



# MPI PROPERTY MANAGEMENT, LLC

SERVING THE RENTAL COMMUNITY SINCE 1978

## WHAT'S YOUR TIME AND PEACE OF MIND WORTH??



For as little as \$75 per month MPI can help eliminate your daily headaches by performing the following:

- Collect Rents
- Screen Prospective Tenants
- Show Your Vacant Units
- Monthly Transaction register
- Serve Notices and Summons
- Arrange For Evictions
- Handle All Tenant Communications
- Cash Flow Statements
- Work With Municipal Agencies to Comply with Ordinances
- Coordinate Maintenance, Painting and Cleaning

**We Specialize in All Residential Properties  
Including Duplexes and Single Family Homes**

2822 W. CLYBOURN STREET  
MILWAUKEE, WI 53208  
(414) 933-2700 OR (888) 878-2700  
<http://www.mpiwi.com>



# MPI PROPERTY MANAGEMENT, LLC

SERVING THE RENTAL COMMUNITY SINCE 1978

## MANAGEMENT AGREEMENT

In consideration of the covenants herein contained, MPI PROPERTY MANAGEMENT, LLC (hereinafter called "AGENT"), and \_\_\_\_\_ (hereafter called "OWNER"), agree as follows:

1. The OWNER hereby employs the AGENT for the following purposes: to rent, maintain, and manage the properties located at \_\_\_\_\_ (addresses) in the City of Milwaukee, State of Wisconsin (hereinafter "Properties"). See addendum "A" for multiple properties if applicable. This Agreement shall begin on April 21, 2009 (date), and shall end on March 31, 2010 (termination date). Said Agreement shall automatically renew yearly unless either party hereto notifies the other in writing (60) days prior to the annual renewal date of its intention to terminate this Agreement on the Termination Date.
2. The AGENT hereby accepts the employment and agrees:
  - a) To use due diligence in the management of the property during the Agreement term,
  - b) To render monthly statements of receipts, expenses and charges required to rent, maintain and manage the Property.
  - c) To remit to OWNER monthly the net proceeds from the Property. In the event the disbursements shall be in excess of the rents collected by AGENT, OWNER hereby agrees to pay such excess within five (5) days after notice from the AGENT. AGENT may at its option but is not so required, advance funds on behalf of the OWNER.
  - d) To deposit all funds collected for OWNER in a Trust Account in a national or state insured institution qualified to engage in the banking business. AGENT shall not be held liable in the event of bankruptcy or failure of the financial institution.
3. OWNER hereby gives to AGENT the following authority and powers and agrees to assume the expenses in connection herewith:
  - a) To advertise the availability for rental of the Property or any part thereof, including but not limited to displaying "For Rent" signs; to sign, renew and/or cancel leases or rental agreements of one (1) year or less for the Property or any part thereof, including rental concessions as inducements to prospective tenants to occupy the property; to collect rents due or that become due and give receipts for said rents; to terminate tenancies and to sign and serve in the name of the OWNER such notices as are appropriate; and to institute and prosecute eviction, small claims and large claims civil court actions and to recover possession of the Property and collect judgments, and when expedient, to settle, compromise, and release such actions or suits or reinstate such tenancies
  - b) To make or cause to be made repairs, maintenance, alterations, and redecorations of the Property. Fees for said repairs shall be billed at the rate of \$39.00 per man hour or \$58.50 per man hour on weekends and holidays, a \$5 trip charge with a one hour minimum, and a reasonable price for materials for the actual service if performed by AGENT. Painting and cleaning shall be billed at the rate of \$32.00 per man hour plus a \$5 trip charge. Should OWNER choose another contractor, agent, or employee to make any repairs OWNER shall not hold AGENT responsible for any acts, defaults or negligence. If

AGENT must contract out for any repairs, maintenance, cleaning, alterations, or redecorating, the cost to the OWNER will be cost plus ten percent (10%). All expense disbursements including but not limited to AGENT's management fee, repairs, maintenance, cleaning, alterations, redecorating, attorneys' fees, utility bills, and any other charges related to the operation of the property shall be disbursed from the Trust Account referred in paragraph 2d). AGENT agrees to secure prior approval of OWNER on all expenditures in excess of \$500.00 for any one item, except monthly or recurring operating charges and/or emergency repairs in excess of the maximum, if in the opinion of the AGENT such repairs are necessary to protect the property from damage or to maintain services to tenants as called for in their leases.

- c) To make contracts in the name of the OWNER at OWNER's sole expense for utilities at the Property including but not limited to electricity, gas, fuel, water, telephone, or rubbish hauling and other services as the AGENT shall deem advisable.
- d) To perform at AGENT's discretion or as reasonably requested by OWNER other functions and services including, but not limited to, supervision of capital repairs or improvements, restoration of damage due to fire or other casualty for such reasonable additional compensation and upon such terms and conditions as the parties shall mutually agree.

4. OWNER further agrees:

- a) To indemnify and hold AGENT harmless from all damages, suits, liability, loss or expense including costs and reasonable attorneys' fees incurred by AGENT in connection with management of the Property and from liability from injury suffered by any employee or other person whomsoever, and to carry, at OWNER's expense all necessary public liability insurance adequate to protect the interests of the parties hereto, said policies shall be so written as to protect AGENT in the same manner and to the same extent they protect OWNER, and shall name AGENT as an additional insured. AGENT shall not be liable for any error of judgment or for any mistake of fact of law, or for anything which it may do or refrain from doing hereinafter, except in cases of willful misconduct or gross negligence.
- b) To pay AGENT a minimum fee of \$XXX.00 per month as a management fee. Any amounts payable hereunder may be paid by AGENT from the accounts established under paragraph 2d). Should the accounts contain insufficient funds to pay AGENT, AGENT shall submit an invoice for services hereunder, which OWNER shall pay within five (5) days of invoice date. Delinquent amounts shall bear interest at the rate set forth in paragraph 4(c). If AGENT must appear in court for building code violations as a result of orders not being completed due to the lack of funds or failure to advise AGENT of receipt of such orders, the AGENT shall be reimbursed for their time spent in court at the rate of \$45.00 per hour paid from the Trust Account referred to paragraph 2 (c).
- c) To pay all statements within thirty (30) days and to pay interest at the rate of one and one half percent (1.5%) per month on all unpaid statements.

5. This Agreement may be terminated:

(a) By OWNER:

- (1) Upon breach of a material term hereof by AGENT and a failure to cure same within thirty (30) days after written notice by OWNER to AGENT specifying such breach; or
- (2) Immediately upon an act of proven willful misconduct, theft or fraud by AGENT.

(b) By AGENT:

- (1) Upon OWNER's breach of its responsibilities hereunder or failure to provide sufficient funds, to provide authorization required for AGENT to perform its duties under the contract, or to perform actions necessary for AGENT to fulfill its responsibilities hereunder within thirty (30) days after written notice by AGENT to OWNER specifying such breach unless said breach is pursuant to paragraph 2c) of this Agreement; or



# **MISSION STATEMENT**

MPI Property Management is determined to provide decent, safe and sanitary housing, by serving our owners and tenants in a fair and ethical manner. We believe in a team approach between MPI, our owners and our tenants. The success of our owners requires MPI to build a bridge between our tenants and our owners by continuing to provide the ongoing service our tenants are accustomed to.

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MPI Property Management is a full service management company and as such we can tailor a management package to meet your needs.

Our offices and maintenance facility is located at 2822 W. Clybourn Street. We are computerized to provide efficient service for our clients, including monthly and annual statements. Our office hours are Monday thru Friday from 9 a.m. to 5 p.m. and the first Saturday of the month from 9 a.m. to 2 p.m.

MPI is fully insured and offers 24-hour response for emergencies.

We personally show your unit to pre-approved tenants after we screen your prospective tenants, including credit checks, residency and income verification and criminal background checks.

Please review the following pages which include:

- Sample Lease
- Sample Management Contract
- Sample Transaction Register
- Listing of Our Management Fees

If you have any questions, please feel free to contact Jim Beranek at (414) 933-2700 or (888) 878-2700.

**2822 W. CLYBOURN STREET  
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**NON-STANDARD RENTAL PROVISIONS  
ADDENDUM TO LEASE**

PREMISES LOCATED AT: \_\_\_\_\_, City of \_\_\_\_\_, WI.

Name of Tenant(s): \_\_\_\_\_

**By initialing each paragraph, Tenant acknowledges acceptance of each NON-STANDARD RENTAL PROVISION.**

- \_\_\_\_\_ 1. **LATE FEE:** A late fee may be assessed as stated in the Lease upon all rents or other charges not timely paid. Accrued, unpaid late fees may be deducted from Tenant's security deposit.
- \_\_\_\_\_ 2. **BANK CHARGES:** If any check or money order issued by Tenant is returned unpaid by Landlord's bank, Tenant shall pay a fee of \$30 in each instance. Such fee may be deducted from Tenant's security deposit.
- \_\_\_\_\_ 3. **GARBAGE REMOVAL/RECYCLING/ LAWN MOWING/SNOW REMOVAL/COMPLIANCE WITH LOCAL ORDINANCES:** If Tenant leaves garbage or trash in the hallways or common areas of the building or yard, Tenant will be subject to a \$25 fine plus the actual cost of removing such garbage or trash. It is Tenant's responsibility to separate recyclable materials and deposit same in the appropriate containers, as required by law or local ordinance. A fine of \$25 plus actual cost incurred by the landlord will be imposed for each failure of Tenant to comply with recycling rules. If Tenant fails to mow yard, trim around structures, control weeds or remove snow and ice from walkways and parking areas, as required by the rental agreement or rules and regulations, Tenant will be subject to a \$25 fine plus the actual cost incurred by Landlord, due to Tenant's failure to care for the yard or remove the snow and ice. Tenant shall be responsible for payment of any municipal fines or other cost imposed upon Landlord for Tenant's failure to comply with any law or local ordinance. Any fines or costs chargeable to Tenant under this paragraph may be deducted from the security deposit.
- \_\_\_\_\_ 4. **ASSIGNMENTS OR SUBLEASING:** Tenant may not assign his/her rights under this lease or sublease the premises without Landlord's prior written consent. Both voluntary assignments and assignments by operation of law are prohibited without Landlord's written consent, except that Landlord has the option to consent to an assignment by operation of law.
- \_\_\_\_\_ 5. **PARKING:** Only licensed vehicles being actively used by Tenant may be parked on the premises, and then only on paved parking surfaces. The number of vehicles shall not exceed the number of spaces allocated to Tenant. Vehicles may not be parked on the grass or on any other part of the premises other than the space allocated. Disabled vehicles or vehicles in the process of being repaired may not be kept on the premises. Any failure to abide by these rules will result in imposition of a \$25 per day fine plus any cost incurred by the Landlord due to Tenant's failure to obey the parking rules. Any fines or cost may be deducted from the security deposit.
- \_\_\_\_\_ 6. **VACATING WITHOUT PROPER NOTICE:** If the Tenant vacates the unit without proper notice, the Tenant is liable for all charges permitted under § 704.29 Wis. Stats. Such cost may be deducted from Tenant's security deposit.
- \_\_\_\_\_ 7. **HOLDING OVER AFTER NOTICE:** If Tenant remains in possession after the last day permitted under notice, by Tenant or by Landlord, Tenant shall be liable for a minimum of double rent for each day of the hold over period. Should the hold over result in the loss of any portion of the following month's rent, Tenant shall be liable for the lost rent. Such charges may be deducted from Tenant's security deposit.
- \_\_\_\_\_ 8. **FAILURE TO PERMIT ACCESS TO UNIT:** If Tenant prohibits, refuses or interferes with Landlord's right to access the unit, Tenant shall be liable for all damages and costs incurred by Landlord, including lost rent if Landlord is unable to show the unit to prospective tenants due to this failure to permit access. Such charges may be deducted from Tenant's security deposit.
- \_\_\_\_\_ 9. **KEYS AND LOCK CHANGES.** Keys may not be duplicated without written consent of Landlord. Landlord will replace lost keys for a fee of \$10 per key. If a lock change is required, Tenant agrees to pay for the actual cost of same. Charges incurred by Tenant under this paragraph may be deducted from the security deposit.
- \_\_\_\_\_ 10. **REQUEST FOR REPAIRS; PERMISSION TO ENTER:** A request by Tenant for repairs or maintenance shall be deemed permission for Landlord or Landlord's agents, contractors and employees to enter the premises without further notice.
- \_\_\_\_\_ 11. **NUMBER OF OCCUPANTS: «Tenants».** Any additional tenants, not listed above, staying in the rental unit for a period of more than 2 weeks shall incur additional rent for the month of \$50 per person.
- \_\_\_\_\_ 12. **OTHER TENANT OBLIGATIONS:** Tenant is responsible for all grounds maintenance, including, but not limited to mowing grass, keeping all walks, driveways and garbage carts shoveled clear of snow. If tenant neglects these responsibilities the landlord will perform the work and charge the tenant. All monies paid will first pay any outstanding charges, then the rent. The Landlord recommends that the Tenant obtain Renter's Insurance to cover the tenant's personal property, as the Landlord's insurance does not cover the tenant's property for any loss.
- \_\_\_\_\_ 13. **TERMS & RENT AND NOTICE:** If tenancy is being given mid-month for either a lease or month-to-month tenancy and tenant is paying one (1) month's rent, plus a security deposit prior to moving in, the tenant will have prorated rent due at the beginning of the next rental period (the first (1<sup>st</sup>) day of the following month). If tenancy is month-to-month or becomes month-to-month, any twenty-eight (28) day notice to vacate (terminate tenancy) MUST be given for the beginning of the rental period (the first (1<sup>st</sup>) day of the month).

**Tenant's Acknowledgment**

**Tenant acknowledges that Landlord or Landlord's agent has specifically identified and discussed each of the above NON-STANDARD RENTAL PROVISIONS with Tenant and that Tenant has agreed to each of the above provisions.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Landlord: \_\_\_\_\_  
or Landlord's Agent \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
Tenant \_\_\_\_\_ Dated \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Tenant \_\_\_\_\_ Dated \_\_\_\_\_

Attachment to Rental Agreement

Disclosure of Information on Lead- Based Paint and/or Lead Based Paint Hazards

This Addendum made part of lease/rental agreement dated: \_\_\_\_\_.

Property Address: Landlord: «Owner»

Agent: MPI Property Management, LLC

Tenants:

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Lessors (Landlords) must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Landlord's Disclosures (Check (1) or (2) below):

(1) [ ] Landlord has knowledge of lead-based paint and/or that lead-based paint hazards are present in the housing (explain).

(2) [ ] Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

Records and reports available to the Lessor (Check (1) or (2) below):

(1) [ ] Landlord has provided the Tenant with all available records and reports pertaining to lead-based paint and/or that lead-based paint hazards in the housing (list documents below).

(2) [ ] Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgment

Tenant states that Tenant has received any records and reports listed under Landlord Disclosures above. Tenant acknowledges that Tenant has received the pamphlet Protect Your Family From Lead In Your Home.

Agent's Acknowledgment

If Landlord is represented by an Agent, the Agent certifies that Agent has informed the Landlord of the Landlord's obligations under 42 U.S.C. 4852d and that the Agent is aware of Agent's duty to ensure compliance with the requirements of federal laws and regulations.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Landlord \_\_\_\_\_ Date

Tenant \_\_\_\_\_ Date

Agent \_\_\_\_\_ Date

Tenant \_\_\_\_\_ Date



# MPI PROPERTY MANAGEMENT, LLC

SERVING THE RENTAL COMMUNITY SINCE 1978

## INSURANCE CONSENT FORM

I, \_\_\_\_\_ hereby authorize MPI Property Management, LLC to be named as an additional insured on all properties managed by MPI Property Management, LLC for me, as listed below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Signed: X \_\_\_\_\_

Please print name clearly \_\_\_\_\_

Insurance Agency: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Phone Number: \_\_\_\_\_

Agent's Fax Number: \_\_\_\_\_

Addresses of Properties Owned:

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## SAMPLE MONTHLY TRANSACTION REGISTER

01/16/01

<u>TRAN</u>	<u>REFERENCE</u>	<u>DATED</u>	<u>POSTED</u>	<u>CODE</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>ACCOUNT NAME</u>	<u>REMARKS</u>
				<b><u>R3700</u></b>	<b><u>3700 E. Barnard Ave.</u></b>			
67605	DS-1022R	10/30/00	10/00	Thomal	Liambi Thomallari	350.00	Rent	MO
68043	DS-1025R	11/01/00	11/00	Stojan	Anthony Stojanovic	25.00	Rent	Garage Rent
68052	DS-1025R	11/01/00	11/00	Dedric	James Dederich	40.00	Rent	MO
68237	10953R	11/02/00	11/00	Mpi	M.P.I.	130.00DB	Management	Mgmt. Comm.
68346	DS-1027R	11/03/00	11/00	PatteP	Paige Patterson	350.00	Rent	Check#0500
68414	DS-1029R	11/04/00	11/00	SuttoJ	Jessica Sutton	350.00	Rent	Cash
68683	DS-1031R	11/07/00	11/00	Ardes	Sue Ellen Ardes	375.00	Rent	Check#1341
69082	11049R	11/16/00	11/00	Doe	John Doe	1360.00DB	OWNER DRAW 2000	payment to owner
				<b><u>R3800</u></b>	<b><u>3800 E. Barnard Ave.</u></b>			
68134	DS-1026R	11/02/00	11/00	ConraB	Bill or Amber Conrad	450.00	Rent	MO
68238	10953R	11/02/00	11/00	Mpi	M.P.I.	130.00DB	Management	Mgmt. Comm.
68344	DS-1027R	11/03/00	11/00	Janiko	Rhonda Janikowski	550.00	Rent	Check#369
68563	10975R	11/06/00	11/00	Mpi	M.P.I.	37.50DB	Plumbing Repairs	Mt-5614 No Hot Water
69083	11049R	11/16/00	11/00	Doe	John Doe	832.50DB	OWNER DRAW 2000	payment to owner
				<b><u>R3900</u></b>	<b><u>3900 S. Howell Ave.</u></b>			
67606	DS-1022R	10/30/00	10/00	Manuel	Ricky Manuel	450.00	Rent	MO
68242	10953R	11/02/00	11/00	Mpi	M.P.I.	50.00DB	Management	Mgmt. Comm.
69084	11049R	11/16/00	11/00	Doe	John Doe	400.00DB	OWNER DRAW 2000	payment to owner

				<u>R5200</u>	<u>5200 N.</u> <u>50<sup>th</sup> St.</u>			
68261	10953R	11/02/00	11/00	Mpi	M.P.I.	50.00DB	Management	Mgmt. Comm.
68564	10975R	11/06/00	11/00	Mpi	M.P.I.	82.56DB	Plumbing Repairs	Mt-5705 leak under kitchen sink
68687	DS-1031R	11/07/00	11/00	Larson	Chad A. Larson	365.00	Rent	MO
69085	11049R	11/16/00	11/00	Doe	John Doe	232.44DB	OWNER DRAW 2000	payment to owner

				<u>R6000</u>	<u>6000 N.</u> <u>54<sup>th</sup> St.</u>			
68113	DS-1025R	11/01/00	11/00	WashiJ	Debra Washington	255.00	Rent	RA Check
68267	10953R	11/02/00	11/00	Mpi	M.P.I.	50.00DB	Management	Mgmt. Comm.
69059	11037R	11/14/00	11/00	Mpi	M.P.I.	61.90DB	Maintenance	Mt-6055 Install new lock
69086	11049R	11/16/00	11/00	Doe	John Doe	143.10DB	OWNER DRAW 2000	payment to owner

<b>TOTAL RECEIPTS</b>	<b>3560.00</b>
<b>TOTAL PAYABLES</b>	<b>3560.00</b>
<b>TOTAL UNPAID BILLS</b>	<b>0.00</b>

## **NEW MANAGEMENT INFORMATION**

**PLEASE TAKE A MOMENT TO COMPLETELY FILL OUT THE FOLLOWING QUESTIONS. ALL INFORMATION IS VITAL TO MAKE THE TRANSITION TO MPI PROPERTY MANAGEMENT EASIER.**

Owner 1 Name: \_\_\_\_\_

Owner 2 Name: \_\_\_\_\_

Company Name (if any): \_\_\_\_\_

Corporation       Limited Partnership       LLC       LLP

Title Holder     Land Contract Seller     Land Contract Purchaser     Other: \_\_\_\_\_

Owner 1 Birth Date: \_\_\_\_\_ SS# or EIN: \_\_\_\_\_

Owner 2 Birth Date: \_\_\_\_\_ SS# or EIN: \_\_\_\_\_

### **CONTACT INFORMATION**

Owner's Address: \_\_\_\_\_

Company Address: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_ Fax Phone: (    ) \_\_\_\_\_

### **OWNER SPECIAL REQUEST**

Pay Mortgage – Attach Payment Information       Contact Owner For Repairs

Pay Common Area Utilities     Pay Water Bills     Pay Insurance

Other: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

### **INSURANCE INFORMATION**

Insurance Company Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Fax Phone: (    ) \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

# PROPERTY INFORMATION SHEET

PLEASE COMPLETE A SHEET FOR EACH PROPERTY

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

No. of Units: \_\_\_\_\_

Company Name (if any): \_\_\_\_\_

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Has the building ever had lead orders? \_\_\_\_ YES \_\_\_\_ NO Was the work completed? \_\_\_\_ YES \_\_\_\_ NO

<p><b>Unit 1 Address</b> _____</p> <p><b>Level:</b> Upper / Lower / House</p> <p><b>Do you accept Pets?</b> YES / NO</p> <p><b># Bedrooms</b> _____</p> <p><b>Dining Room:</b> YES / NO</p> <p><b>Paid by Owner (please circle):</b> Electric Gas Heat</p> <p>Gas Cooking Water/Sewer Lawn Care Use of Basement</p> <p>Use of Garage Parking</p> <p><b>Amenities Offered (please circle):</b> Washer/Dryer A/C</p> <p>Stove Refrigerator Other _____</p> <p><b>Type of Heat?</b> Gas Oil Electric Forced Air Boiler</p> <p><b>Type of Dryer Hookup?</b> Gas Electric Both None</p> <p><b>Type of Stove Hookup?</b> Gas Electric Both</p>	<p><b>Unit 2 Address</b> _____</p> <p><b>Level:</b> Upper / Lower / House</p> <p><b>Do you accept Pets?</b> YES / NO</p> <p><b># Bedrooms</b> _____</p> <p><b>Dining Room:</b> YES / NO</p> <p><b>Paid By Owner (please circle):</b> Electric Gas Heat</p> <p>Gas Cooking Water/Sewer Lawn Care Use of Basement</p> <p>Use of Garage Parking</p> <p><b>Amenities Offered (please circle):</b> Washer/Dryer A/C</p> <p>Stove Refrigerator Other _____</p> <p><b>Type of Heat?</b> Gas Oil Electric Forced Air Boiler</p> <p><b>Type of Dryer Hookup?</b> Gas Electric Both None</p> <p><b>Type of Stove Hookup?</b> Gas Electric Both</p>
<p><b>Unit 3 Address</b> _____</p> <p><b>Level:</b> Upper / Lower / House</p> <p><b>Do you accept Pets?</b> YES / NO</p> <p><b># Bedrooms</b> _____</p> <p><b>Dining Room:</b> YES / NO</p> <p><b>Included in Rent (please circle):</b> Electric Gas Heat</p> <p>Gas Cooking Water/Sewer Lawn Care Use of Basement</p> <p>Use of Garage Parking</p> <p><b>Amenities Offered (please circle):</b> Washer/Dryer A/C</p> <p>Stove Refrigerator Other _____</p> <p><b>Type of Heat?</b> Gas Oil Electric Forced Air Boiler</p> <p><b>Type of Dryer Hookup?</b> Gas Electric Both None</p> <p><b>Type of Stove Hookup?</b> Gas Electric Both</p>	<p><b>Unit 4 Address</b> _____</p> <p><b>Level:</b> Upper / Lower / House</p> <p><b>Do you accept Pets?</b> YES / NO</p> <p><b># Bedrooms</b> _____</p> <p><b>Dining Room:</b> YES / NO</p> <p><b>Included in Rent (please circle):</b> Electric Gas Heat</p> <p>Gas Cooking Water/Sewer Lawn Care Use of Basement</p> <p>Use of Garage Parking</p> <p><b>Amenities Offered (please circle):</b> Washer/Dryer A/C</p> <p>Stove Refrigerator Other _____</p> <p><b>Type of Heat?</b> Gas Oil Electric Forced Air Boiler</p> <p><b>Type of Dryer Hookup?</b> Gas Electric Both None</p> <p><b>Type of Stove Hookup?</b> Gas Electric Both</p>