

# Marketing Agreement

We get it, sometimes life happens, and plans change. The problem is that you signed a lease for your place and that is a binding contract between you and the landlord. You, just like the Landlord, is obligated to the terms of that contract until it ends. This is a protection for both parties, so no one can change the agreed to terms until it expires. Good news! We have an option for you to hire us to find a replacement to take over your lease.

## Here is how the process works:

**STEP 1:** Complete the Marketing Agreement with the date you are looking to be vacated and the home move-in ready.

**STEP 2:** Pay the 1<sup>st</sup> half (\$367.50) of the marketing agreement fee (\$735 total).

**STEP 3:** Once vacated, make sure the home is in full "Rent Ready" condition. Follow the provided Move-Out Cleaning Checklist.

**STEP 4:** Schedule an inspection with Pinnacle Repair and Remodeling, LLC to assure the rental is move in ready. Inspections are only scheduled during office hours.

**STEP 5:** If additional work is needed, hire Pinnacle Repair and Remodeling or you can handle items yourself. Have final walk through to assure it is "Rent Ready".

**STEP 6:** Candlewood takes over and does all the following on your behalf only after Pinnacle has confirmed it is ready:

- Advertise the property
- Handle all communications with prospects
- Schedule and conduct showings with prospects
- Collect applications and supporting docs.
- Screens applicants to assure they qualify.  
(This is a fair housing requirement)
- Create and sign the proper legal lease documents.

**STEP 7:** If/when a new lease is signed, pay 2<sup>nd</sup> half of the fee (\$367.50). Deposit will be returned to a provided forwarding address and tenants would no longer be responsible.

*Please review the entire marketing agreement for all information.*

### Additional Info:

**IMPORTANT:** You remain responsible for the following until a new lease has commenced:

- Pay rent & utilities
- Snow removal
- Lawn care
- Regular rental home checks especially in Nov. - March

**Guarantees:** There are many factors that go into locating a qualified renter such as market conditions, time of year, condition of property, and terms of a lease. Candlewood makes no guarantees to the ability to obtain a qualified renter for the property within a certain time period.

**Have information available:** Give potential applicants the opportunity to review the full lease before they apply so they understand the terms.

### Screening Criteria:

\*Good Rental History (Past 5 Years) \*Criminal Screening (Past 5 Years)  
\*No Evictions (Past 5 Years)  
\*No Sex Offenders  
\*Combined Monthly Income Equal To 3 Times the Rent Amount  
\*Equifax Vantagescore 4.0 Credit Score of 650 or Greater (575-649 may be approved with a guarantor or additional deposit)

**Candlewood**  
**Property Management, LLC**

Updated 02/18/2026



# MARKETING AGREEMENT

**1. PARTIES/PROPERTY** This agreement is for the marketing and placement of a tenant at the property located at \_\_\_\_\_ wish to retain the services of Candlewood Property Management, LLC (hereafter "Candlewood") exclusively to handle this task.

**2. UNPAID RENT/OUTSTANDING BALANCE** Prior to starting the marketing agreement process, we require that any unpaid rent or outstanding balances be brought current. If you are unable to bring the balance current immediately, an agreed upon payment arrangement must be in place.

**3. SERVICES INCLUDE** As part of this agreement, Candlewood will complete the following tasks:

- Advertising the property on our website and various other apartment listing websites
- Advertising of the property on one or more social media platforms
- Placement of "For Rent" signage at the property (if possible, depending on time of year)
- Handle in-person, online, phone, email and social media inquiries on the property
- Schedule and conduct property tours with potential renters
- Screen applicants based on our standard renter criteria (see below)
- Create and execute the proper legal lease documents

**4. SCREENING/APPROVAL** We at Candlewood make it a priority to abide by all Fair Housing, ADA, Federal, State and Local laws. By hiring Candlewood to locate a tenant you are agreeing to our screening criteria below listed. Additionally, you agree that Candlewood will have the sole determination of approving or denying applicants.

- Income verification (3x the monthly rental amount)
- Credit Score (Must be 650 or greater. 575-649 Approved conditionally with a qualified guarantor or additional deposit.)
- No convictions for crimes against persons or property in the past 5 years.
- No drug manufacturing or distribution convictions in the past 5 years.
- No sex offenders (no time limit)

**5. SERVICES NOT INCLUDED** This agreement does NOT include Candlewood Property Management, LLC conducting showings outside of our regular service hours, paying for additional marketing requested by the tenant, completing maintenance repairs, or any other tasks not expressly stated above.

**6. PRICING** \_\_\_\_\_ agrees that Candlewood is the only company/person allowed to market and advertise the property. The marketing placement fee in the amount of \$735 is due in two installments. 50% upon execution of this agreement and the 50% balance upon locating a qualified renter. This fee is non-refundable. This fee will not be removed from the security deposit.

**7. GUARANTEES** There are many factors that go into locating a qualified renter such as market conditions, time of year, condition of property, and terms of a lease. Candlewood makes no guarantees to the ability to obtain a qualified renter for the property within a certain time period.

**8. PROPERTY INFORMATION**

ADDRESS: \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_

LEASE END DATE: \_\_\_\_\_ RENT AMOUNT: \_\_\_\_\_

**9. RENT READY CONDITION** *Prior to starting any marketing services*, the property must be in full “Rent Ready” condition. This includes completion of all maintenance repairs and cleaning for the next tenant, professional carpet cleaning (machine rentals are not accepted; receipt required), and painting as needed.

Tenants must schedule and complete an inspection with Pinnacle Repair and Remodeling to confirm the rental home is move-in ready (see the provided move-out cleaning checklist). Inspections are conducted during office hours, and attendance is encouraged.

Following the inspection, Pinnacle Repair and Remodeling will email the tenant(s) a summary of required items and an itemized cost to complete the work. Tenants may complete the work themselves or hire Pinnacle Repair and Remodeling. If you hire Pinnacle, payment in full is required before work begins.

A final inspection will follow. If required items remain outstanding at that time, tenants authorize Pinnacle Repair and Remodeling to complete the work at the tenant’s expense.

All keys (including entrance, mailbox, and garage), garage remotes, and parking passes must be returned at the time of the initial inspection with Pinnacle Repair and Remodeling to avoid re-keying or replacement charges billed to the tenant.

A lockbox will then be installed on the property for future access, as tenants remain responsible for the premises until the new lease commences. If the property requires a parking permit, the permit will be left inside the home for tenant access when checking on it.

Once the property passes inspection and is confirmed move-in ready, tenants are strongly encouraged not to occupy the rental home while marketing is underway to avoid additional cleaning or related charges.

**10. CHANGES TO THE LISTING INFORMATION** Tenant agrees to notify Candlewood immediately in writing if any of the terms or conditions of leasing the property change. This includes, but is not limited to, changes of rent amount and/or availability date. Tenant understands that changes cannot be made once an applicant has been approved and a lease signing is in progress or completed.

**11. IMPORTANT:** You will remain responsible for all monthly payments and for all utility payments required under your lease until a new lease has officially commenced. If applicable, snow removal and/or lawn care would remain the tenant’s responsibility

During the months of November 1<sup>st</sup> – March 31<sup>st</sup>, tenants must regularly monitor the property and ensure the thermostat is maintained at no lower than 68°F to help prevent frozen pipes and related damage.

**12. NOTIFICATION PREFERENCES:** Please indicate your preference below regarding notifications while the rental home is vacant and being marketed:

Yes, I would like to receive advance notice of all showings, inspections, maintenance visits, and other authorized access to the unit.

No, I do not require advance notice of showings, inspections, maintenance visits, or other authorized access.

**13. ACCEPTANCE** The undersigned parties fully agree to the terms and conditions listed above and authorize Candlewood to start marketing agreement services.

TENANT: \_\_\_\_\_

DATE: \_\_\_\_\_

LANDLORD/AGENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**Forwarding Addresses:** Please provide your forwarding address below

TENANT 1: \_\_\_\_\_

TENANT 2: \_\_\_\_\_

TENANT 3: \_\_\_\_\_

TENANT 4: \_\_\_\_\_

TENANT 5: \_\_\_\_\_

TENANT 6: \_\_\_\_\_



Since you are moving out before your lease ends it is expected you will make your place move-in ready. To be consistent with our process "turning" the place over for the next tenant just as Management would be doing, we have provided a cleaning list. Also, listed below are some of the items that often get missed, but do need to be taken care of to complete the turnover process:

- ✓ Nails removed and holes filled
- ✓ Paint
- ✓ Carpets professionally cleaned by a company, not a machine rental as well as receipt provided
- ✓ Blinds- if broken must be replaced and installed
- ✓ Window Screens- no tears
- ✓ Sink drain strainers present
- ✓ Drains cleared

**Candlewood's suggested vendors**

Carpet cleaning – PuroClean - 3288 Church St, Stevens Point, WI 54481 (715-321-2526)

Painting- Adam Roberts Painting (715-345-2197)



# MOVE-OUT CLEANING CHECKLIST

As part of the marketing agreement, you are responsible to make sure the property is 100% ready for the next occupant. Please fully complete this list upon

## LIVING ROOM/ENTRY

- Clean Windows & Sills
- Wipe Down Door
- Clean Blinds
- Vacuum Floors
- Clean Light Fixtures
- Clean Any Cobwebs from Walls/Ceiling

## KITCHEN

- Clean Stove
- Clean Range Top
- Clean Range Hood
- Clean/Replace Drip Pans
- Pull Out Stove and Clean Behind
- Clean Fridge
- Clean Freezer
- Pull Out Fridge & Clean Behind
- Wipe Out All Cabinets & Drawers
- Clean Windows & Sills
- Clean Blinds
- Clean Sink
- Clean Counter Tops
- Wash Floors
- Clean Light Fixtures
- Clean Any Cobwebs from Walls/Ceiling

## BATHROOM

- Clean Sink
- Clean Bathtub & Fixtures
- Clean Toilet
- Wipe Out All Cabinets & Drawers
- Wash Floors
- Clean Light Fixtures
- Clean Exhaust Fan
- Clean Any Cobwebs from Walls/Ceiling

## MISCELLANEOUS

- Have Carpets Professionally Cleaned (Must be cleaned by professionals, not a machine rental. Provide receipt)
- Touch Up Paint Walls as Needed
- Keys Returned (apt, mailbox, garage remote, parking pass)

## BEDROOMS

- Clean Windows & Sills
- Wipe Down Door
- Clean Blinds
- Vacuum Floors
- Clean Light Fixtures
- Clean Any Cobwebs from Walls/Ceiling

## EXTERIOR

- Wipe Down Entry Door
- Sweep Off Entry
- Clean Any Cobwebs from Walls
- Remove Satellite Dish, Post, Wiring (if Applicable)
- Remove Garbage – *All garbage must fit in garbage cans. Large items/furniture must be hauled to the landfill. It will not be picked up.*
- Clean Patio Doors/Tracks
- Clean Garage/Storage Unit

### Are There Any Maintenance Issues?

---



---



---



---



---

### What Is Your New Address?

---



---



---

If You Have Any Unwanted, Unopened Canned or Dry Foods Please leave them on the kitchen counter by the sink. We will donate them to the local food pantry to help those less fortunate. Thank you!