



Agreement to Procure Tenant Only No Property Management

This agreement between the owner of the listed property below and Bay Area Property Management is for tenant procurement purposes only.

Bay Area Property Management will procure a qualified tenant for the property located at _____
for the fee of \$ _____

Once a tenant has been successfully procured, Bay Area Property Management will collect the first month's rent, application fee and any applicable security deposit. Bay Area Property Management will retain the agreed upon fee and return any additional funds to the property owner.

Upon tenant procurement and distribution of funds, Bay Area Property Management will terminate its business relationship with the property owner.

Property Owner Name (Print) _____

Mailing Address:

Phone _____

Email _____

Owner Signature & Date _____

Company Representative Signature & Date _____

	(please fill in blanks and circle Yes or No)		
Amenities			Comments
Square Footage			
Single Family Home	Yes	No	
Duplex	Yes	No	
Condo	Yes	No	
TownHome	Yes	No	
Apartment	Yes	No	
Pets Allowed	Yes	No	
Bedrooms	#		
Bathrooms	#		
Formal Living Room	Yes	No	
Family Room/Great Room	Yes	No	
Breakfast Nook	Yes	No	
Formal Dining	Yes	No	
Washer Dryer hook-ups	Yes	No	
Office Den	Yes	No	
Garage	Yes	No	
Carport	Yes	No	
Screened Lanai	Yes	No	
Porch	Yes	No	
Fenced Yard	Yes	No	
Pool	Yes	No	
Oversized Lot	Yes	No	
Waterfront	Yes	No	
New Paint	Yes	No	
Pool Service	Yes	No	
Carpet	Yes	No	
Tile	Yes	No	
Wood Floors	Yes	No	
Linoleum/Vinyl	Yes	No	
Central Heat/Air	Yes	No	
Window Unit	Yes	No	
Fire Place	Yes	No	
Ceiling Fans	Yes	No	
Granite Counters	Yes	No	
Stainless Steel Appliances	Yes	No	
Microwave	Yes	No	
Garbage Disposal	Yes	No	
Dishwasher	Yes	No	
Range	Yes	No	
Fridge	Yes	No	
Washer/Dryer	Yes	No	
Garage Door Opener	Yes	No	

Utilities Included:			
Water	Yes	No	
Sewer	Yes	No	
Gas	Yes	No	
Electric	Yes	No	
Cable	Yes	No	
Lawn Maintenance	Yes	No	
Utility Companies			
Electric Company			
Water Company			
Gas Company			
Trash Removal			
Sewer			
Access			
Gate Code			
Association Information:			
Assoc. Approval Required?	Yes	No	
Assoc. Application Fee?	Yes	No	
Contact # for Association			
Additional			
Helpful			
Information			

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number									
Employer identification number									

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).

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 on page 4.

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.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.