



9827 Fair Oaks Blvd
Fair Oaks, CA 95628
(916) 961-RENT
(916) 961-7368
www.horizonproperties.com

MANAGEMENT AGREEMENT

Name: _____ ("Owner") hereby retains and grants Regan3, Inc. dba Horizon Properties ("Manager"), a duly licensed Property Management company in the State of California, the exclusive right to lease, rent, operate and maintain the residential property at (include zip code and any unit #'s) Address: _____, ("Property") starting Date: _____. Manager agrees to use due diligence and act legally and professionally in the performance of this Agreement and furnish its services for the leasing, rental, operation and management of Property.

1. Term of agreement: Owner is not obligated to a specific term of management. Either party may terminate this agreement by providing written 30-day notice to the other party. In the event of Owner's termination, 30-day period shall commence on the day notice is received. Manager agrees to provide confirmation of receipt. If Owner is not satisfied with services of Manager any time during the first 90 days of this agreement, Owner may request a refund of all management fees charged to that point, no questions asked.

FINANCIAL MANAGEMENT

2. Owner's account: Owner transfers \$500 to Manager as an account-opening deposit. Owner agrees to maintain a minimum cash reserve of \$500 in addition to and separate from any security deposits. This cash reserve shall be used as needed to pay costs diligently incurred by Manager or due Manager in fulfilling Manager's obligations, including but not limited to advertising expenses, approved maintenance, recurring bills and Manager's fees associated with Property. Security deposit funds may not be used towards expenses unless chargeable to the Tenant after the Tenant vacates the property. Owner agrees to advance additional funds when necessary to maintain the minimum reserve or pay expenses as needed. Manager is not obligated to, in the management of Property, expend on behalf of Owner funds not available in Owner's account. Owner agrees to submit funds within 10 days after a request for additional funds is made. When for any reason funds in Owner's account are insufficient to pay all liabilities for Property, funds will be disbursed in the following order of priority: a) any fees, charges or expenses due under this agreement, b) delinquent maintenance invoices, c) delinquent utility bills, d) mortgage payments, e) maintenance invoices, f) utilities and other bills, g) cash reserve maintenance and h) owner distribution. Owner agrees to pay late charges, interest and any other penalties caused by lack of sufficient funds when Manager has requested such funds.

3. Trust account: Manager will place all funds associated with Property in a Federally insured non-interest-bearing trust account maintained with Enterprise Bank, less any sums properly deducted or disbursed in accordance with this agreement. Funds shall be held in a trust account completely separate from Manager's operating account.

MANAGER'S RESPONSIBILITIES

4. Marketing of Property: Manager agrees to aggressively market Property whenever it is available for rent. Owner authorizes Manager to market the Property at Owner's expense, provided through Manager at greatly reduced rates, currently at a cost of \$95 per month. Owner authorizes Manager to take digital photographs of Property for marketing and inspection purposes at no cost to Owner. If Property is not ready at the time photos are taken, a \$30 trip charge will be charged to take new photos when Property is ready.

5. Leasing and Management: Owner authorizes Manager to investigate credit and other histories on applicant Tenants; to sign, renew and cancel leases for Property; to collect rents, security deposits or other charges and expenses due in association with Property; to terminate tenancies and to sign and serve in Owner's name any necessary notices; to execute actions to evict Tenants; to sue in Owner's name and otherwise act to recover possession of Property, rents and other sums due and, when expedient, to settle, compromise, and release such actions or suits or reinstate such

tenancies. When necessary, Manager agrees to appear in eviction court on behalf of Owner at no cost to Owner except in cases involving Tenants not placed by Manager. Printing of photographs and evidence shall be at Owner's expense.

6. Bill payment: Manager agrees to pay expenses for Property from Owner's funds held by Manager **only as directed by Owner**, including but not limited to mortgage, property taxes, utilities, expense for goods and services, association dues, insurance premiums, monthly services and/or special assessments and to make contracts when necessary for electricity, gas, fuel, water, sewer, garbage, and other services as and when necessary. Owner shall assume the obligation of any such contract at the termination of this agreement. Owner agrees to notify all companies of the change of billing address for any such bills to be paid by Manager on Owner's behalf.

7. Maintenance: Manager agrees to contract, hire, supervise and/or discharge firms and persons, including utilities, required for the operation and maintenance of Property. Manager may perform any of Manager's duties through other parties, may they be attorneys, employees or independent contractors. Manager shall exercise reasonable care in appointment of such labor and shall seek the best work at the best price based upon Manager's experience, knowledge, and/or research. Manager will not be responsible for the acts, omissions, defaults, negligence and/or costs of these parties, except those working in Manager's firm but will hold such parties accountable at all times. At termination of this agreement, Owner will assume the obligation for any contract so executed. Manager agrees to bill Tenants to reimburse Owner for any maintenance bills for which the Tenant is responsible as indicated in the lease. Manager agrees to perform quarterly drive-by surveys of Property and annual interior surveys of Property beginning immediately if Property is rented or within six months after each new Tenant moves in. Owner acknowledges that Manager is not certified to conduct inspections of Property and does not undertake inspections for such things as pests, dry rot or mold. Manager recommends Owner order a termite inspection every two years. Manager agrees to coordinate repairs and alterations to Property and pay all bills. Manager agrees to secure Owner's prior approval on all expenditures anticipated to exceed the Maintenance Limit for any single invoice, except monthly or recurring operating charges, any emergency repairs if in the opinion of Manager such repairs are necessary to protect Property from any damage or prevent damage to the life or property of others or to avoid suspension of necessary services to the Tenants as called for in their lease or mandated by local health and safety codes or any repairs for which Manager's reasonable efforts to contact Owner are unsuccessful.

PLEASE NOTE that maintenance exceeding the Maintenance Limit stated herein is subject to a coordination fee of 5% of the total bill. This is in direct correlation to the extra work required when multiple estimates, authorization and coordination are required. This fee is NOT charged for any work undertaken within 30 days of commencement of this agreement. **If Owner chooses a limit of more than \$500, please write that number in here: \$_____.** The higher the limit, the fewer invoices will be subject to the 5% coordination fee. Our goal is to handle all maintenance as expeditiously as possible. That fee only applies to those jobs requiring a stop to our standard operating procedure to get additional estimates and owner approval. This amount is to remain in effect unless/until Manager receives written notification from Owner of a higher maintenance limit.

8. Accounting and reporting: Manager agrees to deposit all receipts collected for Owner, less any sums properly deducted or otherwise provided herein, and maintain accurate records of Owner's account. Manager agrees to provide a monthly statement as well as copies of all invoices for which there are charges to Property. Manager agrees to send any available proceeds from that month via Direct Deposit and upload Owner's statement by the 6th of each month. Manager agrees to provide Owner a year-end summary and 1099 at no cost to Owner. Manager shall notify Owner as appropriate of any occurrences or matters which might adversely affect the objectives of ownership of Property.

The property is not rented yet. There is no security deposit to transfer.

Funds are included for the current Tenant's Security Deposit.

Owner will provide the current Tenant's Security Deposit at a later date.

Owner requests that Manager deduct the amount of the Security Deposit from rental proceeds.

9. Security deposits: Manager holds all security deposits on behalf of Tenant. If Property is rented at the time of this agreement, Manager must receive the existing security deposit. This allows Manager to execute Direct Deposit of Owner's rental proceeds by the 6th of every month. Manager agrees to fulfill all professional and legal obligations in disbursement of and accounting for any security deposit refund to outgoing Tenants. Manager agrees to collect, maintain and refund security deposits in accordance with prevailing laws and will not disburse deposit funds to Tenant without prior Owner approval. Manager agrees to only assign work without prior approval for charges which will be deducted from the Tenant's Security Deposit. If Owner does not provide approval or direction within the 21 days allowed by law, Owner accepts responsibility for any claims, suits, fines or penalties that may be assessed by the court accordingly. Manager will advise Owner of a fair disbursement of security deposit funds based on reports, photos and video, but it is Owner's final decision. Owner agrees to provide funds if needed to disburse the security deposit to an outgoing Tenant in enough time as to abide by California State Law. Owner understands that timely refund of deposits is only possible if the funds are on account in advance.

10. Communication with Owner: Manager agrees to maintain communication with Owner regarding developments and interests related to Property. If Owner is unavailable or unresponsive for more than 24 hours through repeated inquiries in situations that require timely response, such as coordination of urgent maintenance, Manager agrees to act on Owner's behalf in a diligent and judicious manner and keep Owner apprised accordingly.

LIMITATIONS AND OWNER RESPONSIBILITY

11. Owner's Representations: Owner represents that Owner holds title to Property and holds legal capacity to lease Property. Owner represents that Owner is not bound by an agreement with another party for the sale, lease, exchange or management of Property at the time of this agreement. Owner agrees to provide all documentation and records required by Manager to manage and operate Property. Owner acknowledges that entry of Property by Owner while Property is rented is illegal without advance notice to Tenant. Owner and Manager are legally obligated to disclose to Tenants any known condition that may materially affect the health or safety of an ordinary Tenant. Owner represents that Owner has no knowledge of a condition concerning Property that materially affects the health or safety of Tenants.

12. Insurance: Owner agrees to carry without interruption at Owner's expense such public liability and property damage insurance as shall be adequate to protect the interests of Manager and Owner. Owner agrees to provide Manager with a Certificate of Insurance that shows Property is insured and which names Manager as well as Owner as the insured. Adding Manager as an "additional insured" to the insurance policy should not incur additional charge or liability to Owner but will protect all parties accordingly. If that is unavailable from your insurance company, please add Manager as a "party of interest".

13. Lead-based paint: Owner agrees to disclose any knowledge of lead-based paint or lead-based paint hazards at Property so that information may be shared with Tenants. By law and at no charge to Owner, Manager provides the EPA-approved booklet on Lead-based Paint and Lead-based Paint hazards to Tenants if Property was built prior to 1978.

14. Covenants, Conditions and Restrictions: If Property is in a community subject to Covenants, Conditions and Restrictions (CC&Rs), Owner is responsible for providing Manager with a copy of the CC&Rs for the community. If Owner does not provide the CC&Rs so that they may be attached to and made a part of the Lease, Owner agrees to be responsible for any and all HOA fees incurred by Tenants for violations therein. Owner may also be liable for the costs of re-leasing Property if Tenant is unable to cure a persistent violation and is forced to void the lease and relocate.

15. Lockbox: Owner authorizes Manager to use a lockbox at Property if needed. All lockboxes have unique codes.

16. Unusual duties: Upon request, Manager may undertake work beyond normal management responsibilities at a contracted rate of \$50 per hour or 10% of gross maintenance work billed, whichever is greater. Normal management duties do not include on-site management, fire or major damage restoration, unscheduled inspections, maintenance work after termination of management, process serving, assisting sales agents or appraisers, preparation for sale or refinancing or representation before public agencies or at HOA meetings.

GENERAL TERMS

17. Tenant obligations: Owner acknowledges that Manager, in an effort to minimize Owner's costs, may charge Tenants for services outlined in the lease that create additional work for Manager. Owner authorizes Manager to charge the Property account for these expenses and to bill the Tenant to recover these charges. Manager retains all fees charged to the Tenant for service of legal notices upon the Tenant, processing of NSF checks, securing late rents, lease renewal requested by Tenant, processing credit applications, and other services that are not in conflict with this agreement.

18. Fees: The management fee for the services described herein is \$120 per month per single family home or other single-family property type and \$60 per additional door in multiple-unit properties (a duplex would cost \$180/month). Management for any property located outside Manager's expansive service area is available at a slightly higher rate. If Property is vacant at the time of this agreement, no management fee will be charged until Property is first rented. The leasing fee of 50% of one month's rent is earned by Manager upon acceptance of an application from a Tenant who meets or exceeds Owner's minimum requirements and is guaranteed for the term of the initial lease. Owner will not be charged a subsequent leasing fee if Tenant does not pay rent for the full term of the lease. If a Tenant located or screened by Manager during the term of this agreement is placed at Property after termination of this agreement, Owner agrees to pay the leasing fee to Manager. Manager does not charge or accept fees, commissions, discounts or kickbacks of any kind from any companies in the performance of this agreement. If for any reason Owner terminates this agreement before a Tenant is secured, Owner will pay \$150 as liquidated damages. Owner agrees to pay Manager a 5% coordination fee on any single maintenance job performed at Property the cost for which exceeds the Maintenance Limit that Owner stipulates herein, unless such work is undertaken within 30 days of commencement of this agreement. Owner agrees to pay \$150 for any court action where Manager appears on Owner's behalf and/or provides any services for an unlawful detainer action for any Tenants who were NOT placed by Manager. As Horizon Properties primarily conducts business electronically, paper copies of statements and/or checks for proceeds are available for a small fee.

Mail my Cash Flow statements to me (\$5/per month)

Mail checks for my monthly proceeds (\$5/month)

19. Performance standard: Manager commits to act with due diligence in exercising Manager's authority on behalf of Owner to support the objectives of ownership of Property and within Manager's professional judgment and ethics in keeping with the directives and best interests of Owner so long as it allows for fair and honest treatment of Tenants.

20. Legal compliance: Both parties agree to comply with fair housing laws and all aspects of Federal, state and county law as applied to the use, leasing, management and care of Property.

21. Indemnification: Owner agrees to indemnify Manager for any damages suffered as a result of any lapse in or failure by Owner to maintain insurance coverage as required herein and agrees to hold Manager and its employees harmless from liability for injuries to any person or property except to the extent such injury is due to willful misconduct or negligence by Manager or its employees.

22. Attorney's fees: In any action, proceeding or arbitration arising out of this Agreement, the prevailing party shall be entitled to reasonable attorney's or arbitrator's fees and costs.

23. Default: If either party fails to cure a breach in this agreement within 10 days after receiving written notice from the other party, the non-defaulting party may terminate this agreement with 10 days' written notice and may recover all amounts due to the non-defaulting party and any collection costs and attorney's fees.

24. Notice: If it shall become necessary for Manager or Owner to give notice of any kind, notice shall be written and served by sending such notice by regular mail or email to the address indicated herein.

25. Durability and severability: This agreement shall be binding upon the successors of Manager and the heirs, administrators, executors, successor and/or assignees of Owner. If any provision of this Agreement shall be deemed unlawful, void or for any reason unenforceable, then that provision shall be deemed severable from these terms and conditions and shall not affect the validity and/or enforceability of any remaining provisions.

26. Property Profile and Owner directives: In order that Manager may comply with Owner's preferences regarding Property and so that important details regarding Property may be disclosed to Manager and acted upon accordingly, Owner will complete a Property Profile for each unit or group of units that has a unique set of directives and disclosures. Such directives and disclosures include but are not limited to utilities and services paid by owner, desired lease term, desired target rent range, pet policy, household amenities, community amenities, HOA disclosure and warranty service disclosure as well as other property details. Upon completion of a Property Profile, Owner will receive via email an outline of Owner's submissions confirming Owner's selections. Owner's Property Profile submission becomes an addendum to this Agreement. Owner asserts that the information included in the Property Profile is an accurate description of the Property and the Owner's preferences and acknowledges that Manager will undertake management accordingly. It becomes Owner's responsibility to disclose in writing any changes in these preferences so that Manager may act accordingly.

Owner-Provided Keys and Access Devices:

| Key Type | Qty | Key Type | Qty | Key Type | Qty | Remote/FOB | Qty |
|----------|-----|----------|-----|----------|-----|------------|-----|
| | | | | | | | |
| | | | | | | | |

Has house been rekeyed?

If a full set of 4 house keys is not provided, we will make the set for a \$25 charge.

27. Direct Deposit authorization: Owner hereby authorizes Manager to deposit my funds to my (select one):

☐ Checking account ☐ Savings account

at the financial institution for which I am providing information. Any necessary debit entries or adjustments to correct errors will only be done after receiving instructions/permission from Owner in writing. This authority remains in effect until manager has received written 30-day notice of termination from Owner and the closing date has passed.

Please enclose a COPY of a blank check if this is a checking account or a deposit slip for other accounts.

Check here if applicable:

☐ Owner authorizes Manager to initiate a one-time electronic withdrawal from the bank account designated herein in the amount of \$_____ to open Owner's account and immediately proceed with all agreed-upon services.

28. 1099's: Owner consents to receive 1099 electronically ☐ Owner requests 1099 to be mailed (\$5 fee) ☐

29. How did you hear about us: _____ Referred by: _____

30. Agreement: Parties acknowledge having read the foregoing prior to execution.

Full Name: _____

Signature: _____ Date: _____

Phone #'s: Home _____ Work _____ Cell: _____

E-Mail Address: _____

Full Name: _____

Signature: _____ Date: _____

Phone #'s: Home _____ Work _____ Cell: _____

E-Mail Address: _____

Owner Mailing Address:

Manager Janet S. Regan, MPM, RMP, President, Regan3, Inc:

Signature: _____ Date: _____

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

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

| | | |
|--|--|--|
| Print or type. See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | 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> |
| 2 Business name/disregarded entity name, if different from above | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ </div> <div style="width: 45%;"> <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div> | |
| 5 Address (number, street, and apt. or suite no.) See instructions. | Requester's name and address (optional) Regan3, Inc dba Horizon Properties 9827 Fair Oaks Blvd Fair Oaks, CA 95628 | |
| 6 City, state, and ZIP code | (This field is pre-filled with the address above) | |
| 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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* 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 for Part II, later.

Sign Here

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.



HORIZON PROPERTIES PROPERTY PROFILE

Please complete this form for each property or group of units with matching information.

Non-amenities sections: Be sure to provide the most accurate and complete information you can, as we will be managing your property in accordance with your choices. Be sure to include HOA and home warranty info if applicable.

Amenities sections: Fill in what you can. These are less critical but may assist us in marketing your home more quickly. Please do not indicate the presence of amenities if you are not certain they are present, as advertising such offerings can cause issues with incoming tenants.

Your Property

Street address: _____

Bed: _____ Bath: _____ Garage: _____ Garage door opener: _____ Carport: _____ # _____

Other company currently managing: _____

Names of current tenants: _____

Home warranty company: _____

Registered with SHRA (Section 8 Housing)?

All forms of income are required to be accepted including housing vouchers.

Registered through RHIP (Rental Housing Inspection Program)?

Preferred lease term:

- ☐ Six Months
- ☐ One Year
- ☐ Fifteen Months
- ☐ Other: _____

Asking rent: \$ _____ Minimum approved rent amount: \$ _____ Available for move-in date: _____

Community

Is there an HOA?

HOA name: _____ HOA phone: _____

HOA fees/dues paid by:

- | | |
|---------------------------------------|------------------|
| <input type="radio"/> Gated: | Clubhouse: |
| <input type="radio"/> Community Spa: | Picnic Area: |
| <input type="radio"/> Gym: | Gameroom: |
| <input type="radio"/> Tennis: | Business Center: |
| <input type="radio"/> Playground: | Golf: |
| <input type="radio"/> Trails: | Sauna: |
| <input type="radio"/> Community Pool: | BBQ Area: |
| <input type="radio"/> Adult Only: | Park: |
| <input type="radio"/> Basketball: | Mediaroom: |
| <input type="radio"/> Library: | Shopping: |

Attractions nearby (park, school, shopping center, etc.): _____

Amenities: Yard

Yard care responsibility (select one):

Patios: _____ Balconies: _____ Decks: _____

- | | |
|------------------------------------|----------|
| <input type="radio"/> Fenced: | Pool: |
| <input type="radio"/> Spa: | Shed: |
| <input type="radio"/> Fruit Trees: | RV Park: |

| | | |
|----------------------------|-------|------|
| Full gardening provided: | Front | Rear |
| Lawn mowing only provided: | Front | Rear |
| Automatic sprinklers in: | Front | Rear |
| Manual sprinklers in the: | Front | Rear |
| Drip irrigation in the: | Front | Rear |

Amenities: Kitchen

Cabinet material: _____

Counter material: _____

Built-in dining bar/area: Y or N

Dining nook (room for table): Y or N

Refrigerator: Y or N

Frost-free: Y or N

Side-by-side: Y or N

Water: Y or N

Ice: Y or N

Gas Range: Y or N

Electric Range: Y or N

Self-cleaning: Y or N

Double Oven: Y or N

Radiant Heat: Y or N

Warming Drawer: Y or N

5 Burner: Y or N

Grill: Y or N

Jenn-Aire: Y or N

Pantry: Y or N

Pot Shelves: Y or N

Center Island: Y or N

Microwave: Y or N

Dishwasher: Y or N

Stainless Steel Sink: Y or N

Double Sink: Y or N

Convertible Faucet: Y or N

Garbage Disposal: Y or N

Trash Compactor: Y or N

Amenities: Rooms

Family Room: Y or N

Loft: Y or N

Dining Room: Y or N

Bonus Room: Y or N

Den: Y or N

Office: Y or N

Amenities: Heat/Air

Dual-zone: Y or N

Programmable: Y or N

Central Heat & Air: Y or N

Window Air: Y or N

Wall Heat: Y or N

Whole House Fan: Y or N

Swamp Cooler: Y or N

Amenities: Laundry

Washer: Y or N

Dryer: Y or N

Gas Hookup: Y or N

Coin-op: Y or N

Shared: Y or N

Electric Hookup: Y or N

Where is the laundry located? _____

Amenities: Utilities and Services

Owner will pay for: Water____ Sewer____ Trash____ Owner pays up to \$____ per month towards water.

Any utility bills to be paid by Horizon Properties or the tenant must be received directly from the utility company. Please change the mailing address with your utility companies to c/o Horizon Properties 9827 Fair Oaks Blvd Fair Oaks, CA 95628. We will review each bill before submitting to the tenant for direct payment.

Pool Service: Y or N Spa Service: Y or N Alarm Service: Y or N Company: _____

Gate Code: Y or N # _____ Keyless Code: Y or N # _____ Alarm Code: _____ Mailbox: # _____

Pets

Breeds we reject: Rottweiler, Doberman Pinscher, Any Canario Breed, Chow, Dalmatian, Wolf Hybrid, Pit Bull (or Staffordshire) Terrier, Great Dane, Saint Bernard, Akita, German Shepherd, Husky/Malamute, Boerboel, Bandog Mastiff, Karalian Bear Dog, Alaskan Malamute and American Bull dog.

Your pet policy:

1. How many dogs are allowed? _____ Maximum weight? _____
2. How many cats are allowed? _____

Credit

We do not accept applicants with evictions or open bankruptcies. We require 3+ years of both rental and employment history. We require a minimum FICO score of 695 unless otherwise instructed by you.

Accept a tenant below my minimum criteria if a guarantor meets the necessary standard: Y or N

NOTE: We have never had to sue a guarantor for default of a tenant. If needed, they always perform.

Owner Assertion:

Owner of this property asserts that the above information is accurate and may be used to determine how to manage and market the property. Any fields that are left blank or unchecked are understood to mean that such fields do not apply to this property. This information provided will be incorporated into the terms of our management agreement.

I understand and agree to the above terms.

Owner signature: _____

Full name: _____ Date: _____