



Hoffman Realty, LLC

3900 W. Dale Avenue, Tampa, Florida 33609

Checklist of items required at commencement of a Management Agreement with Hoffman Realty

- A fully executed Exclusive Rental Management Agreement signed by all owners of the property.
- A signed, witnessed and acknowledged Specific Power to Sign Lease completed by all owners of the property.
- A Solvency Statement signed by all owners of the property.
- Instructions to Insurance Agent letter completed.
- Proof of property ownership (deed, copy of public record or HUD1 statement). If an organization, proof that the person signing has the authority to sign on behalf of the organization.
- Proof of public liability insurance coverage on the property in an amount not less than \$300,000.00. (Declaration's Page).
- Current copy of all rules and regulations of the Condominium Association, Homeowner Association or Deed Restrictions.
- Current Application to the Condominium Association or Homeowner Association (if required).
- Copy of the furnishings inventory (if furnished).
- Completed copy of the New Property Data Sheet, signed by owner.
- W-9 and citizenship statement for US Citizens, or W-8ECI and ITIN number for Foreign Nationals.
- Four (4) full sets of keys for each door lock, plus two (2) mail keys, garage door openers, gate cards and security passes, if any.
- Lead paint disclosure (if built prior to 1978).
- \$100 check made payable to "Hoffman Realty" for the management set-up fee. This should be a separate check from the owner's property reserve check.

About the Specific Power of Attorney to Sign Lease.

Florida Power of Attorney Act requires Hoffman Realty to have a Specific Power of Attorney to place tenants, sign leases and/or manage your property completed as follows:

1. Signed by all the Landlord/Owners
2. Each Landlord/Owners signature requires TWO witnesses
3. The instrument must be acknowledged before a Notary Public.

We know that this very rigorous execution requirement is inconvenient for our Landlords. However it the law in Florida and we have no choice but to require it to manage your property. If you live locally and to assist you in completing this instrument, we are happy to schedule an appointment in our office where we can witness and our Notary can acknowledge the instrument for you.

Specific Power of Attorney to Sign Lease

Landlord(s)/Owner(s), hereinafter Landlord(s), hereby grants Broker or Broker's Agents **MaryAnn Hoffman, Andrew Dougill or Melinda Padgett**, who hold current, valid real estate Salespersons or Brokers licenses, hereinafter Agent(s), the specific power of attorney to sign lease(s) and/or lease renewals (unless specifically not authorized by Landlord(s) in writing by certified mail at least 60 days prior to any renewal period) for and in behalf of Landlord(s) and thus bind Landlord(s) to the terms of the lease agreement(s). Landlord(s) agree that they alone own the managed properties and that there are no other undisclosed owners of the properties. Landlord(s) warrant that the Property to be managed is a legal rental unit and rental of same will not be in violation of any rules, laws, or ordinances. Landlord(s) agree to indemnify agent(s) in the event that the unit managed is not a legal rental unit or is in violation of any rules, codes, ordinances or laws.

Property Address _____

Landlord(s) name per Deed _____

Landlord

Landlord

Witness

Witness

Witness

Witness

_____/_____/_____
DATE

SWORN TO AND SUBSCRIBED BEFORE ME THIS ___ DAY OF ___ 20__ THE ABOVE SIGNATORIES WHO DID NOT TAKE AN OATH AND ARE ___ PERSONALLY KNOWN TO ME OR ___ PRODUCED THE FOLLOWING FORM OF ID _____

NOTARY PUBLIC SIGNATURE

(SEAL HERE)

PRINTED NAME

COMMISSION # _____ COMMISSION EXPIRATION DATE ___/___/___

SOLVENCY STATEMENT

Date _____/_____/_____

I/we _____ hereinafter "Owner" of the property located at:

hereby state and affirm that all bills and money due on the premises are paid, current or not in any state of delinquency. These bills or amounts include but are not limited to liability insurance, taxes, mortgage payments, utilities, assessments, liens, condominium and/or homeowner's association fees, assessments, charges and/or any other charges relating to the premises including but not limited to any amount which may be due or owing to providers of goods or services for the home.

Owner agrees that in the event any dispute arises between a tenant and the Owner or agent as a result of Owner's failure to make any payments relative to the premises, Owner agrees to completely indemnify and hold harmless broker, agent, property managers, their employees, and assigns hereinafter "Broker" for any and all damages or litigation which may arise out of Owner's actions or inactions. Owner understands that a tenant has a right to peaceful quiet enjoyment of the premises and if Owner fails to keep all payments current, a tenant may have a right to withhold rent, break the lease agreement or hold Owner or agent liable for any damages they suffer as a result or Owner's failure to keep all payments current.

Owner gives Broker full authority to cease the management of the premises and hold Owner liable for any damages or amounts due under the management agreement if Owner misrepresents any information or fails to abide by this agreement and keep all payments current.

OWNER

OWNER

Form provided by
Law Offices of
Heist, Weisse & Lucrezi, P.A.
1 800 253 8428



Hoffman Realty, LLC

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Instructions to Insurance Agent

Purpose of letter: Instructions from our landlord to their insurance agent to ensure they have a suitable hazard policy for their rental property, minimum levels of public liability insurance and naming Hoffman Realty as an additional insured. Landlord is responsible to send this to their insurance agent after Hoffman Realty begins management of their property and/or when the property is first put into service as a rental property.

Insured: _____

Property: _____

Insurance Agent Information

Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Dear Insurance Agent,

You are receiving these instructions from me/us as you are my/our insurance agent for the above named property. This Property is currently, or will soon become, a rental property. When the Property is put in service as a rental property, please ensure I/we have an appropriate hazard insurance policy that covers the property as tenant-occupied (not as owner-occupied).

I/we request this policy:

1. Be an ALL RISKS policy
2. Has a minimum of \$300,000 of public liability coverage
3. Names my property manager as an ADDITIONAL INSURED under the hazard policy and/or public liability policy that covers the Property, and on any subsequent renewals.

Hoffman Realty LLC's contact information is:

Hoffman Realty, LLC
3900 W. Dale Avenue
Tampa, FL 33609

Insured

Date

Insured

Date



Hoffman Realty, LLC

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New Property Data Sheet

1) Property Address: _____

2) Primary Owner's Name: _____

3) Secondary Owner's Name: _____

4) Primary Owner's Tax ID#: _____ - _____ - _____

5) Home Phone: (_____) _____

Work Phone: (_____) _____

Fax Number: (_____) _____

Email Address: _____

Postal Address: _____

6) Preferred Method of Communication:

Phone Fax Email Mail Other: _____

7) Property Zip Code: _____

Heated Sq. Ft.: _____

Map Grid: _____

Total Sq. Ft.: _____

Subdivision Name: _____

HOA Approval Required: Y or N

HOA Phone #: _____

Gated Community: Y or N

Entrance Gate Code: _____

Year Built: _____

8) Type of Property:

A) House B) Condo C) Town Home
D) Duplex E) Triplex F) Quad

9) Floor Plan:

A) Single Story B) Split-Level C) Two Story
D) Split-Planned E) Other: _____

10) Exterior Appearance:

A) Wood Siding B) Aluminum Siding C) Brick
D) Cinder Block E) Stucco F) Corner Lot
G) Waterfront Lot H) Water View Lot I) Other: _____



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12) Number of Bedrooms:

A) 1 B) 2 C) 3 D) 4 E) 5

F) _____: Extra room/den/loft/office/enclosed garage/guest quarters; may be used as additional bedroom.

13) Number of Bathrooms:

A) 1 B) 1 ½ C) 2 D) 2 ½ E) 3

F) _____

14) Bathroom Extras:

A) Roman Tub B) Jacuzzi Tub C) Double Vanity D) Glass Shower

E) Private Toilet Rm F) Other: _____

15) Living Room:

A) Living Room B) Formal Living Room C) Living / Family Room Combo

16) Dining Room:

A) Dining Area B) Formal Dining Room C) Kitchen Dining Area

E) Breakfast Bar F) Other: _____

17) Kitchen:

A) Efficiency Kitchen B) Kitchen C) Large Kitchen E) Country Kitchen

F) Kitchen with Island G) Other: _____

18) Appliances Included:

A) Stove: Electric or Gas (circle one)

B) Refrigerator: With Icemaker or Icemaker & Water (circle one)

C) Dishwasher: Built-in or Portable (circle one)

D) Microwave: Built-in or Portable (circle one)

E) Washer

F) Dryer: Electric or Gas (circle one)

G) Other: _____

19) Laundry Facilities:

A) Laundry Room B) Kitchen Laundry Area C) Garage Laundry

D) Closet Laundry E) Stackable Laundry Area F) Other: _____



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20) Flooring:

- A) Carpet and Vinyl Combo B) Carpet and Tile Combo C) All Carpet
D) All Tile E) Hardwood F) Other: _____

21) Carpet Color:

- A) Beige B) Blue C) Brown D) Gold E) Green
F) Rust G) Mauve H) Other: _____

22) Parking Facilities:

- A) Double Car Garage B) Single Car Garage C) Carport
D) Assigned Parking E) 3 Car Garage F) Street Parking
G) Electric Garage Door Opener: YES or NO (circle one)
H) Assigned Parking: # of Spaces _____ / Parking Space #s Assigned _____

23) Heating & A/C:

- A) Central Electric B) Central Gas C) Oil Heat/Central A/C
D) Gas Heat & Central Air E) Window A/C Units

24) Paddle Fans:

- A) 0-3 Fans B) 4-6 Fans C) Attic Fan D) Remote Controlled Fans

25) Window Coverings:

- A) Mini Blinds w/Verticals at Sliding Glass Door B) Mini Blinds Only
C) Verticals Only D) Wooden Slat Blinds E) Drapes
F) Combination: _____ G) Other: _____

26) Fencing:

- A) Wood Privacy B) Chain Link C) PVC Fencing
D) Screen Enclosed Area

27) Special Features:

- A) Swimming Pool H) Vaulted Ceilings N) Septic Tank System
B) Swimming Pool & Hot Tub I) Sky Lights O) Security System
C) Hot Tub Only J) Additional Storage P) Security Code: _____
D) Community Pool K) Public Water Q) Screen Enclosed Patio
E) Community Tennis L) Well Water R) Sprinkler System
F) Walk-In Closets M) Public Sewer S) Other _____
G) Gated Community/ Gate Code: _____



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28) Special Instructions:

A) Yard & Lawn:

1. The property owner hereby agrees that they will provide OR ask Hoffman Realty to provide a professional lawn service company to cut, mow and edge the lawn at the property owner's expense.

YES or NO

2. The property owner hereby agrees that they will provide OR ask Hoffman Realty to provide a professional lawn service to fertilize and chemically treat the lawn at the property owner's expense.

YES or NO

B) Swimming Pool/Hot Tub Service:

1. The property owner hereby agrees that they will provide OR ask Hoffman Realty to provide a professional pool service to maintain the swimming pool/hot tub (including chemicals, cleaning and repairs) at the property owner's expense.

YES or NO

C) Pets:

1. The property owner hereby agrees that pets may be accepted, provided additional pet fees are collected in addition to the security deposit. The security deposit and pet fees (if necessary), will be used to correct any pet damage.

YES or NO

2. The property owner hereby requests that no pets be considered.

YES or NO

Note: Property owner acknowledges they understand that restriction of pets greatly reduces the number of possible renters for their property.

D) Pest Control:

1. The property owner hereby agrees that they will provide OR ask Hoffman Realty to provide a professional pest control service company to treat the "**Exterior**", the lawn at regular intervals, at the property owner's expense.

YES or NO



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2. The property owner hereby agrees that they will provide OR ask Hoffman Realty to provide a professional pest control company to treat the "Interior" of the property at regular intervals, at the property owner's expense.

YES or NO

E) Keys & Remotes:

- Number of Keys turned over to Manager: _____
- Number of Garage Remotes given to Manager: _____
- Number of Mail Box Keys given to Manager: _____
- Number of Pool/Common Area given to Manager: _____

F) Warranty Information:

1. Property owners have no appliance or fixture warranties (other than home owner's insurance policy).
2. Property owners have a "New Home Warrantee" from Builder:

Name of Builder: _____

Policy #: _____

Phone #: _____

Appliances or items covered: _____

3. Property owners have purchased an appliance or fixture warranty:

Name of Warrantee Company: _____

Policy #: _____

Phone #: _____

Appliances or items covered: _____

4. Manager was provided a copy of warrantee referenced in 2 or 3 above?

YES or NO



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5. Any other special instructions: _____

29) Rental Proceeds Payments:

A) Property owners desire a rental proceeds check to be mailed to them?

YES or NO

Address where check to be mailed: _____

B) Property owners desire rental proceeds to be deposited into their local bank account at:

Wacovia

Bank of America

SunTrust

Grow Financial FCU

GTE FCU

C) Property owners desire rental proceeds to be mailed to their bank for deposit?

YES or NO

30) Insurance Information:

Name & phone number of homeowner's insurance company:

Policy #: _____ Phone: _____

31) Utilities and Other Services:

Utilities and Other Services included in the rent:

Water

Cable TV

Sewer

Gas

Trash

Electric

Other: _____



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32) Market Survey:

The property owners found our company through which of the following sources:

- A) Yellow Pages B) Internet C) Friend D) Other Property Owners
- E) Sign F) Other: _____

G) Realtor Referral: If Realtor Referral, please provide name and contact information of referring agent so that we can thank them for referring Hoffman Realty:

33) Rental Range:

Hoffman Realty. will use its best efforts to lease or rent the property at a rental rate of \$_____ per month. Manager is given the right to lease or rent as low as \$_____ per month. Manager will present all other offers for property owner's consideration.

I/We the property owners do hereby acknowledge the information in the Property Data Sheets to be accurate:

Date: ___/___/___

Property Owner

Property Owner

Hoffman Realty, LLC. (Listing Agent)

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, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	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 Line 1 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.

Social security number
or
Employer identification number

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

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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

Limited liability company (LLC). Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

Other entities. Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



Hoffman Realty, LLC

3900 W. Dale Avenue, Tampa, Florida 33609

Electronic Funds Transfer (EFT) Authorization Form for Landlords

COMPANY
NAME ID: HOFFMAN REALTY, LLC

COMPANY TAX ID
NUMBER: 59- 3710439

I (we) hereby authorize Hoffman Realty, LLC, hereinafter called COMPANY, to initiate EFT credit entries, and to initiate, if necessary, debit entries and adjustments for any EFT credit entries in error, to my (our) ___checking ___savings account (select one) indicated below, hereinafter called DEPOSITORY, per the terms of my (our) Exclusive Rental Management Agreement.

DEPOSITORY NAME: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIP: _____

TRANSIT/ABA NO: _____

ACCOUNT NO: _____

LANDLORD'S TAX ID NUMBER: _____

DRIVER'S LICENSE NUMBER: _____ STATE: _____

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. I (we) also hereby warrant to COMPANY that I (we) have full legal authority to authorize EFT transactions to the account listed above, and I (we) acknowledge that the origination of EFT transactions to my (our) DEPOSITORY must comply with the provisions of U.S. law governing such transactions.

NAME(S): _____
(Please print)

DATE: _____ SIGNED X: _____

DATE: _____ SIGNED X: _____

Please write "VOID" across one of your checks and return to us with this Authorization Agreement.

In order for your funds to be directly deposited to your account, this form must be received by our office no later than two weeks prior to your first electronic funds transfer. No exceptions.