



Thank you for your interest in our Rent Only Program! You will find enclosed a leasing package for the Littleton Real Estate Company. LREC is one of the south metro's most successful residential management companies. We believe, after review of the enclosed information you will select LREC as your property management firm. Please call us at 303-730-8170 to schedule an appointment to view your home and finalize rental rates one (1) month prior to moving.

We have been in the management business since 1984. We maintain that our knowledge of property management, skills with tenants, attention to detail in accounting, and communication with our clients is the finest in professional management.

Our Rent Only Program is designed to find you a qualified tenant in the least amount of time. The enclosed agreement is designed to authorize us to market your property, qualify applicants, and execute a Rental Agreement. Our fee of ½ (half) of one month's rental rate is due prior to the signing of a Rental Agreement.

Once we begin working with your account, you will have an opportunity to meet our staff. Our current Property Manager for Rent Only contracts is Stephanie Carrera. Once a contract is signed she will contact you to preview the property and place signs and lockboxes. Stephanie will keep you informed regarding marketing and showings weekly.

Rental rates that may have been suggested will be finalized as we preview your property and compare the property to others in the area. We will advise you on any necessary adjustments to effectively market the property.

Please look over the enclosed contract, call if you have any questions, or fill in the necessary information and return to our office. You will need to include phone numbers and contact information for current tenants if we are showing while the unit is still occupied. We will give any tenant a 24 hour notice prior to any showings. To open your account, please include \$500.00 for advertising in the Denver Newspaper and Rentals.com. Any money not spent on advertising will be reimbursed to the unit owner at the termination of the contract, or upon renting the unit.

In preparing this package, we have attempted to let you know who we are and how we can put our company to work for your benefit. This package is intended to showcase our services once an owner has made a decision for change. As professionals, and with respect to any current management arrangement, it is not our intention to encourage you to terminate your existing contract, but if you are not presently under contract with a management firm or are seeking a new firm we offer you our services.

The Littleton Real Estate Company provides their clients with reputable, experienced, professional management. We would like to do the same for you!

Sincerely,

Kurt Krantz
Owner



OUR MARKETING PROGRAM FOR YOUR PROPERTIES

- ❖ Professional Opinion of rental rate based on current rents, size, area, amenities and condition of the property.
- ❖ Suggestions for visual appeal to market the property.
- ❖ Necessary maintenance will be brought to the immediate attention of the owner.
- ❖ Professional ads written to catch the attention of potential tenants.
- ❖ Leasing agents available to answer questions and show property 7 days a week.
- ❖ Advertising in numerous venues such as newspapers, signs, internet, chamber lists, and general flyers.
- ❖ Documented minimum qualifying criteria on every application
- ❖ Final approval on pets, smokers, length of lease is obtained from you.

THE LITTLETON REAL ESTATE COMPANY COMPLIES WITH ALL FEDERAL AND STATE FAIR HOUSING GUIDELINES. WE WILL NOT SELECT, NOR DISCUSS, TENANTS BASED ON RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, CREED, RELIGION, SEX, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, OR FAMILIAL STATUS.



RENT ONLY PROGRAM AGREEMENT

This Agreement is entered into this ____ day of _____, 20____ between _____, hereinafter referred to as "Client" and The Littleton Real Estate Company, for the purpose of renting the premises located at _____.

SERVICES RENDERED

ESTABLISHMENT OF FAIR MARKET RENT – The Littleton Real Estate Company will recommend to Client its evaluation of the fair market rental value of the property. The determination of the rental rate shall be the decision of the Client.

ADVERTISEMENT – The Littleton Real Estate Company will advertise the property, at discount related on behalf of the Client, in the manner which we believe is best suited to answer the Client's needs. This may include generic or specific announcements in: regional or local newspapers, internet services, flyers, renters referrals services, and signage. Advertisement is not to exceed \$250.00 per month without additional approval of the Client.

TENANT SCREENING SERVICES – The Littleton Real Estate Company screens tenants to determine employment and income of three times the rental rate, two years of positive rental history with no history of evictions, no felonies or and charges related to property, and 70% positive credit. We make every attempt to verify the information that has been presented to us by a perspective tenant. The interpretation of, or decision to rely on such information shall be the sole responsibility of the Client. The Littleton Real Estate Company does not guarantee the quality or ability of a tenant to perform in a contract to rent.

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VACANCY SHOWINGS – The Littleton Real Estate Company, licensee, employee or other agent will be on the premises during all showings to preserve the property and answer questions asked by the prospective tenants. During showings we check the level of the heat/cooling systems, and look for plumbing, electrical, or security items that may need to be addressed.

NEGOTIATION OF RENTAL/LEASE AGREEMENT – The Littleton Real Estate Company will negotiate a Rental/Lease Agreement with the Tenants selected by the Client. The Littleton Real Estate Company will collect from Tenant, and submit to Clients the proceeds of the transaction, less applicable fees as agreed. Client will be solely responsible for the accounting and return of the Security Deposit at the termination of the Rental/Lease Agreement.

CONSIDERATION – Client agrees to consideration for services rendered defined in the contract to pay The Littleton Real Estate Company the sum of ½ the monthly rental rate which is due upon submission of a qualified tenant for the property and payable at the time of execution of a Rental/Lease Agreement. The Agent shall be compensated at \$40.00 per hour for additional services required by the Client (i.e. Unit inventories in preparation of sales contracts, market analysis computation, appointments with appraisers, financiers, tenant move in, etc.). If Client decides to terminate the agreement, they will pay a

THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL AND TAX OR OTHER COUNSEL BEFORE SIGNING. Compensation charges by real estate brokers are not set by law. Such charges are established by each real estate broker.

DIFFERENT BROKERAGE RELATIONSHIPS ARE AVAILABLE WHICH INCLUDE BUYER AGENT, SELLER AGENT, TRANSACTION-BROKER, LANDLORD AGENCY OR TENANT AGENCY.

AGENCY DISCLOSURE ADDENDUM

BROKER'S SERVICES. Broker is limited agent of Owner and will represent only Owner.

This contract is a Landlord Agency Contract with a Transactional-Broker Clause

- A. Broker shall promote the interest of owner with the utmost good faith, loyalty and fidelity, including, but not limited to:
1. Seeking rental rates and terms which are acceptable to owner; except that Broker shall not be obligated to seek additional offers to lease the Premises while the Premises are subject to an agreement to lease the Premises;
 2. Presenting all offers to and from Owner in a timely manner regardless of whether the Premises are subject to an agreement to lease;
 3. Disclosing to Owner adverse material facts actually known by Broker;
 4. Counseling Owner as to any material benefits or risks of a transaction actually known by Broker;
 5. Advising Owner to obtain expert advice as to material matters about which Broker knows, but the specifics of which are beyond the expertise of Broker.
 6. Accounting in a timely manner for all money and property received; and
- B. Broker shall not disclose the following information without the informed consent of Owner:
1. That Owner is willing to accept less than the stated rental rate for the Premises;
 2. What the motivating factors are for Owner to lease the Premises;
 3. The Owner will agree to lease terms other than those offered;
 4. Any material information about Owner unless the disclosure is required by law or failure to disclose such information would constitute fraud or dishonest dealing; or
 5. Any facts or suspicions regarding circumstances, which may psychologically impact or stigmatize Premises pursuant to Colorado Law.
- C. Broker shall disclose any prospective tenants, all adverse material facts actually known by Broker including, but not limited to adverse material, facts pertaining to the title to the Premises and the physical condition of the Premises. Any material defects in the Premises, and any environmental hazards affecting the Premises which are required by law to be disclosed.
- D. Title and Encumbrances – Owner represents to Broker that title to the Premises is solely in Owner's name. Owner shall deliver to Broker true copies of all relevant title materials, loan documents, lease(s) and survey(s) in Owner's possession and shall disclose to Broker all easements, liens and other encumbrances, if any, on the Premises, of which Owner has knowledge. Broker may terminate this Listing Contract upon written notice to Owner that title is not satisfactory to Broker.
- E. Material Defects – Broker Disclosure – Inspection. Owner agrees that any defects of a material nature (including, but not limited to, structural defects; soil conditions, violation of health, zoning or building laws; or non-conforming uses and zoning variances) actually known by Broker must be disclosed by Broker to any prospective tenant. Owner agrees that the tenant may have the Premises inspected.

- F. Transactional Broker – Broker may show the premises to tenants represented or assisted by the broker as a Transactional Broker or as a customer with the agreement.
- G. Nondiscrimination – The parties agree not to discriminate unlawfully against any prospective tenant because of the race, creed, color, sex, marital status, national origin, familial status, physical or mental handicap, religion or ancestry of such person.
- H. Recommendation of Legal Counsel – By signing this document, Owner acknowledges that Broker has advised that this document has important legal consequences and has recommended consultation with legal and tax or other counsel, before signing this contract.
- I. Alternative Dispute Resolution: Mediation – If a dispute arises relating to this contract and is not resolved, the parties involved in such dispute (“Disputants”) shall first proceed, in good faith, to submit the matter to mediation. The disputants will jointly appoint an acceptable mediator and will share equally in the cost of such mediation. In the event the entire dispute is not resolved within thirty (30) calendar days from the date written notice requesting mediation is sent, by one Disputant to the other, the mediation unless other wise agreed, shall terminate. This section shall not alter any date in this contract unless otherwise agreed.
- J. Attorney Fees – In case of arbitration or litigation between Owner and Broker in their respective capacities, the parties agree that cost and reasonable attorney fees shall be awarded to the prevailing party.

 Owner Date

 Owner Date

Owner: Kurt Krantz,
 The Littleton Real Estate Company
 5808 S. Rapp Street #107
 Littleton, CO 80120
 Phone: 303-730-8170
 Fax: 303-730-0221
 E-Mail info@LRECO.com
 Website: www.LRECO.com

 By: It's Duly Authorized Agent



MARKETING PLAN

Suggested Rental Rate: _____

Anticipated Market Time: _____

Total monthly cost for marketing your property as specified including:

Denver News Paper Agency	\$ _____
Community Newspaper	\$ _____
Craigslist	\$FREE
Rentals.com	\$ _____
LREC Website	\$ FREE
TOTAL	\$ _____

Cost of all newspaper advertising shall be paid by owner and disbursed by Agent from the owner's escrow account maintained by Agent. Owner agrees to maintain a sufficient balance in the escrow account to cover the costs of newspaper advertising. Owner acknowledges agent will not advertise the property for rent if sufficient funds are not available in the owner's escrow account.

Owner agrees to promptly provide Agent with sufficient funds to cover all newspaper marketing expenses that Agent may incur in the course of marketing owner's property for rent as per owner's instructions as specified in this Marketing Plan.

Owner Date

Owner Date

Agent Date

The printed portions of this form have been approved by the Colorado Real Estate Commission (LP48-1-97)

Lead-Based Paint Obligation of Landlord

Subdivision: _____ Management Company & Contact #: _____

If there is an HOA you must provide a copy of Rules & Regs for community!

Directions: _____

Management Information: General Information/Property Description										
YOC	LBP Req'd		Yes	No	Pets	Yes	No	Cats	Dogs	Nego < _____ LBS
Type	SFH	Duplex	3-6 Plex	Townhouse	Condo	Apt.	Other			
Style	Ranch	2 story	3 story	Other			Square Footage			
Bsmt Type	N/A	Crawl	Full	Partial	Fin sq ft		Unfin sq ft			
Bsmt	_____ Beds		_____ Baths	Fam Rm	Den	Office	Other			
Location	Fireplace G/W: _____				Ceiling Fans		Skylights:			
Main Lvl	_____ Beds		_____ Baths	Fam Rm	Den	Office	Kitchen	Other		
Location	Fireplace G/W: _____				Ceiling Fans:		Skylights:			
2 nd Lvl	_____ Beds		_____ Baths	Fam Rm	Den	Office	Kitchen	Other		
Location	Fireplace G/W: _____				Ceiling Fans		Skylights			
3 rd Lvl	_____ Beds		_____ Baths	Fam Rm	Den	Office	Kitchen	Other		
Location:	Fireplace G/W: _____				Ceiling Fans:		Skylights:			
Laundry	Washer	Dryer	Stack	Hookups	On-site	Mailbox #				
Air Condition	Window	Central	Attic	Swamp	N/A	# of mailbox keys:				
Flooring	Carpet	Tile	Hardwoods	Color: _____		Patio	Balcony	Covered		
Pk Spaces	___ Garage	___ Carport	___ Off street	___ Assigned	#'s		Yard	Fen	Unfen	
# of garage remotes _____										
Appliances Included		Stove	Refrigerator	Dishwasher	Microwave	Washer	Dryer			
Type										
Color										
Gas/Electric										
Heat System	GFA	Boiler	Electric Baseboard Heat			Location				
Fuel Source	Gas	Electric	Propane	Ignition	Electric	Pilot				
Filter Size	Gas Shutoff									
Water Heater	Gas	Electric	Size	40 Gal	50 Gal	Boiler				
Location	Inside Shutoff				Outside Shutoff					
Sprinkler Type	Clock Location			Vacuum Brkr		Sply Ln ShOff				
Crawlspace Access Location				Attic Access Location						
Electrical System	Breaker	Fuse	Panel Location							
Interior	Wall Paint				Ceiling Paint					
Exterior	Wood	Composite	Aluminum	Vinyl	Siding Paint			Trim Paint		
Roof	Asphalt	Cedar	Flat	Other	Deck Stain					
Management Information – Company and Who Makes Payments							Vacant: LREC Owner			
Electric Co	Owner	Tenant	LREC	Gas/Propane Co			Owner	Tenant	LREC	
Water Co	Owner	Tenant	LREC	Sewer Co			Owner	Tenant	LREC	
Trash Co	Owner	Tenant	LREC	Cable Co			Owner	Tenant	LREC	
Lawn Co	Owner	Tenant	LREC	HOA			Owner	Tenant	LREC	
Schools										
District					Elementary					
Middle					Senior					