



# Staples Property Management

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*Blessed to be the Best!!!!!!*

Staples Property Management LLC, is a well-respected company in the real estate industry for our professionalism and integrity. Our services can be tailored to best serve your individual needs. We will make managing a pleasant and profitable experience for you without you doing any work stress free. Let me do the hard part.



Staples Property Management LLC  
25900 Greenfield  
Suite 226  
Oak Park, MI 48237  
Phone: 313-736-1887  
Fax: 313-731-0602

Email: [staplespropertymgmt@yahoo.com](mailto:staplespropertymgmt@yahoo.com)  
Website: [www.staplespropertymanagement.com](http://www.staplespropertymanagement.com)

### Landlord Information Sheet

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

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

Telephone: H: \_\_\_\_\_ W: \_\_\_\_\_

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

Property Address:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Is there a mortgage on any of above properties (if yes, which addresses)? \_\_\_\_\_

If so mortgage company name and account number \_\_\_\_\_

Your suggested rental rate? \_\_\_\_\_

Are you willing to sell? \_\_\_\_\_ If so what are your terms \_\_\_\_\_

Do you know of any repair problems in the unit? \_\_\_\_\_ Is electric or gas on at unit?  
\_\_\_\_\_

Please submit the following documents for each property: Warranty deed, proof taxes and mortgage is current, zero balance water bill and a W-9 form, copy of social security card or Paperwork from state with EIN#.

**Staples Property Management**  
**PROPERTY MANAGEMENT AGREEMENT**  
**Ph: 313-736-1887**  
**Email: staplespropertymgmt@yahoo.com**  
**25900 Greenfield**  
**Suite 226**  
**Oak Park Mi,48237**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between \_\_\_\_\_ (Owner) and \_\_\_\_\_ (Manager).

Owner employs the services of Manager to manage, operate, control, rent and lease the following described property:

\_\_\_\_\_.

**Responsibilities of Manager:** Owner hereby appoints Manager as his lawful agent and attorney-in-fact with full authority to do any and all lawful things necessary for the fulfillment of this Agreement, including the following:

A. *Collection and Disbursement.* Manager agrees to collect all rents as they become due; to render to Owner a monthly accounting of rents received and expenses paid; and to remit to Owner all income, less any sums paid out. Manager agrees to collect the rents from the tenant and to disburse funds by ordinary mail or as instructed by the Owner on or before the 15<sup>th</sup> day of the current month, provided, however, that the rent has been received from the tenant.

B. *Maintenance and Labor.* Owner agrees to decorate, to maintain, and to repair the property. Management will only set appointments and send contractor out payment will be made per the owner of property.

C. *Advertisement and Legal Proceedings.* Manager agrees to advertise for tenants, screen tenants and select tenants of suitable credit worthiness. Manager will set rents that in the opinion of the Manager at the time of the rent negotiations with the tenant, reflect the market conditions of that time and approximate rents of comparable rental properties, unless expressly instructed in writing by the Owner to the Manager to the contrary, as to the amount of the initial rent and any subsequent increases as may from time to time be appropriate. Manager agrees to rent and to lease the property; to sign, renew and to cancel rental agreements and leases for the property or any part thereof; to sue and recover for rent and for loss or damage to any part of the property and/or furnishings thereof; and, when expedient, to compromise, settle and release any such legal proceedings or lawsuits.

**Liability of Manager:** Owner hereby agrees to hold Manager harmless from, and to defend Manager against, any and all claims, charges, debts, demands and lawsuits. Owner agrees to pay Manager's attorney's fees related to Manager's management of the herein-described property and any liability for injury on or about the property which may be suffered by any employee, tenant or guest upon the property. Owner agrees to maintain sufficient and prudent all risks property insurance and that the Manager shall be an additionally named insured. Owner shall provide a copy of such insurance policy to the Manager for the Manager's records.

**Compensation of Manager:** Owner agrees to compensate Manager as follows. Owner agrees to pay the Manager an amount of first month rent as a fee for acquiring, screening, and renting the premises; and further agrees to ten (10%) percent of all rents collected, (minimum \$40.00 per



month), as a fee for managing the property; which fees, plus any repair expenses, may be deducted by the Manager from rents, and further agrees to abide by the conditions set forth by the Manager to the tenant on the Owner's behalf.

**If property is occupied at time of signing contract for management. Manager will receive the first month rent upon transferring property over for management.**

**Term of Agreement:** This Agreement shall be effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and shall expire on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Upon expiration of the above initial term, this Agreement shall automatically be renewed and extended for a like period of time unless terminated in writing by either party by providing written notice \_\_\_\_\_ days prior to the date for such renewal. This Agreement may also be terminated by mutual agreement of the parties at any time. Upon termination Owner shall pay to Manager any fees, commissions and expenses due Manager under terms of this Agreement, which are owing to Manager. In the event of the premises not renting within a 90-day period of entering into this agreement, it may at that point be voided.

**Successors and Assigns:** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of Manager and the heirs, administrators, successors, and assigns of the Owner. Notwithstanding the preceding sentence, Manager shall not assign its interest under this Agreement except in connection with the sale of all or substantially all of the assets of its business. In the event of such sale, Manger shall be released from all liability under this Agreement upon the express assumption of such liability by its assignee.

This document represents the entire Agreement between the parties hereto.

Note: If for any reason the landlord homes goes into foreclosures Staples Property Management discontinue services on the day the tenant submit proof unless owner have paid receipts.

IN WITNESS WHEREOF, the parties hereto hereby execute this Agreement on the date first above written.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Manager

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

Phone: \_\_\_\_\_



**Staples Property Management LLC**  
**Fee List**  
**Property Management Includes**

General accounting of rental income, miscellaneous income and expense disbursements, monthly reports of property activity, handling tenant concerns 24 hours.

Cost: 10% of rental collection fee. Once we receive money from your tenant we will disburse your check minus the 10%.

**What is included in that 10%?** Accounting of rental income and disbursements to you, also 24 hours a day your tenant can contact us regarding any maintenance problems. If rent is not paid by the 5<sup>th</sup> day it is due tenant will receive notice to pay rent letter which \$50.00 is charged to tenant unless coming in as new landlord, landlord is responsible.

**Repairs and Maintenance:** We will get three bids before contracting work out and go with the most qualified. The fee is 10% of the contractor fee, which comes out of your rental disbursements. Before you are charged we make sure the work is complete 100%.

**Marketing Property:** Advertising and application processing for prospective tenants, procuring credit reports, investigation of applicants (i.e. check references, etc...), selection and placement of tenant including lease preparation and move-in inspection. The fee for marketing property is within the first months rental fee which goes to manager for placing tenant in property.

**Landlord-Tenant Legal Notices:** Preparation of all forms for action against tenant for non-payment or termination of tenancy, including complaint and summons through writ of execution for eviction. Notices to quit letters are \$50.00 and are served to tenant directly. Flat fee to evict tenant is \$200.00 must have power of attorney on property or property management agreement. Only way the flat fee increase is if a bailiff must come out. In that case we must complete a writ and file with court that cost range from \$70-\$100. The bailiff then charges \$300-\$1300 depending on house size and materials that must be cleared. The good news is only 5% of tenants wait for the bailiff.

**Registering Property with City of Detroit:** Rentals will need to be registered with the city of Detroit and receive a Certificate of Compliance. In order to receive certificate you must get a Lead Inspection which is \$450 per single family home and \$450 per unit for multi-family homes. City Inspection \$149.00

Please view website:

<http://www.detroitmi.gov/Government/Departments-and-Agencies/BSEED/Quick-Steps-to-Obtain-a-Certificate-of-Compliance>

To get started you will need to pay upfront fee of \$749.00 to complete the above process for you per property.

By signing below I agree to let Staples property management, manage my property at the **All Locations Listed on Included Landlord Sheet (please see attachment)**. I agree that the fee sheet is fair and I am responsible for repaying any debt that is incurred when getting the house ready for occupancy.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Darlene Riley - Staples Property MGMT



# Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	<b>5</b> Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	<b>6</b> City, state, and ZIP code	
	<b>7</b> 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 line 1 to avoid backup withholding. For individuals, this is generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>	<b>Employer identification number</b>															
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**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
  - Certify that you are not subject to backup withholding, or
  - 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, and
  - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



## Staples Property Management LLC.



**25900 Greenfield Suite 226**

**Oak Park, MI 48237**

**Phone: 313-736-1887 Fax:313-731-0602**

**Email: [staplespropertymgmt@yahoo.com](mailto:staplespropertymgmt@yahoo.com)**

**Website: [www.staplespropertymanagement.com](http://www.staplespropertymanagement.com)**

**For more information contact: Darlene Riley Property Manager**

### **10 Reasons why we are blessed to be the best!!!**

#### **#1 - Thorough Property Evaluation**

- Staples Property Mgmt LLC, will establish your property's fair market rental value.
- We assess each property's condition, and recommend needed repairs and decorating changes to maximize your profit.
- Your Property Manager will also offer suggestions to maximize your property's rental and/or sale value.

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#### **#2 - Attractions of Qualified Tenants**

- Staples Property Management LLC, handles all advertising, promotion, and showing of your property in a variety of media, online, newspapers and also direct advertising. Your property will be accessible to tenant prospects not only locally, but also worldwide through our World Wide Web listings.
- We maintain a fair amount of potential tenants in the market for properties such as yours.
- A number of relocation companies and major corporations stay in touch with us to speed the placement of their employees into new residences in our area.
- All tenant inquiries come through our office, whether by phone, mail, fax, e-mail, or walk-in.

### #3 - Careful Tenants Screening and Selection

- Property Management Professionals have extensive experience and success in judging qualifications of tenant applicants.
- We conduct thorough reference checks through credit reports, former landlords, and employers.
- Our detailed rental application forms disclose thorough information on your prospective tenants.
- An in-depth interview is held with each tenant applicant; we ask the hard questions so you don't have to. All interviews are held at tenant current address; therefore we can evaluate their current living conditions.
- Our record of selecting excellent tenants is outstanding and guarantee placement for six months to years

### #4 - Provisions of Rent Collection Services

- Our rent collection policies are fair but firm.
  - We take quick action should delinquencies occur in prompt payment of rent.
  - Your tenants answer to your professional Property Manager when firmness is required; you are spared uncomfortable confrontations.
- 

### #5 - Complete Security Deposit Handling

- The maximum-security deposit is collected from all tenants for your protection.
  - Your deposits are held in our business trust account, subject to State supervision.
  - All tenant forfeits and damage claims are in conformance with State Security Deposit Laws.
- 

### #6 - Comprehensive Accounting Services

- Our accounting and record keeping systems are totally computerized with state-of-the-art software and hardware for accuracy and efficiency using quick books.
- Staples Property Management LLC maintains all your security deposit accounts and records.
- You receive monthly and yearly income and expense.

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### #7 - Periodic and Transitional Property Inspections

- An initial inspection is done with each tenant's check-in.
- Staples Property Management LLC conducts routine periodic and spot-checks inspections.
- When tenants move out, a Termination Inspection is conducted.
- A complete picture library is maintained on all properties to verify conditions.
- We protect your property by keeping a close watch on it for you.

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### #8 - Repair Services and Maintenance Contracting

- Staples Property Management LLC has a licensed building contractor on staff, with our own handyman, maintenance technicians on staff or under contract.
- We handle those "nuisance" calls that come from tenants at all hours.
- We're on call for emergency repairs 24 hours a day.
- Through experience, we have built a pool of qualified, reasonably priced local subcontractors to call on as needed.
- Our volume of business has allowed us to negotiate the best prices for you with carefully chosen suppliers and subcontractors.

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### #9 - Available Auxiliary Services

In addition to our fully qualified and staff property management service division, Staples Property Management LLC, has the following additional service divisions available to assist you.

- Property maintenance and repair division.
- All your Property Management Needs

### #10- The Best and Professional Management Company Around!!!

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To explore further what putting Staples Property Management LLC, on your property's management team could mean for you, give us a call. We'll be happy to discuss the possibilities with you.