



1123 Florida Ave., St. Cloud, FL 34769

Office - (321)222-9262 Fax – (321) 275-4796

OWNER “NEEDS TO KNOW”

- Owner will need to have house cleaned, to include but not limited to shampooing of carpets, cleaning inside drawers and cabinets, cleaning of windows, sills and blinds, cleaning of refrigerator and stove, and all other needed cleaning prior to house being shown and taken in for management. Central Florida Real Estate Management can handle the logistics of the cleaning and bill the Owner.
- Central Florida Real Estate Management does require that there be a working key to all exterior doors. Upon each tenant move out all locks will need to be re keyed. Central Florida Real Estate Management will arrange for these services with payment by the owner, costs is typically \$50-\$150 depending on the amount of locks.
- Owner will be responsible for carrying fire protection and Home Owners Insurance on the house. Owner is not responsible for covering the tenant’s personal belongings or contents. The Owner will need to add Central Florida Real Estate Management as an additional insured to the policy.
- Owner will be responsible for any and all HOA fees if applicable. Owner is responsible for furnishing a copy of any and all HOA rules, regulations, restrictions, and covenants to Central Florida Real Estate Management.
- Owner will be responsible to contract with utility companies to have service provided during vacancy of the property unless property manager agrees to establish connection in company name. Owner will be responsible for the utility bills during vacancies. The tenants will be responsible to have utilities switched to their name prior to moving in the property. Electricity, gas (if heating system is gas), HVAC and water, is required to be working during any vacancy of the property. Properties without working power/gas and water will not be able to be shown for lease.
- Owner is responsible for keeping any appliances such as stove, refrigerator, microwave, disposal, dishwasher (if provided) in working order. This will also be to all systems such as heat and air, plumbing, wiring, ect. Central Florida Real Estate Management can arrange for replacement, maintenance or repair under the Full Management option, with the understanding that any expense will be covered by the owner.
- Central Florida Real Estate Management can require the tenant to mow the lawn, but fertilizing mulching, and other major landscaping requirements will be the responsibility of the Owner. Central Florida Real Estate Management can arrange for additional landscaping needs not required of the tenant when the expense is covered by the owner. All lawn care equipment must be removed from the property prior to marketing for lease.

Owner’s Initials _____ Date _____

- Owner will be responsible for any sprinkler system expense – including general maintenance. Central Florida Real Estate Management can arrange for sprinkler system maintenance, ect. with payment by the Owner.
- In a property with a wood burning fireplace, it will be the Owner’s responsibility to keep the fireplace in safe working order. This will include having the chimney cleaned and inspected as needed. Under the Full Management option, at the owner’s request, Central Florida Real Estate Management can arrange for the chimney to be cleaned and inspected with payment by the owner.
- Gutter and downspout cleaning are the Owner’s responsibility. Central Florida Real Estate Management can arrange for these services with payment by the owner.
- Downed trees/tree limbs and their removal are the responsibility of the Owner. Central Florida Real Estate Management can arrange for these services with payment by the owner.
- General maintenance of the property, such as occasional power washing of decks, walkways, siding, porches, etc. as needed is the responsibility of the Owner. Central Florida Real Estate Management can arrange for these services with payment by the owner.
- Upon the move out of a tenant, under the Full Management option, a complete inspection of the property will be completed by Central Florida Real Estate Management. Any damages noted as above “normal wear and tear” and caused by negligence or abuse will be charged back to the tenant and deducted from their security deposit before any refund. Please note, “normal wear and tear” is to be expected and will not be charged to the tenant.
- A Central Florida Real Estate Management agent or other licensed real estate agent will be present anytime the property is shown for lease.
- With both the Lease Only and Full Management options there will be an optional professional photo fee, Central Florida Real Estate Management does contract with a professional photographer to take pristine photos of the home to include Aerial photos to be used in our marketing. This is at the owners expense and price does very based on square footage (\$150-\$200)

Owner’s Initials _____ Date _____