

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 1st 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 and attend 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 2nd 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 must continue to pay rent & utilities until the assignment of lease has commenced. If applicable, snow removal and/or lawn care would remain the tenant's responsibility.

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
- *Beacon 5.0 Credit Score of 650 or Greater (575-649 may be approved with a guarantor or additional deposit)

Candlewood
Property Management, LLC



PLACEMENT & 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 their 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 below listed screening criteria. 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 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.

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 is expected to be in a full “Rent Ready” condition. This standard includes maintenance repairs and cleaning to be completed for the next tenant as well as carpets cleaned (must be cleaned by professionals, not a machine rental. Provide receipt). Painting (as needed) will also be required. Schedule, attend, and complete an inspection with Pinnacle Repair and Remodeling to assure the rental is move-in ready (see move-out cleaning checklist provided). Inspections are only scheduled during office hours. Inspections must be attended in person. If items are found that are not up to our standards, you will have the opportunity to resolve them or hire Pinnacle Repair and Remodeling. While it is highly encouraged, if you are not able to attend, photos and the items that need to be completed will be provided with an invoice for hiring Pinnacle Repair and Remodeling to complete the work. There would be one final inspection after that. After that time, if there are still issues that need to be taken care of, tenants authorize Pinnacle Repair and Remodeling to complete them at the tenant’s expense. The bill for having Pinnacle Repair and Remodeling do any work would need to be paid before advertising begins.

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 must continue to pay rent & utilities until a new lease has commenced. If applicable, snow removal and/or lawn care would remain the tenant’s responsibility.

12. ACCEPTANCE The undersigned parties fully agree to the terms and conditions listed above and authorize Candlewood to start marketing a placement services.

TENANT: _____

DATE: _____

TENANT: _____

DATE: _____

TENANT: _____

DATE: _____

TENANT: _____

DATE: _____

TENANT: _____

DATE: _____

TENANT: _____

DATE: _____

CANDLEWOOD: _____

DATE: _____

Forwarding Addresses: Please provide your forwarding address

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 getting out of your lease you are responsible to make sure the property is 100% ready for the next occupant. Please fully complete this list upon move out.

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!