



154 N. McDonough Street  
Jonesboro, Georgia 30236

# Bouvette Properties

## 154 North McDonough Street Jonesboro, GA 30236

Bouvette@Bellsouth.net  
Office: 678-479-8414  
Fax: 678-479-0383  
Since 1964

### **Property Management Services**

#### **Professional, Prompt and Courteous Service**

- As a family owned and operated business we strive to provide each of our clients and their tenants with professional, prompt, and courteous service. Each of our Atlanta licensed Property Managers treats all clients and tenants with respect and dignity.

#### **Prepare Your Property to be Rented**

- Bouvette Properties will meet with you to evaluate your property and make recommendations to prepare your property to obtain the optimal monthly rental amount.
- Bouvette Properties will coordinate the completion of any maintenance or repair items you have approved using our extensive network of qualified vendors to ensure all work is completed.

#### **Determine the Optimal Monthly Rental Amount**

- Bouvette Properties will do a market analysis to determine the optimal monthly rental amount for your property utilizing a wide range of professional resources.

#### **Design a Targeted Marketing Program**

- Bouvette Properties will meet with you to design a targeted marketing program to rent your property as quickly as possible.
- Bouvette Properties will execute your targeted marketing program utilizing the Internet, GAMLS (Multiple Listing Service), Realtor.com, and property signs.
- Bouvette Properties will promptly pursue all leads and inquiries and schedule showings of your property during the week, evenings, and weekends.

#### **Thorough Screening of Applicants**

- Bouvette Properties will thoroughly review each prospective tenant's rental and credit history, including prior evictions.
- Bouvette Properties will verify your new tenant's current employment and stated income.
- Bouvette Properties will contact your new tenant's previous landlord(s) to verify payment history and care of property.
- Bouvette Properties will discuss the results of the screening process with you and make our recommendation.

# Property Management Services

## Coordinate Move-In of New Tenant

- Bouvette Properties will collect the first month's rent and security deposit in the form of a cashier's check prior to your tenant's move-in.
- Bouvette Properties will prepare all rental and lease agreements forms.
- Bouvette Properties will meet with your new tenant and ensure all agreements have been properly executed prior to his or her move-in.
- Bouvette Properties will document your property's condition prior to your new tenant's move-in.
- Bouvette Properties will have your tenant complete and sign a "Statement of Condition" report verifying the condition of the property at the time of his or her move-in.
- Bouvette Properties will instruct your tenant regarding rental payment terms and required property maintenance.

## Prompt Rental Receipt Collections and Disbursements

- Bouvette Properties will promptly collect your rental income from your tenant at the beginning of each month.
- Our accounting department will disburse the rental proceeds between the 8<sup>th</sup> and 10<sup>th</sup> of every month.
- Bouvette Properties will serve three day notices to "Pay Rent or Quit" if rent has not been paid by the fifth day of each month.
- Bouvette Properties will coordinate the start of unlawful detainer action to evict your tenant in the event the rent is not paid.

## Complete Property Maintenance Services

- We provide our clients with 24-hour emergency repair services.
- We minimize the cost of repairs and maintenance using our extensive network of contractors, vendors, and handymen.
- We coordinate property reconditioning, including painting, window coverings, new carpet, and carpet cleaning.
- We can perform full rehabilitation on any investment properties from foundation to shingle.



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### Management Fees

- 75% of first month's rent is charged for placing a tenant in the property. This fee covers administrative costs such as marketing, processing applications, signing of lease, setup of new file & also the commissions paid to agents.  
OR
- \$200 Administrative fee is charged for properties sent to us for management where there is already a tenant in place.
- 
- 10% per month thereafter is charged to cover costs of collecting and processing rental payments, paying owners, making property inspections and other administrative costs incurred in managing the property.
- 25% renewal fee – on the anniversary month. If the tenant decides to renew the lease, we complete an inspection and have a new lease executed.
- 15% management fee for repairs – If owner chooses to have Bouvette Properties manage and complete repairs there will be a fee equal to 15% of the invoiced amount for repairs.  
If owner completes own repairs there is no charge (when tenant calls in with repair request, we email owner a work order with tenants request and contact information so that owner can contact tenant directly to arrange for repair).
- \$200 repair escrow – If Bouvette Properties will be handling repairs we will need to set up a repair escrow for your property.



Your Listing Asset Management Company

# JOIN THE NATION'S #1 NETWORK FOR LISTING DISTRIBUTION


ADDITIONAL CHANNELS ARE AVAILABLE WHEN APPLICABLE, SUCH AS...

Visit our Web site: LISTHUB.COM Give us a call: 1.877.847.3394 Send us an email: INFO@LISTHUB.COM ©2011 Threewise Corporation

**The following pages need to be filled out completely, signed and returned to Bouvette@bpmetro.com :**

- \*Page 1 at the top put the date, name and address in the blanks**
- \*Page 1 in the middle mark option A or Option B depending on who you want to do repairs**
- \*Page 1 initial at the bottom**
- \*Page 2 Sign and print your name at the bottom**
- \*Pages 3-6 please fill out**

**If you have any questions please let us know.**

**Bouvette Properties**  
**Office: 678-479-8414**  
**Efax: 678-490-2413**  
**Website: www.bpmetro.com**

# Bouvette Properties / Management

## Management Agreement

THIS AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between BOUVETTE PROPERTIES (referred to as the AGENT) and \_\_\_\_\_ (referred to as the OWNERS) to secure the services of the Agent in the Management of the real property located in \_\_\_\_\_ County and being known as Address \_\_\_\_\_ Georgia, \_\_\_\_\_ according to the present system of numbering in the \_\_\_\_\_ Subdivision.

### 1. EMPLOYMENT & AUTHORITY OF AGENT

- A. The owners hereby appoint BOUVETTE PROPERTIES as their sole and exclusive agent to rent, lease, manage, and operate the premises.
- B. For this purpose, the Agent is authorized to secure the services of other real estate brokers, place newspaper advertising, and post renting signs on the premises.
- C. The Agent is empowered to sign leases on the Owner's behalf, and to enforce the provisions of same, and to institute legal action or other proceedings to collect rents and other sums due, and to dispossess tenants and other persons from the premises.
- D. It is understood and agreed that BOUVETTE PROPERTIES is the sole and procuring cause of any lease, written or oral that may be negotiated during this Agreement, even if said lease may have been negotiated either directly or indirectly by the Owners themselves.

### 2. SPECIFIC AUTHORITY ON REPAIRS & ALTERATIONS

The Owners authorize the Agent to perform the following services, by their election of the following options (Check option A or B)

#### Option A ( )

Except under circumstances which the Agent shall reasonably consider to constitute an emergency, the Agent will record all request for repairs, alterations, decorating, or services and will refer same promptly to the Owners, whereupon the responsibility for completion of said repairs will rest with the Owners alone.

#### Option B ( )

The Owners authorize the Agent to purchase necessary supplies; to contract for utility services as needed, including vermin extermination, trash removal, and other services which the Agent shall deem advisable; and to make ordinary repairs, alterations or decorations to the premises, provided that the expenditure for any one item shall not exceed the sum of \$200.00, without the express written consent of the Owners, unless the Agent shall consider the circumstances surrounding the request for repairs or services to be an emergency and prior Owner consent is not readily obtainable. The Agent will use diligence in contracting for repairs and other services, and will have the right to hire, discharge, supervise and pay any employees, servants or contractors for work performed. The Agent will not be liable to the Owners or others for any act or omission or delays on completion of work on the part of such employees or other workmen, if the Agent has taken reasonable care in their employment.

### 3. RESPONSIBILITIES OF THE AGENT

In addition to the foregoing authorizations, the agent will perform the following functions on the owners' behalf:

- A. Collect all the rents and income due from tenants when such amounts become due, and deposit same into an agency account maintained on behalf of the Owner. Withdraw from such account all funds needed for proper disbursements for expenses payable by owner including, without limitation, the Agent's compensation.
- B. Collect security deposits under any lease and place same into escrow accounts as may be required by law.
- C. Maintain accurate and complete accounting records of all receipts and disbursements, and to submit at least once a month a written statement to the Owners indicating collections and expenses, along with copies of paid bills.
- D. Maintain a fidelity bond in adequate amounts for all employees of the Agent who handle or are responsible for the Owner's monies.

### 4. COMPENSATION OF THE AGENT

In consideration of the services to be rendered by the Agent, the Owners agree to pay the Agent any or all the following forms of compensation as may be applicable:

- A. FOR MANAGEMENT – a fee equal to TEN PERCENT ( 10% ) of all rent and other income from the premises, including any and all sums collectible under any leases, including but not limited to water and sewer charges, excess taxes or insurance. The minimum management fee shall be \$20.00 per month.
- B. FOR LEASING – THE SUM OF 75% OF THE REGULAR 1<sup>ST</sup> MONTHS RENT \* OR\* \$450.00 WHAT EVER IS GREATER SHALL BE PAID TO THE AGENT AS AN "ACQUISITION FEE." Should the tenant, for any reason, vacate the premises prior to one year after the commencement of any lease, the Agent will use every reasonable effort to secure another tenant. However there will be an additional acquisition fee.
- C. FOR RENEWALS – the sum of 25% of the monthly rental shall be paid to the agent as a renewal fee.
- D. LEASE CHARGES – late charges, uncollectible check charges, and application fees paid by tenants under any lease are the property of the Agent to offset the Agent's expenses in enforcing the respective lease provisions.
- E. FOR SALE TO TENANT – If a sale or exchange of the premises is effected to a tenant, or anyone acting on the tenant's behalf, a commission of Six Percent (6%) of the gross sales price or valuation will be paid to the Agent upon close of the transaction
- F. FOR MAINTENANCE AND REPAIRS: AGENT shall receive 15% of the amount of all repair and/or maintenance invoices as compensation for agent service.
- G. EARLY WITHDRAWAL FEE: Currently \$25.00 as set by MLS.

INITIALS \_\_\_\_\_

**5. INDEMNIFICATION**

The Owners shall save the Agent harmless from all suits for damages in connection with the proper management of the premises, and from liability insurance with the Agent designated as an additional insured.

**6. DUE AGENT AMOUNTS**

In the event that the Agent advances personal funds to make payment for expenses incurred on the Owner's behalf, and said funds are not reimbursed by the Owners, either by deduction from rents collected and/or payment by the Owners, then the Agent will be entitled to a fee of 1.5 % per month of the monies expended and not reimbursed within 15 days after written submission by the Agent to the Owner of the amount due.

**7. TERM OF AGREEMENT**

After an initial trial period of sixty days, during which time this Agreement is terminable by either party at will, this Agreement at the end of said term by giving to the other party written notice of termination at least sixty (60) days prior to the expiration of the then current term.

In the absence of said notice, this Agreement will renew itself automatically for an additional term of ONE YEAR and so on from YEAR TO YEAR until terminated by either party by written notice at least sixty (60) days prior to the expiration of the then current term.

In the event of any cancellation of this Agreement, the Agent is to receive the balance of any commissions due under this Agreement during the term of existing leases.

**8. VOLUNTARY CANCELLATION BY AGENT**

Notwithstanding any other provisions of this Agreement, the Agent may elect to cancel this Agreement upon the occurrence of any of the following circumstances:

- A. In the event of a bona fide sale or demolition of the premises.
- B. If a petition for bankruptcy is filed by either the Owners or the Agent, or if either shall make an assignment for the benefit of creditors or take advantage of any insolvency act.
- C. If the Owners shall fail to comply with any rule, order, determination, ordinance or law of any federal, state or local authority, relating to the operation of the premises.

Notice of voluntary cancellation by the Agent must be sent to the Owners in writing at least 30 days prior to cancellation.

**9. BINDING AUTHORITY**

This Agreement shall be binding upon the successors and assigns of the Agent, and the heirs, administrators, executors, successors and assigns of the Owners.

**10. The following fees shall apply:**

- \*75% of the 1<sup>st</sup> month's rent for placing tenant OR \$200.00 if Bouvette Properties is taking over the management of a property with a tenant in place.
- \*10% monthly management fee for the remaining months in that year
- \*25% Renewal Fee on the anniversary month if a tenant is renewing then will revert back to 10% for the remaining months in new lease
- \*15% Fee for Repairs managed by Bouvette Properties
- \*\$200 Repair Escrow if Bouvette Properties is managing repairs

IN WITNESS WHEREOF, the parties have set their hands and seals on the day and year first above written.

OWNER SIGNATURE \_\_\_\_\_

PRINT \_\_\_\_\_

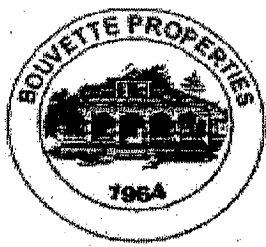
OWNER SIGNATURE \_\_\_\_\_

PRINT \_\_\_\_\_

**BOUVETTE PROPERTIES**

BY : \_\_\_\_\_

**ED BOUVETTE / BROKER/ OWNER**



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**Property Information  
Request Form**

There are some items that we would like to clarify up front for no confusion down the line. Please answer these questions to help us work with you and meet your individual needs.

<b>Pets</b> (\$200 minimum security deposit)	Yes	No
If yes will large dog with a higher security deposit be okay?	Yes	No

<b>Type of Pet</b>	Cat	Dog	Either
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**Section 8** - Yes No

**Home Owner Association Rules** Yes No (If yes please attach a copy)

**Additional Special Stipulations (Please include any appliances that may remain with the property):**

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**Address were we will be mailing any paperwork**

Name

Address

**\*\*If the property is going to be vacant at any point from October – April it MUST be winterized.**

**\*\*Proof of insurance is due at time of lease signing.**

Signature

Date





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**ACH Addendum Exhibit B**

**ACH Account Information  
Request Form**

This form is for the following properties:

(list multiple addresses individually, include full address of each):

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**This is for electronic deposit of funds to your account. The routing number may or may not be different from the one on your deposit slips. Please confirm the ACH routing number with your bank, then complete this info, send to us via email [candace@bpmetro.com](mailto:candace@bpmetro.com) or fax 678-479-0383.**

Bank Institution Name: \_\_\_\_\_

Customer Name on Account: \_\_\_\_\_

ACH Routing #: \_\_\_\_\_

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

Please be aware that any changes to your account must be updated with Bouvette Properties in writing within five business days. We are not responsible for any funds placed in the wrong account due to the information not being updated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	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 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.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see 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).

**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 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

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

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

## Owner Information

<b>Name</b> (1)	
(2)	
<b>LLC or Company Name</b>	
<b>Rental Property Address</b>	
<b>Mailing Address</b> Street Address 1	
Street Address 2	
City, State & Zip Code	
Country	
<b>Phone</b> (1)	Home -
(1)	Office -
(1)	Fax -
(1)	Mobile -
(2)	Home -
(2)	Office -
(2)	Fax -
(2)	Mobile -
<b>Email</b> (1)	
(2)	