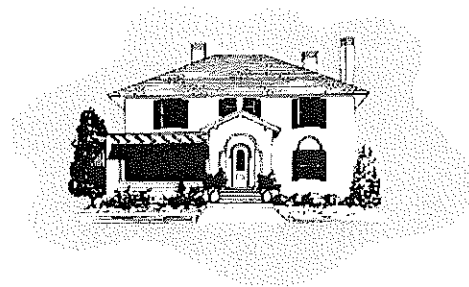


THE  
**HERNDON** COMPANY

**REAL ESTATE**

1100 N. PATTERSON STREET • P.O. BOX 1625 • VALDOSTA, GEORGIA 31603-1625  
REAL ESTATE (229) 244-1992 • WATS 1-800-647-3716 • FAX 245-6390  
PROPERTY MANAGEMENT 245-6380 • FAX 245-6375



Dear Property Owner:

Thank you for your interest in our company. The Herndon Company has been selling and renting real estate for over 72 years in Valdosta as well as the surrounding counties. We greatly appreciate you considering us to manage your property. If you choose to let us manage your property, we will do our best to ensure that your property is maintained in its current condition.

We have attached an Owner Packet that needs to be **completed and returned to our office**. Once we have the completed packet, we will set up an appointment to view the property. If you are out of State and will not be able to meet us, please let us know how we may view the property. We will be able to assist you with the rent amount by researching before our meeting.

**All forms in the Owner Information Packet need to be returned to us for us to complete the management agreement.**

Once we review the **completed** Owner Packet and you make the appointment for us to view the property, we will discuss any issue with you such as rent amounts, items which need attention before advertising or securing a tenant, and any questions you may have at the appointment. We will review everything about the home to include any HOA, termite bonds, pools, repairs/recommendations, warranties, appliances, etc. For homes that have pools we set up a flat monthly charge to be charged to the tenants unless the homeowner decides to include the charge in the monthly rent.

Please take time to review the attached policies and procedures for preparing the property for the rental market.

Please contact me with any questions or concerns you might have. We look forward to working with you.

*Christy Tullis*

Christy Tullis, Property Manager  
The Herndon Company

**[rentals@herndoncompany.com](mailto:rentals@herndoncompany.com)**

Office – 229-245-6380, Fax – 229-245-6375

[www.herndoncompanyrealestate.com](http://www.herndoncompanyrealestate.com)



MEMBER: Valdosta Board of Realtors -Georgia Association of Real Estate Boards  
National Association of Real Estate Boards -National Institute of Farm and Land Brokers



**OWNER/ PROPERTY INFORMATION**

Contact Date \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Agent Referral \_\_\_\_\_

On Sales Market? \_\_\_\_\_

VACATE DATE \_\_\_\_\_

Availability date: \_\_\_\_\_

**PROPERTY DESCRIPTION**

RENT/DEPOSIT \_\_\_\_\_

KITCHEN \_\_\_\_\_

# BEDROOMS \_\_\_\_\_

BREAKFAST AREA YES \_\_\_\_\_

NO \_\_\_\_\_

# BATHROOMS \_\_\_\_\_

STOVE (Gas or Elec) \_\_\_\_\_

LIVING ROOM or FAMILY ROOM \_\_\_\_\_

Separate oven or stove/oven combo? \_\_\_\_\_

DEN Yes \_\_\_\_\_ No \_\_\_\_\_

REFRIGERATOR YES \_\_\_\_\_

NO \_\_\_\_\_

FIREPLACE in which room(s) \_\_\_\_\_

DINING ROOM Yes \_\_\_\_\_ No \_\_\_\_\_

DISHWASHER YES \_\_\_\_\_

NO \_\_\_\_\_

Laundry room or closet? \_\_\_\_\_

SMOKE DET \_\_\_\_\_

DISPOSAL YES \_\_\_\_\_

NO \_\_\_\_\_

POOL / JACUZZI \_\_\_\_\_

Microwave-Vented \_\_\_\_\_

Free standing \_\_\_\_\_

n/a \_\_\_\_\_

WINDOW COVERINGS \_\_\_\_\_

TOTAL ELEC? YES \_\_\_\_\_

NO \_\_\_\_\_

YEAR DWELLING BUILT \_\_\_\_\_

Washer/dryer included "as is" or N/A? \_\_\_\_\_

DWELLING SQFT \_\_\_\_\_

Which appliances require gas? \_\_\_\_\_

Alarm System \_\_\_\_\_

Cent. or Window Air Conditioner: \_\_\_\_\_

FLOOR COVERING(S) \_\_\_\_\_

If Window A/C-List room(s) \_\_\_\_\_

CARPORT/GAR # vehicles \_\_\_\_\_

HEAT ( GAS / ELEC ) \_\_\_\_\_

# GAR. DOOR OPENERS \_\_\_\_\_

WATER HEATER ( GAS / ELEC ) \_\_\_\_\_

Type of Fence \_\_\_\_\_

SEWER \_\_\_\_\_

ELECTRICITY PROVIDER \_\_\_\_\_

Garbage provider \_\_\_\_\_

WATER PROVIDER \_\_\_\_\_

SEWER \_\_\_\_\_

One, two, or split level stories \_\_\_\_\_

Storage building(s)? \_\_\_\_\_

Wired? \_\_\_\_\_

LOCATED IN COUNTY OR CITY SCHOOL DISTRICT \_\_\_\_\_

Insurance Company & Contact

HOME WARRANTY INFORMATION: COMPANY WARRANTY WITH:

WARRANTY CONTACT PHONE #

NAME AND PHONE # LISTED UNDER

ACCT #

EXPIRES

Termite Bond? Yes No If yes, Company and contact

If Military or former Military, what Branch

OTHER NOTES (ie pool, play yard, play set, alarm system, lake access, etc.) :

### OWNER INFORMATION

If more than one owner, please note which # and email belong to which owner.

Mailing Address (if different

City

State

ZIP

Owner 1:

Owner 2:

Cell Phone #

Cell Phone #

Home Phone #

Home Phone #

Work Phone#

Work Phone#

Email:

Email:

Signature

Date

Signature

Date

The management agreement will have a section for you to decide if you will allow **pets**. If so, a non-refundable pet fee of \$200 is required from Lessee for the privilege of having a pet.

If spouse is not on deed, but is to be allowed to make decisions concerning property, please include their information in contact information above.

Revised 05/22/17

# THE HERNDON COMPANY Real Estate

Property Management

Phone 229/245-6380 Fax 229/245-6375

**OWNER ACKNOWLEDGES PROPERTY MUST BE TURNED OVER TO THE HERNDON COMPANY IN THE FOLLOWING CONDITION, AS IT IS REQUIRED BY TENANTS UPON TENANT VACTING PROPERTY, INCLUDING A RECEIPT SHOWING THE CARPETS WERE PROFESSIONALLY CLEANED AND A FLEA AND TICK SPRAY (IF PETS PRESENT)**

\_\_\_\_\_  
INITIALS

PROPERTY ADDRESS: \_\_\_\_\_

**CLEANING:** To help an easier turnover from Owner to Lessee, our staff has put together a cleaning guideline. During the "turn-over" inspection, the following items will be inspected. This is only a guideline. The list below includes, but is not limited to, areas and items that need to be cleaned/replaced.

- 1) Remove all personal items, furniture, and trash from the property
- 2) For properties that have carpet, OWNER is required to have the carpet professionally cleaned by a reputable company that will issue a guarantee for their work. A copy of the receipt **must** be turned in with the keys of the property to the property management department. Should you use one that does not fully guarantee their work, and the carpet is not properly cleaned, you could be charged to have it properly cleaned. The cleaning must be done upon moving out of the property.
- 3) Sweep, mop, and remove all stains, scuffs, and marks from all flooring.
- 4) Wash walls carefully. Pay special attention to areas around light switches, hallways, and doorways.
- 5) Clean all windows, window seals & ledges, and blinds/drapes. If blinds are broken, replace or fix them. Screens must be dusted and cleaned of all webs and film to include moldy buildup.
- 6) Secure all screens. Make needed repairs to screens and screen doors.
- 7) Clean all surfaces that collect dust and fingerprints: walls, baseboards, chair rails, light/outlet covers, doorbell, smoke alarms, etc.
- 8) Light bulbs: replace all out/ missing / different bulbs. Must be replaced with appropriate bulbs (i.e. designer, florescent, standard, etc)
- 9) Clean all globes and covers for light fixtures (i.e. bugs, dust, etc.)
- 10) Clean thoroughly bath tubs/shower stalls and walls; vanities (& drawers); toilets (seat, bowl, tank and rim); mirrors, medicine cabinets; clean exhaust fan cover and blades. Clean any area that needs attention (re: dust, dirt, soap scum, mold, etc.)
- 11) Clean kitchen thoroughly: sink, faucet, & sprayer; run warm water and bleach through garbage disposal where present. Clean counter tops.
- 12) Vacuum / wipe cabinets inside / outside/ top removing any grease, dirt and handprints. Do not leave any items behind such as trash, food, cleaners, chemicals, etc. Remove any contact paper / liners / roach traps / child proof locks from cabinets.
- 13) Clean refrigerator / freezer –inside/outside / top / underneath / backside / both refrigerator and freezer seals. Remove all items from inside. If power is turned off, leave refrigerator/freezer doors propped open.
- 14) Remove items and clean dishwasher inside and out; including lip and interior of door, soap dispenser, etc.
- 15) Clean exhaust hood of any food stains/greasy residue on top and underneath; remove and clean exhaust filter and light cover and replace such when cleaned.
- 16) Clean stovetop / underneath / control panel and dials (i.e. grease, spills, etc) Replace stove pans (& rings where applicable) with correct pans

PROPERTY ADDRESS: \_\_\_\_\_

- 17) Clean oven: include inside and outside of door, glass (where applicable) and handle. Follow cleaning instructions on the oven cleaner.
- 18) Clean air-conditioning/heater vent grill. Replace filter with a new one of appropriate size. Clean A/C closet of any accumulated dust
- 19) Clean out/sweep all storage areas of any personal items; closets; nooks; etc.
- 20) Clean out dryer venting of any lint build-up (a vacuum is usually the best route)
- 21) Mow, trim, edge and water the lawn immediately prior to move out (within two days of returning the keys). Remove any yard debris, household trash and personal belongings from interior AND exterior; leave exterior looking clean and groomed.
- 22) Discontinue your telephone service at least 24 hours before vacating. If the home is illegally entered while vacant and long distance phone calls are made, the telephone company will charge you.
- 23) Clean out garage/carport of any personal items, sweep flooring, clean windows, wipe down doors, sweep down any cobwebs, etc.
- 24) Make sure pump (where applicable) is left in working condition; if questionable, please notify the office immediately upon suspecting a problem.
- 25) If a pet is present you must have the home professionally treated for fleas and ticks and provide that receipt at time of turning the property over to the Herndon Company

**Property must be cleaned and it must be free from all dust, debris, pet hair, smears/streaks, residue etc.**

**KEYS/GARAGE DOOR OPENERS:** Upon vacating the property, keys and remotes should be delivered to our office. The above requirements are expected of all the tenants when they vacate the property as well.

We hope this information is helpful when you begin to prepare your move. If you have any questions or concerns regarding our policies, please contact our office within a reasonable period of time. Thank you for your cooperation. Best wishes with your move.

**OWNER ACKNOWLEDGES PROPERTY MUST BE TURNED OVER TO THE HERNDON COMPANY IN THE FOLLOWING CONDITION, AS IT IS REQUIRED BY TENANTS UPON TENANT VACTING PROPERTY, INCLUDING A RECEIPT SHOWING THE CARPETS WERE PROFESSIONALLY CLEANED AND A FLEA AND TICK SPRAY (IF PETS PRESENT).**

Signature\_\_\_\_\_Date:\_\_\_\_\_

Signature\_\_\_\_\_Date:\_\_\_\_\_

## **Policies/Procedures: The Herndon Company**

- If you have carpet, a cleaning receipt must be provided by a professional carpet cleaning company. If you have pets, a professional company must due a flea and tick spray on the interior and a receipt must be provided to us. We keep this on file. \*\*\*Please follow the checklist for cleaning. It is our strictest policy for taking on a property, as well as for tenants that vacate.\*\*\*
- We advertise by signs on the property, our rental list which is available inside and outside of our office, and on our website, [www.herndonrentals.com](http://www.herndonrentals.com). There are several websites that advertise rental properties that pull from our website. For our rental advertising, we prefer not to use pictures with personal items in them. It can be a liability to the owner as well as create confusion to prospective tenants who might think the items are included in the rental. Owner are not to advertise independently if under a contract for a management with us.
- We work to find the best tenant suitable for your property by verifying past rental references, income, and processing a credit and criminal check. If there are any questions that fall out of the normal process, we contact the owner for final written approval or denial from you. If the applicant passes our process without any red flags, we move ahead with the rental. Once the tenant is approved, we set up the appointments for the deposit and for moving in. The tenant is required to show proof of utilities (except when utilities are included) and renters insurance, as well as pay the deposit and rent/pro-rated first month's rent before receiving keys to move into the property.
- We have direct deposit for rent proceeds into your account each month, or can mail a check if you prefer a check. We do three direct deposits a month in hopes to include all payments including those who pay late. The first is completed on the 10<sup>th</sup>. The second is completed on the 17<sup>th</sup>. If the 10<sup>th</sup> or 17<sup>th</sup> falls on a weekend or holiday, it is completed on the next business day. The third is completed on the last business day of the month. Statements are date the 11<sup>th</sup> of the previous month through the date of the first statement of the month, and include invoices that were paid during that month.
- Upon execution of the management agreement we will need a payment in the amount of \$300 for your reserve on each unit. This is to be used for keys, cleaning or minor repairs, utilities, etc until the property is rented. The reserve is maintained once the property is occupied for invoices that come in after the first owner payment. We will include a W-9 with the

management agreement which must be completed and returned to us before we can release any funds to you. We handle all repairs as quickly and efficiently as possible. We have a wide range of vendors that we use. All of our approved vendors are required to carry general liability and worker's compensation insurance. If you have a vendor you would prefer us to use and they do not have worker's compensation insurance, you will be required to pay them directly. If we pay an invoice from the reserve, the reserve will be replenished with the next rent payment or by your sending the funds to replenish it.

- You will be sent an Owner Portal announcement. Once you set up your portal, you may transfer funds to us through it when needed. You will also be able to see all your statements, yearly reports, and 1099s.
- If your property has a swimming pool, a monthly service contract must be set up with a reputable pool company. You may include the maintenance in with the rent, or do a separate flat fee to be charged to the tenant monthly. With a pool, or if there is a swing set or play yard, lake access, or anything along that line, please make a note of it, as we are required to disclose that in the lease that the tenant holds harmless you, The Herndon Company, and our affiliates.

**THE HERNDON COMPANY  
PROPERTY MANAGEMENT**  
**OWNER CONTACT INFORMATION**

**PLEASE PRINT**

**Name(s):** \_\_\_\_\_

**Address of property submitting for management:**

\_\_\_\_\_

**Emergency Contacts:**

**Name:** \_\_\_\_\_

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

\_\_\_\_\_, \_\_\_\_\_

**Phone(s):** \_\_\_\_\_

**E-mail(s)** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

\_\_\_\_\_, \_\_\_\_\_

**Phone(s):** \_\_\_\_\_

**E-mail(s)** \_\_\_\_\_

Should any contact information change, Owner will contact The Herndon Company with changes for address, phone numbers, email addresses or emergency contacts.

\_\_\_\_\_

**Signed:**

# OCCUPANT NUMBER RELEASE FORM

PHOTO ID

**OWNERS:** Please complete the bottom with the information you would like for us to release to prospective tenants while you occupy the property. We DO NOT let them know you are the owner, just the occupant. With Prospective tenant not knowing you are the Owners, it can help you avoid the prospective tenants from trying to aggravate you into making deals which would not be profitable to you (ie waiving deposits or pet fees, etc). The guidelines we have in place are to protect you and your property. We require a valid photo ID which we copy onto the form we give to them.

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

Name: \_\_\_\_\_

Viewer's Current Address: \_\_\_\_\_

Phone (Home or cell): \_\_\_\_\_

Vehicle Info (Vehicle you will use to go to the house)

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Tag # \_\_\_\_\_

Please show this to the current occupant(s) to verify that you have visited The Herndon Company in reference to calling the occupant(s) to set up an appointment with the occupant(s) to view the interior of the property being occupied at the occupant(s) convenience. THE CURRENT OCCUPANT IS NOT REQUIRED TO GIVE YOU ACCESS WITHOUT THIS IDENTIFICATION FORM.

**TO BE COMPLETED BY The Herndon Company:**

|   | Current Occupant(s) | Phone Number | Address Viewing |
|---|---------------------|--------------|-----------------|
| > |                     |              |                 |
|   |                     |              |                 |
|   |                     |              |                 |
|   |                     |              |                 |
|   |                     |              |                 |