _____
<b>Washer/Dryer:</b> 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 Fuel Source: Gas Propane Oil Electric Ignition: In Floor Electronic Pilot Location: _____ Filter size: _____ Last Changed: _____ Gas Shut-off: _____	Water Heater: Gas Propane Electric Size: 40 Gal 50 gal Other: _____ WH Location: _____ In Water Shut off: _____ Out Water Shut off: _____ Meter Location: _____

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

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

**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 \$ \_\_\_\_\_

\*\*\*\*\*

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS  
(ACH) CREDITS**

Company Name: Bell-Anderson and Associates, LLC

Company ID Number: 42-1552618

I (we) hereby authorize Bell-Anderson and Associates, LLC hereinafter called COMPANY, to initiate credit to my (our) \_\_\_ Checking Account / \_\_\_ 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) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. In the event of an error as to the amount of the credit I (we) acknowledge that the COMPANY may initiate an additional credit or debit to this account only to correct the transaction.

Depository Name: \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Holder information

**Please include a voided check with this authorization form**

Name(s): \_\_\_\_\_ Social Security #(s): \_\_\_\_\_

\_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_ Signature(s): \_\_\_\_\_

This authorization is to remain in full force and effect until COMPANY has received **written notification** from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

**AUTHORIZATION MAY ONLY BE REVOKED IN THE ABOVE MANNER**

**Authorization to Add  
Bell-Anderson & Associates, LLC  
As Additional Insured**

Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Dear Agent,

I have contracted with Bell-Anderson & Associates Property Management, LLC to manage the following rental property:

Address

Policy #

\_\_\_\_\_  
\_\_\_\_\_

Please add Bell-Anderson & Associates, LLC to the above referenced policies as "Additional Insured." The reason for this addition is for liability purposes ONLY, as Bell-Anderson carries their own insurance. Please mail a copy of the insurance certificate directly to Bell-Anderson and Associates, LLC at PO Box 5640, Kent, WA 98064-5640 and send me a copy also.

I understand that there is no cost for this endorsement. If this is incorrect, contact me before you make this change. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Policy Owner (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policy Owner (print)

**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 <b>one</b> 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) ▶ _____ <b>Note.</b> 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.

<b>Social security number</b>									

**or**

<b>Employer identification number</b>									

**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.

### 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 ▶
-----------	----------------------------	--------

### 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](http://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.