

Del Val Realty & Property Management

Property Management Agreement Checklist

- Please read the entire agreement carefully and ask questions, if needed, and sign the bottom of page 6
- Review Section 16 (page 6) and let us know your desired initial rent amount, pet policy, yard maintenance and condominium fees, if applicable
- Review **Schedule A** (page 7) and add social security (or EIN number) and your mailing address
- Review **Schedule B** (page 8) and choose a property management plan
- Complete **Schedule C** (page 9) (Direct Deposit Form)
- Read about our **Owner Benefit Program** (page 10) and indicate if you would like to participate or you would like to “opt out” on Page 11.
- Include a check for \$175 to **Del Val Realty & Property Management**
- Provided us the following, if available
 - Rental and Business licenses;
 - Existing leases and addendums;
 - Tenant ledger with 12 months’ payment history and any outstanding amounts owed; and
 - Three (3) sets of keys.
- Complete via DocuSign or mail to us



Del Val Realty & Property Management
Residential Property Managers

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Del Val Realty & Property Management
49 E Lancaster Avenue
Suite 300
Malvern, PA 19355

Owner's Initials: _____ **Agent's Initials:** _____



EXCLUSIVE LISTING TO RENT AND MANAGE REAL PROPERTY

This is intended to be a Legally Binding Agreement. **READ IT CAREFULLY.**

THIS AGREEMENT TO RENT / MANAGE PROPERTY ("**Agreement**") by and between **OWNER** and **AGENT**.

1. **Appointment of AGENT**. OWNER hereby contracts with and appoints AGENT the **sole and exclusive** managing AGENT to rent, manage, and operate each Property indicated in Schedule A, upon the conditions, terms and compensation as set forth herein. This Agreement shall commence on the Commencement Date indicated on Schedule A. It is understood and agreed that the AGENT is the sole procuring cause of any lease that may be negotiated during this Agreement, even if said lease may have been negotiated either directly or indirectly by the OWNER.

2. **Acceptance of Appointment**. AGENT hereby accepts appointment as set forth in Paragraph 1 and agrees to use their **best efforts** to perform all services for the renting, care, protection, maintenance, and operation of the Property, including the following:
 - a) **ADVERTISING**: Placement of electronic advertisements promoting the availability for rental.

 - b) **LEASES**: AGENT shall use his **best efforts** to keep the Property rented by procuring tenants for the Property and negotiating and executing on behalf of OWNER all leases for the Property. The AGENT shall have the sole responsibility for establishing the terms and conditions for all leases, including but not limited to approving applications, establishing rents, deposits, other fees, and lease terms and conditions. AGENT is not required to present all offers to lease.

 - c) **TENANT DEPOSITS**: AGENT shall establish, collect, hold, and disburse tenant security deposit(s) on behalf of the OWNER in accordance with the Landlord-Tenant Act of the Commonwealth of Pennsylvania and any applicable local laws, regulations, or ordinances. AGENT may also offer tenants an alternative to traditional security deposits as provided by Obilgo.com or similar service via our **ZeroDeposit Program**.

 - d) **RENT COLLECTIONS**: Collect and monitor rental payments by tenants, provided that nothing herein shall constitute a guaranty by AGENT for the payment of rent by tenants. AGENT shall promptly advise OWNER of any delinquency in the payment of rent or of any other default by tenant under the terms of the lease and consult with OWNER regarding the appropriate action to be taken.

 - e) **MONTHLY REPORTS**: Provide monthly reports listing of all income and expenses, together with necessary documentation for tax purposes. Copies of all bills will be available via our property management software.

 - f) **REVIEWS**: Visit the Property periodically in order to determine that the Property is in good order.

 - g) **MAINTENANCE**: AGENT will perform, coordinate, and facilitate all maintenance service requests from tenants where we use a combination of a related party maintenance company called Del Val Maintenance, LLC and a variety of screened independent contractors that give OWNER and OWNER'S property both quality work at reasonable prices and quick turnaround. The AGENT will not spend more than the **Authorized Repair Limit** of \$500 for any repair, maintenance item, or alterations without consent from OWNER, unless the repair is deemed required by AGENT for any life safety issue.

Owner's Initials: _____ **Agent's Initials:** _____



- h) **LAWS & REGULATIONS:** Comply with the spirit and the letter of all laws, regulations and public programs regarding equal housing.
- i) **AGENT'S ROLE:** AGENT is acting as OWNER's Agent, as described in the Consumer Notice. AGENT's rental agents, salespeople, employees, owners are acting as Agents only and will not be legally responsible for damages or repairs to the Property, fines or penalties related to the property, or for a tenant's failure to meet the terms of a lease.

3. OWNER's Responsibilities.

- a) **FUNDS ON ACCOUNT:** OWNER will maintain Funds on Account in the AGENT's account as indicated in Schedule A. AGENT has authority to withdraw such funds to pay AGENT's fee, repairs, utility costs and other property charges against the fund. The OWNER will deposit sums as necessary to maintain the Funds on Account as agreed within 10 days of being requested to do so by AGENT. If OWNER does not deposit funds requested within 10 days, AGENT shall charge OWNER a fee equal to 2% of the outstanding balance each month such funds are negative. **Excess funds will be electronically transferred to OWNER on or about the 10th and 20th of each month.**
- b) **EXISTING TENANTS:** For existing tenants, OWNER will provide AGENT with a copy of any lease, a set of keys to the Property, and will notify the tenant that AGENT is authorized to act on behalf of the OWNER.
- c) **INSURANCE:** OWNER assumes all responsibility for obtaining and maintaining all Property and casualty insurance. **OWNER agrees to maintain a Landlord Insurance Policy on the Property, including public liability insurance of at least \$500,000 and will name AGENT as an additional insured.**
- d) **HOLD HARMLESS:** OWNER agrees to hold harmless, indemnify and defend AGENT from all **suits, damages, claims of any nature or any kind arising in connection with AGENT's management of the Property or OWNER's ownership and from any liability for injuries suffered by any person while in the Property or on the premises upon which the Property is located.**
- e) **RENTAL LICENSES:** OWNER is required to provide AGENT with copy of current and future rental and business licenses, if required by your local township or city.
- f) **SMOKE AND CO DETECTORS:** Pennsylvania law requires smoke and carbon monoxide detectors be installed in all rental properties. These devices will be checked, and fresh batteries installed, or devices replaced, each time a new tenant occupies the property, at the OWNER's expense.
- g) **LOCKS:** Locks will be rekeyed each time a new tenant occupies the property, at the OWNER's expense.
- h) **NORMAL WEAR AND TEAR:** The OWNER understands that some "wear and tear" expenses will occur and that these costs cannot be charged to a Tenant and OWNER will incur these expenses. Upon renting, the law recognizes the property as a business and requires OWNER to expect some expenses for cleaning and maintenance as "normal wear and tear" while operating a rental property.
- i) **SERVICE ANIMALS:** OWNER understands that state and federal law govern "service animals" and "emotional

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support animals” and these animals are NOT legally considered pets, and therefore pet policies do not apply.

- j) **PEST SERVICES:** OWNER is responsible for pest service for the first thirty (30) days of all new leases and tenants are solely responsible for all pest removal following the first thirty (30) days.
- k) **ATTORNEYS:** AGENT shall have the authority to hire attorneys and collection agencies at OWNER's expense to protect the interest of the OWNER.

4. **Compensation.** AGENT shall be compensated upon the following basis:

- a) **LEASING:** OWNER shall pay AGENT a **Leasing Fee** as indicated on Schedule B for each new lease procured by AGENT. The Leasing Fee is to be paid upon receipt of funds from the Tenant. If the OWNER provides a Tenant to AGENT for qualification and subsequent lease, the Leasing Fee paid by the OWNER will be fifty percent (50%) of the **Leasing Fee**. There is no Leasing Fee if an existing Tenant is in place when AGENT assumes management responsibilities.

12 Month Lease Guarantee – Under the **Platinum and Gold Plan**, Del Val will guarantee that if any tenant we place in your property leaves during the first 12 months, AGENT will market and find a new tenant at no charge! (Not available with the “Silver - Lease Only” Plan)

- b) **LEASE RENEWAL:** OWNER shall pay AGENT a **Lease Renewal Fee** as indicated on Schedule B for each negotiation and renewal of an existing lease. If OWNER does not want AGENT to perform a lease renewal, OWNER must notify AGENT in writing at least 120 days prior to lease expiration date.
- c) **MANAGEMENT:** OWNER shall pay AGENT a **Monthly Management Fee** as indicated in Schedule B. In addition, **HALF** of all late fees and **ALL** returned check charges, NTQ charges and other administrative charges payable by Tenant. First funds collected from tenant each month shall be applied towards all late fees, returned check charges, NTQ charges and other administrative charges and lastly to rent. If tenants do not pay these fees, AGENT may deduct these fees from Tenant’s security deposit.
- d) **SALE TO EXISTING TENANT:** If AGENT places a Tenant and the Tenant buys the Property during the term of this agreement, or within 12 months after its termination, AGENT shall receive an **Existing Tenant Sales Fee** equal to four and half percent (4.5%) of the gross sale price or \$4,000, whichever is greater.
- e) **SALE OF PROPERTY:** AGENT is available to sell the Property for OWNER; however, OWNER may list the Property for sale “by owner” or with another broker. OWNER does, however, agree to refrain from listing, advertising, or marketing the Property for sale during the term of this Agreement without notifying AGENT in writing at least 30 days in advance. If the OWNER sells their property during the term of this Agreement, OWNER is responsible for turning off, or canceling, all utility or other service contracts performed at the property.
- f) **MAINTENANCE FEE:** If OWNER requires any maintenance, construction or remodeling of the Property and AGENT is responsible for supervising bidding, completion and/or inspection of such work, then AGENT's compensation shall be reasonable and customary charges for work of this nature.
- g) **CODE:** If OWNER requires AGENT to negotiate with any government authority regarding Property taxes, code violations, or other legal matters, OWNER shall pay AGENT at an hourly rate of \$100.00 per hour.

Owner’s Initials: _____ Agent’s Initials: _____



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- h) **EVICTION COORDINATION FEE:** If OWNER requires AGENT to assist and participate in an eviction filing and hearing including time to file, prepare for and participate in court hearings, OWNER shall pay AGENT at an **Eviction Coordination Fee** of \$1,000.00 in the City of Philadelphia or \$690.00 outside of Philadelphia. This does not include time to attend and/or prepare for any appeals or further court action past the initial landlord Tenant action which will be billed at \$100.00 per hour.

- i) **HOME WARRANTY:** If OWNER requires AGENT to negotiate with any home warranty program, OWNER shall pay AGENT at an hourly rate of \$100.00 per hour.

- j) **NEW ACCOUNT SETUP FEE:** OWNER shall pay a one-time \$175 new account set up fee upon becoming a new client of AGENT.

- k) **MISCELLANEOUS:** OWNER shall **pay \$5.00 per month** to cover administrative cost including charges for wire transfers to owner and from the tenant(s), fax charges, photocopy, and other minor administrative costs.

- l) **AGENT NOT REQUIRED TO ADVANCE FUNDS:** AGENT shall have no obligation to advance funds to the OWNER for any purpose whatsoever. Any funds advanced to the OWNER by AGENT shall be repaid to AGENT immediately from the OWNER's funds. Any sums due AGENT under any provision of this Agreement, and not paid within 10 days after such sums have become due, shall bear interest at the rate of 2.0% per month.

5. Terms of Agreement:

Gold Plan

If OWNER selects the **Gold Plan**, this Agreement continues in effect until the AGENT terminates the Agreement upon thirty (30) days written notice to the OWNER or the OWNER terminates the Agreement by thirty (30) days written notice to the AGENT.

Better Than 100% Guarantee -- *Notwithstanding the above, if the OWNER terminates within the first ninety (90) days for any reason all Monthly Management Fees earned will be returned to OWNER plus an additional \$500.*

Platinum Plan

If OWNER selects the **Platinum Plan**, the Agreement shall begin as of the date on Schedule A (part 3) and remain in effect for a period of one (1) year. Thereafter, this Agreement shall continue in effect until the AGENT terminates the Agreement upon thirty (30) days written notice to the OWNER or the OWNER terminates the Agreement by thirty (30) days written notice to the AGENT.

Owner's Initials: _____ **Agent's Initials:** _____



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The parties understand and agree that the AGENT may withhold funds for thirty 30 days after the end of the month in which the Agreement is terminated to pay bills previously incurred but not yet invoiced and to close accounts, and to provide accounting of the bills and accounts to the OWNER. Any outstanding balances shall remain the liability of the OWNER(s) and OWNER(s) duty to pay any such expenses shall survive termination of this Agreement.

This Agreement may be terminated by AGENT upon 48 hours' notice to OWNER if, in AGENT's sole judgment, OWNER fails to keep the Property in a habitable condition as required under any law or governmental rule, or in AGENT's sole opinion, or OWNER attempts to unlawfully discriminate or the Property condition or use violates applicable law.

6. **Dispute Resolution and Attorney's Fees.** If a dispute arises out of this Agreement, both parties will meet to resolve it and if an agreement is not reached at this meeting, a party may employ the American Arbitration Association, or any other arbitration panel mutually agreed upon by the parties, to arbitrate the dispute. The results of this arbitration are binding upon both parties and the arbitrator is authorized to file the decision in the applicable court of jurisdiction. The arbitrator is to award reasonable attorney's fees and costs to the prevailing party.
7. **Dual Agency.** OWNER agrees that AGENT may also represent the tenant/buyer(s) of the Property. AGENT is a DUAL AGENT when representing both OWNER and the tenant/buyer in the lease or sale of a Property.
8. **Financial Institution Deposit.** Funds under AGENT's control which are requested by OWNER to be sent directly to a financial institution must provide their bank routing and account number.
9. **Notice.** All notices should be sent to the OWNER at the OWNER's Notice Address indicated on Schedule A and to the AGENT at the AGENT's Notice Address indicated on Schedule A. Either party may notify the other in writing of any changes in this notice address. All terms and conditions of this agreement are subject to change by AGENT, with a 30-day notice to OWNER.
10. **Authorized.** OWNER warrants that OWNER is the sole OWNER of the Property or has authority to execute this Agreement on behalf of any co-OWNER and that the Property is not subject to legal proceedings for foreclosure. Any individual OWNER shall have the authority to hereafter take action and enter into further agreements with AGENT on behalf of all other CO-OWNER's.
11. **Assignments.** AGENT may assign its rights and delegate its duties under this agreement without OWNER'S consent, provided that the assignee agrees to assume and perform each and every covenant and term of this agreement applicable to AGENT.
12. **Entire Agreement.** This Agreement, together with any written and signed addenda or exhibits attached hereto, constitutes the entire Agreement between the parties. Any changes or modifications must be in writing and signed by the parties. This Agreement shall be binding upon the parties, their heirs, administrators, executors, and successors and assigns. Any provision of this Agreement found to be invalid or in violation of any statute, rule, regulation or common law shall be considered canceled, with the remaining provisions remaining valid and in effect.
13. **Self-Showings.** Traditionally when a prospective tenant wants to see a property, they call the property manager or landlord and schedule an in-person showing. This often requires a lot of back-and-forth communication and leaves the prospective tenant frustrated that they cannot see the property when it fits their schedule. To solve this problem, the AGENT may use technology that allows prospective tenants to tour the property on their own and at their own convenience without a leasing agent in attendance.
14. **Termination.** If this Agreement terminates before, at the same time, or within 60 days after an expiring tenant lease agreement, OWNER shall be responsible for completing the security deposit disposition to the tenant or ex-tenant. All funds shall be distributed to OWNER within 60 days of the termination date.
15. **Addendum's Attached:**
 - a) Schedule A - The Parties/OWNER Funds/Commencement Date
 - b) Schedule B – Management Plans
 - c) Schedule C – Direct Deposit Agreement Form
 - d) Schedule D – Eviction Protection Program (EPP)
 - e) Schedule E – Home Warranty Account Information
 - f) Schedule F – Property and Utilities Information

Owner's Initials: _____ **Agent's Initials:** _____



16. Additional Terms. The following additional terms are included:

a) Initial Monthly Rent: _____

b) Pets: YES NO (Select one)

c) Yard Maintenance: Tenant Responsibility Hire Professional (Select one)

d) Condo Move-In and/or Move-Out Fee (**Please note if nothing is indicated we will assume Owner Pays all Fees**)

1) **Move-In** Fee Amount \$_____ Who Pays this Fee (mark with X) ___ Owner ___ Tenant

2) **Move-Out** Fee Amount \$_____ Who Pays this Fee (mark with X) ___ Owner ___ Tenant

IN WITNESS WHEREOF, the parties hereto hereby execute this Agreement on the date first above written.

By: _____ OWNER

By: _____ OWNER

By: _____ AGENT

Owner's Initials: _____ **Agent's Initials:** _____



Schedule A – The Parties/OWNER Funds/Commencement Date

This Schedule A forms part of the **Agreement** entered between **OWNER** and **AGENT**.

1. Parties

a) **AGENT:** Alin Bilc Tel: 610-308-8458 Email: abilc@delvalproperty.com

Del Val Realty & Property Management
49 E Lancaster Avenue, Suite 300
Malvern, Pa 19355

b) **OWNER:**

OWNER's Name: _____ Entity name: _____

OWNER's Notice (mailing) Address: _____

Phone: _____

Email: _____

Rental Address(es): _____

2. OWNER Funds:

Minimum Funds on Account: \$500 (Para. 3a) _____

3. Commencement Date: On or about: 1st 2023

**** Please note this is the start date the Agent will begin billing OWNER ****

Owner's Initials: _____ Agent's Initials: _____



Schedule B – Management Plans

Please Check One:

Silver Plan – “Lease Only” Plan

- **Leasing Fee:** One month's rent or \$750, whichever is greater, for each 12-month lease

Gold Plan – “FULL Service” Monthly Management Plan

(Recommended rent price range is \$750 to \$2000)

- **Monthly Management Fee:** Seven and a half Percent (7.5%) of gross monthly rents collected or \$100, whichever is greater
- **Leasing Fee:** One month's rent or \$750, whichever is greater, for each 12-month lease
- **Lease Renewal Fee:** \$250 (only paid if we participate in a new lease – not applicable if lease automatically rolls over to a month-to-month situation)
- **New Account Set Up Fee:** \$175 one-time fee for new clients
- **Section 8 Set-up fee:** \$125 for each section 8 tenant we onboard
- **Miscellaneous Fee:** \$5.00/Month
- **Del Val Guarantees**
 - Our 90 day Better than 100% Guarantee
 - Our 12 Month Lease Guarantee
 - Our 100% satisfaction Monthly Agreement

Platinum Plan – “All Inclusive” Annual Management Plan

(Recommended rent price range is \$2000 and above)

- **Monthly Management Fee:** Twelve and half Percent (12.5%) of gross monthly rents collected or \$100, whichever is greater
- **Leasing Fee:** Fifty percent (50%) of one month's rent or \$750, whichever is greater, for each 12-month lease
- **Lease Renewal Fee:** Included at no cost
- **New Account Set Up Fee:** Included at no cost
- **Section 8 Set-up fee:** Included at no cost
- **Miscellaneous Fee:** Included at no cost

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- **Eviction Protection Plan:** Included at no cost
- The “All Inclusive” plan does require a twelve-month commitment from the commencement date
- **Del Val Guarantees**
 - Our 90 day Better than 100% Guarantee
 - Our 12 Month Lease Guarantee
- The **Platinum Plan** also includes our **Owner Benefit Package** - \$49.50 value per month

Owner's Initials: _____ **Agent's Initials:** _____



Authorization Agreement

I hereby authorize Del Val Realty & Property Management to initiate automatic deposits to my account at the financial institution named below.

Further, I agree not to hold Del Val responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Del Val receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Checking Savings

Account Number: _____

Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Schedule C - Direct Deposit Agreement Form

Owner's Initials: _____ **Agent's Initials:** _____



Del Val Realty & Property Management Residential Property Managers

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	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.
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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.	
	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.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<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	Exempt payee code (if any) _____
	<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>	Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	5 Address (number, street, and apt. or suite no.) See instructions.	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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																						
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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 ▶ _____
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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-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.

Owner's Initials: _____ Agent's Initials: _____



Del Val Realty & Property Management
Residential Property Managers

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Owner's Initials: _____ **Agent's Initials:** _____

Owner Benefit Package™



\$49.50 / Mo Per Unit

Enrollment in Rent Advance™

Receive up to **12 months of rent payments upfront** on qualifying leases. Rent Advance gives you **CASH-IN-HAND** while completely removing the risk of resident non-payment.



Protected Rental Income

Receive up to **2 months** of rental payments. Protect your rental income from renters that default on their rent payments.



Eviction Protection

Receive up to **\$1,000** towards the legal and court costs of an eviction when the tenant is screened and approved by Del Val Realty and Property Management..



Pet Protection

Receive up to **\$1,000** towards any damage caused by an approved pet that exceeds the cost of the security and pet deposits.
Coverage excludes pet damage caused by any Service Animal per the Fair Housing Guidelines.



Real-Time Alerts on Rental Housing Legislation

As new legislation is proposed, Del Val will keep you updated on how the proposed bill affects your rental investment.

(State & Federal Jurisdictions)



Market and Asset Level Rental Reporting

Property owners receive a quarterly rental analysis highlighting **rental & property values for each asset**. Our report provides key details on how your asset compares to other similar properties in your market.



Have Questions? Contact us at mlautensack@delvalproperty.com for More Information

Owner's Initials: _____ Agent's Initials: _____



Owner Benefit Package™ Opt-Out Details

Please click the link below to **opt-out of the Owner Benefit Package™** offered by Del Val Realty and Property Management.

By electing to opt-out of this package I understand that I will not have access to the following product offerings included in the Owner Benefit Package.

- **Enrollment in Rent Advance™**
- **2 Months of Protected Rental Income**
- **Rental Analysis Reporting**
- **Real-Time Legislative Updates**
- **Eviction Protection**
- **Pet Protection**

[Click Here To Opt-Out](#)

Disclaimer: By not electing to opt-out of the Owner Benefit Package your rental units will be automatically enrolled in the services offered above. An additional **\$49.50 per month** will be added to your management fee. Your decision to not submit this opt-out hereby authorizes Property Manager and its service providers or their affiliates, if applicable, to act as a limited attorney-in-fact for the sole purpose to purchase or determine qualification for rent default insurance on your behalf for your rental units and to receive any documentation from the insurer for this coverage. Additionally, Property Manager, its service providers or their affiliates, if applicable, will be authorized to provide such insurer or its agent any information about you, the leases, and your tenants, as required by the insurer to establish eligibility for insurance coverage. You may elect to opt-out of the Owner Benefit Package within the first sixty (60) days of enrollment. If this form is not signed and returned within sixty (60) days, your rental unit(s) will remain enrolled for the duration of the existing lease associated with that unit.

Del Val Realty and Property Management - 49 E Lancaster Ave Suite 300, Malvern, PA 19355

Please Check One:

Yes, I want the OBP Plan and all its benefits

No, I will opt-out for now but may reconsider down the road

Owner's Initials: _____ **Agent's Initials:** _____



Schedule F – Property and Utilities Information

Building/ Unit info:

Single/ Multi Fam: _____

Unit: _____ Beds /Bath: _____ Monthly rent: _____ Balance due: \$ _____ Vacancy(Y/N): _____
Unit: _____ Beds /Bath: _____ Monthly rent: _____ Balance due: \$ _____ Vacancy(Y/N): _____
Unit: _____ Beds /Bath: _____ Monthly rent: _____ Balance due: \$ _____ Vacancy(Y/N): _____

Section 8: Accepting Sect 8: Yes _____ No _____ Existing Tenant’s portion: \$ _____ HA Portion: \$ _____

PHA Specific Docs: Copy of the Deed: _____ EIN Letter if commercially owned: _____ If Privately owned
copy of SSC card: _____ Copy of Photo ID (Deeded owner): _____ Articles of INC if commercially owned: _____

Keys/Access: Lock box code: _____ Location: _____ Door keypad code: _____ Garage Remote controls:
_____ Mailbox keys & number: _____ # _____

Utilities responsibility: Utilities on/off: _____ Electricity: _____ Provider: _____ Gas: _____
Provider: _____ Water: _____ Provider: _____ Heating: _____ Cooling: _____ Hot Water: _____
Sewer: _____ Landscaping: _____ Snow removal: _____ Trash: _____ Provider: _____

Appliances: Dishwasher _____ Refrigerator: _____ Stove: _____ Microwave: _____ Disposal _____ Washer/Dryer _____

Move in Condition & Readiness: Date available: _____ Unit Turn/Renovations: _____ Completion date: _____

License & Documents required (if applicable):

Rental License: _____ Lead Certificate (Philadelphia only): _____

Certificate of Suitability (Phila only): _____

HOA/COA required Documents (if applicable):

Bylaws: _____ Rules & Regulations: _____ Management Co. contact info: _____

Additional amenities: Pool: _____ Playground: _____ Fitness Center: _____ Other: _____

Owner’s Initials: _____ **Agent’s Initials:** _____