

# – When Electing Tenant Placement Only –

These are some of the responsibilities that fall on you as the owner.

## **Property Inspections:**

- Conducting a move-in & move-out inspection to document the condition of the property before the tenant takes occupancy and after the tenant vacates.
- Providing a written record of any existing damage or issues.
- Conducting property inspections during the lease term to assess the condition of the property and identify any maintenance or repair needs.

## **Lease Renewals and Terminations:**

- Handling lease renewals or terminations, including negotiating terms, drafting renewal agreements, or managing the end of a lease.

## **Tenant Complaints and Disputes:**

- Resolving tenant complaints and disputes, which may involve mediation or legal processes.

## **Maintenance Repairs:**

- Addressing maintenance and repair issues promptly.
- Establishing communication channels for tenants to report maintenance concerns.

## **Community Rules and Regulations:**

- Ensuring tenants comply with community rules and regulations, if applicable, such as homeowners' association (HOA) guidelines.

## **Accounting and Financial Reporting:**

- Managing financial aspects, including accounting and bookkeeping.

## **Rent Collection:**

- Establishing a system for collecting monthly rent payments.
- Providing tenants with clear instructions on how and when to pay rent.

**Security Deposit Handling:**

- Holding the tenant's security deposit in a non-interest bearing account in a Florida bank
- Complying with relevant laws regarding the handling and return of security deposits.

**Legal Compliance:**

- Ensuring compliance with fair housing laws and other regulations.
- Staying informed about any changes in rental laws and adjusting practices accordingly

**Communication:**

- Maintaining open and effective communication with tenants.

**Eviction Process:**

- Managing the eviction process if necessary, including serving notices, filing eviction proceedings, and coordinating with legal professionals.