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AGENT INSTRUCTION FORM

Property Address: _____

Calculation of Operating Reserve

Table with 2 columns: Expense Category and Amount. Rows include Mortgage Expense, Recurring Expense, Other Recurring Expense, Minimum Maintenance Reserve, and Total Operating Reserve. A value of \$350 is entered in the Minimum Maintenance Reserve row.

SPECIFIC INTRUCTIONS FOR AGENT

Minimal acceptable rent \$ _____

Minimum or maximum lease periods:

Minimum lease length _____

Maximum lease length _____

Pet restrictions: _____

Special or recurring expenses to be paid by Agent: _____

Agent Instructions

- Numbered list of 8 lines for agent instructions.

Owner declares that all instructions to Agent are contained on this form and authorizes Agent to exercises their best judgment on all matters not specifically covered thereon.

Owner Date Owner Date Agent Date