



**MULTIPLE-PROPERTY ADDENDUM PACKET**  
**TO BE COMPLETED BY OWNER**  
**FAX COMPLETED PACKET TO: 678.840.7843**  
**OFFICE PHONE: 678.973.5678**

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Property Address: \_\_\_\_\_

Owners Phone #'s: \_\_\_\_\_

Owners Email: \_\_\_\_\_

Pets Allowed: Yes \_\_\_ No \_\_\_ with \$250 pet deposit Any stipulations? \_\_\_\_\_

Lawn Service Included and paid by Owner : Yes \_\_\_ No \_\_\_ Monthly amount \$ \_\_\_\_\_

Name & phone # of lawn service company \_\_\_\_\_

Pool Service Included and paid by Owner: Yes \_\_\_ No \_\_\_ Monthly amount \$ \_\_\_\_\_

Name & phone # of pool service company \_\_\_\_\_

Home Warranty Policy on the Property: Yes \_\_\_ No \_\_\_

Name, Policy # and phone # of Home Warranty Company \_\_\_\_\_

Any other services that may affect property? \_\_\_\_\_

\_\_\_ Home has been cleaned and prepared for showing

\_\_\_ Gutters have been cleaned

\_\_\_ Landscaping is trimmed and ready

\_\_\_ All repairs and items of concern have been addressed and/or completed

\_\_\_ All systems have been checked and are currently in working order

\_\_\_ All HVAC units serviced, turned on & (set at the correct temp for the season -if vacant)

\_\_\_ HVAC filters have been changed and new filters provided by owner are located at or near the unit(s)

\_\_\_ **INTAKE FORM FOR EACH PROPERTY IS ATTACHED (found on our website)**



## Mortgage Payments

**Property Owner/Client agrees** to notify Platinum Property Mgmt immediately should mortgage payments on this property or properties become delinquent. Platinum Property Mgmt reserves the right to terminate this agreement if mortgage payments become delinquent. Owner/Client agrees that all fees due, or coming due, for the remaining term of the lease will be deducted from the last disbursement check due to owner/client. Owner/client agrees that Platinum Property Mgmt will notify the tenant of the delinquency and will return the applicable security deposit to the tenant upon termination of this agreement due to the mortgage delinquency.  
Owner Initial \_\_\_\_\_

## HOMEOWNERS ASSOCIATION (HOA)

- 1) Owner is aware that all utilities will remain turned on at the owner's expense until 3 days after the property is leased.
- 2) Air conditioning must be set at 78 degrees or lower for showings and to prevent mold & mildew damage during warm months.
- 3) Heat must be set at 60 degrees or higher to prevent winter damage. Owner's initial \_\_\_\_\_

Owner has given the Keys and Codes for the Security Gate & HOA Amenities to Platinum Property Management Services. Owner's Initial \_\_\_\_\_

Owner warrants that they have investigated the HOA Covenants and By-Laws and/or contacted the HOA and has found that it is within the guidelines of this neighborhood to rent this home to a non-family member at this time. Owner is aware that Platinum Property Management Services, LLC cannot and will not interfere or interface with the HOA of this or any neighborhood. Homeowner warrants that this property currently adheres to the neighborhood standards set forth in the HOA By-Laws and Covenants and that at this time there are no known or standing violations regarding this property and that any and all Homeowners Annual Dues and Assessments due are paid and in good standing. Owner is aware that while this property is listed with Platinum Property Management Services, any HOA annual dues and assessments are the responsibility of the Property Owner.

X \_\_\_\_\_ X \_\_\_\_\_  
Owner Date Co-Owner

### Listed below is the current HOA Contact Information:

Name of HOA: \_\_\_\_\_ Contact Person \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_ Email: \_\_\_\_\_