



**EXCLUSIVE PROPERTY MANAGEMENT  
& LEASING AGREEMENT**

1 **PARTIES:** This agreement is between \_\_\_\_\_ the owner or legally appointed representative of the premises, hereafter called LANDLORD and **DRAGONFLY PROPERTIES & INVESTMENTS, LLC**, hereafter called the BROKER, whereby the LANDLORD appoints the BROKER, its agents, successors, and assigns EXCLUSIVE AGENT to rent, lease, operate, control and manage the following property:

2 **PROPERTY ADDRESS:**

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The property includes the entire premises in full UNLESS any areas such as shed(s), storage closet(s), garage, attics, crawl spaces, other storage areas, sheds or rooms are specifically excluded by LANDLORD in writing. BROKER agrees to furnish the services of his organization for the renting, leasing, and management of the property.

3 **TERM:** It is mutually agreed by and between the parties that this Management Agreement shall be binding upon the parties' successors, estate and assigns and shall remain in full force and effect until termination pursuant to the terms of paragraph 9. **The term shall begin on \_\_\_\_\_, 2014 and \_\_\_\_\_, 2015** and will be in effect for one year and will automatically renew for successive year periods at the anniversary date so long as there has not been at least a thirty (30) day written notice prior to the next term given by either party to terminate. Termination by LANDLORD is effective when actually physically received by BROKER. In the event this agreement is terminated by LANDLORD, the BROKER shall continue to receive the rental commission set forth below as long as the TENANT(S) placed on the property by BROKER shall remain in the unit. In the event this agreement is terminated by LNADLORD, the BROKER's rights provided for in paragraph 15 THROUGH 18 shall survive such termination. All monies expended by BROKER shall be paid to BROKER prior to this cancellation and BROKER is authorized to withhold any sums owed to LANDLORD from monies held prior to the final disbursement to LANDLORD. No cancellation fee will be charged to LANDLORD should LANDLORD terminate this agreement for any reason. BROKER reserves the right to terminate this agreement with 30 days written notice to LANDLORD at any time, or, immediately with written or verbal notice if in the opinion of BROKER's legal counsel, LANDLORD'S action or inaction violate the terms of this management agreement or are illegal, improper, jeopardize the safety or welfare of any TENANT(S) or other persons, interfere with this management agreement, a foreclosure action is filed against the LANDLORD or LANDLORD is delinquent in the payment of any taxes, fees, assessment, fines or any other financial obligations related to the premises and the LANDLORD. BROKER may at this option continue to hold LANDLORD liable for any commissions due, fees due or monies owed BROKER if the TENANT(S) are remaining in the property after such termination by BROKER.

4 **RENTALS:** BROKER will use his best efforts to lease or rent with the following terms: FIRST MONTH'S RENT, PRORATED RENT AND SECURITY DEPOSIT WILL BE COLLECTED BEFORE OCCUPANCY. LAST MONTH'S RENT MAY BE COLLECTED AT BROKER'S DISCRETION. Any deviation from these terms must be agreed upon all parties in writing. LANDLORD agrees to hold BROKER harmless for any failure to secure tenant(s) for the LANDLORD, any cancellation by the tenant(s), and/or failure to collect any rents or monies due from the TENANT(S) for any reason. LANDLORD understands and agrees that a TENANT cannot be forced to pay anything. Unless

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otherwise modified in writing, rental rates will be the current market rate as determined in the sole judgment of BROKER but no less than \$ [REDACTED] base rent per month.

Late charges or fees owed by any TENANTS(S) shall be collected at the discretion of the BROKER and BROKER shall retain any such charges, fess and late fees even though they may be defined as "additional rent" in lease agreement. If there are accumulated late charges at the end of the tenancy, BROKER may at is discretion retain these funds from the security deposit, first applying security deposit funds to damages or amounts due to LANDLORD. All such fees shall belong to BROKER to offset BROKER'S extra time and expense for handling additional work and responsibilities related to such fees, and BROKER need not account for such fees to LANDLORD. Funds collected from tenant(s) each month shall be applied to tenant(s) obligations chronologically beginning with the earliest obligation incurred.

5 **INSURANCE/FEES/TAXES/CHARGES:** LANDLORD shall pay direct any condominium maintenance fees, taxes, insurance, mortgages, and other charges. LANDLORD agrees that they shall maintain public liability insurance coverage on the property at all times in an amount not less than \$100,000 per person and \$300,000 per occurrence and shall furnish BROKER with proof of insurance and a copy of the declaration page. LANDLORD agrees to and does hereby indemnity and hold harmless BROKER, it's employees, agents an assigns, from any and all claims, suits, damages costs, losses and expenses arising from the management of the property and from any injury to persons and/or property occurring on or about the premises unless due to BROKERS negligence. LANDLORD agrees to indemnify BROKER for any damages suffered as a result of any lapse in or failure by LANDLORD to maintain insurance coverage. LANDLORD affirms that dogs [REDACTED] ARE [REDACTED] ARE NOT covered by the LANDLORD'S liability insurance. If TENANT(s) is required to purchase "Renters Insurance" LANDLORD agrees and understands that TENANT(s) may discontinue coverage and "Renters Insurance" is primarily for the TENANT(s) personal property NOT the premises or injury to persons on the property or damage to LANDLORDS property. Please choose one:

LANDLORD ALLOWS PETS [REDACTED]

LANDLORD DOES NOT ALLOW PETS [REDACTED]

PETS ALLOWED WITH OWNER APPROVAL ONLY [REDACTED]


6 **UTILITIES:** If allowed by law and unless otherwise agreed to by the parties, TENANT(s) are required to have the telephone, cable/satellite, electric, water service and all other utilities in their own name. In any lease where the TENANT(s) shall have the use of LANDLORD'S utilities and be responsible for all or part of the bill(s), LANDLORD shall pay the entire bill in a timely manner and forward copies to this office for reimbursement. Under no circumstances shall the LANDLORD cause the termination of these services and LANDLORD agrees to indemnify BROKER for any damages or litigation fees/cost incurred by BROKER if LANDLORD improperly terminates a utility service. Florida law specifically prohibits the direct or indirect termination of utilities and utilities are defined broadly. BROKER will deduct bills to the extent of funds available and LANDLORD agrees that BROKER shall be in no way responsible for nonpayment of or theft of any utility service by TENANT(s).

7 **FUNDS:** Any monies collected or received by BROKER will be held in BROKER'S bank account(s) and interest, if any earned, and permitted by law to be retained by BROKER, shall be paid to BROKER for administrative services and partial escrow agent's fee.

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- 8 **ATTORNEYS FEES – LEASE DRAFTING:** In the State of Florida, a BROKER is not allowed, by law to draft a lease. Although BROKER’S and it’s agents are able to “fill in the blanks” on a Florida Association of Realtor’s lease.) BROKER advises LANDLORD to purchase an attorney prepared lease at the cost of \$45.00 per lease. The law firm preparing the lease deals primarily in Landlord/Tenant Law and will be prepared by The Law Offices of HEIST, WISSE & DAVIS, P.A. 1-800-253-8428. The charges to cover these attorney’s fee(s) will be collected from the first monies received if BROEKR does not currently have the funds to pay this. The attorney will be available to you and us at no charge for phone consultations in the event of disputes with the TENANT(s) or related issues and will provide a reduced price eviction if attorney files evictions in the county where the property is located.
- 9 **CONDOMINIUM/HOMEOWNERS ASSOCIATIONS:** In a condominium unit, the lease shall be subject to the Declaration of Condominium pertaining thereto and the rules and regulations of the Association and Board of Directors there under and, further, the LANDLORD shall be responsible for providing BROKER with all current rules and regulations, and for payment of any recreation, land, and/or other fees, fines levied by the Association, or assessments and LANDLORD agrees to indemnify BROKER for payment of same. In the event the TENANT(s) fail to comply with the rules and regulations and the Association or Board levies fines of assessments against the LANDLORD, LANDLORD agrees that BROKER is in no way liable for the payment of any fees, fines, or assessments.
- 10 **FURNISHINGS/WARRANTIES:** The LANDLORD shall deliver a copy of the furnishings inventory if furnished or, in the alternate, pay the BROKER \$30.00 to provide the same. (The \$30.00 fee is subject to change with notification by first class mail). It is LANDLORD’S responsibility to keep the inventory current. LANDLORD is also to deliver copies to BROKER of any Service Contracts or Warranties that exist, if any. If no Warranties or Service Contracts are received at the time this agreement is executed, BROKER shall assume none exist. LANDLORD will provide **Two (2) full sets of keys** plus two (2) management set of keys to the BROKER. In unfurnished units, LANDLORD will provide window treatments and the hardware or authorize BROKER to purchase and install same.
- 11 **LEASING AND MANAGEMENT:** BROKER is given the Exclusive Right to screen and approve or disapprove prospective TENANT(S), to deliver, on LANDLORD’S behalf, and default notices to TENANTS(S) as may be necessary. Any legal notices or institution of eviction or damage proceedings against TENANTS(S) through the courts or otherwise, must be taken by the LANDLORD or individually or, with the permission of LANDLORD, BROKER shall hire an attorney or eviction service to perform the eviction. BROKER does not practice law. Costs of Attorney’s Fees to evict TENANT(s) or otherwise will be paid by LANDLORD in advance and when due and LANDLORD agrees to hold BROKER harmless for same. In the event TENANT(s) vacate voluntarily or involuntarily owing rent monies due under the terms of the lease or any renewals, and if these monies are collected in whole or part in the future, LANDLORD agrees that BROKER is entitled to a commission on any monies received in the percentage as set forth below and agrees to remit same to BROKER. BROKER is not a debt collector and shall be under no obligation to collect monies owed and/or file a civil suit against a TENANT for monies owed when TENANT vacates, LANDLORD warrants that the unit to be managed is a legal renal unit and rental of same will not be in violation of any rules, laws, or ordinances. Due to laws which may affect disclosure of private and credit information, LANDLORD shall not be provided with the TENANT’S credit report and/or application unless specifically authorized in writing by the TENANT(s) and the provider of the credit report.

 BROKER OR BROKER'S AGENT IS GIVEN THE AUTHORITY TO SIGN ALL LEASES AND A SPECIFIC POWER OF ATTORNEY IS ATTACHED.

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LANDLORD SHALL SIGN ALL LEASES.

- 12 **TENANT'S SECURITY DEPOSIT, DAMAGES OR MISSING ITEMS:** BROKER is not responsible for damages to the premises under any circumstance or for items missing, switched out, lost or damaged under any circumstances, including but not limited to, theft, vandalism or negligence of TENANT(s) or their guests. In finished units, and inventory will be checked by BROKER or BROKER'S AGENT at departure. In the event TENANT(s) damage the premises or owe any monies to the LANDLORD, BROKER is given the EXCLUSIVE authority to determine in its professional judgment the amount due, charge the TENANT(s) accordingly as per FS 83.49 and/or settle with the TENANT(s). BROKER is given the power to make claims upon the security deposit on behalf of LANDLORD and BROKER shall not be held liable for any failure to make claim(s) on any damages which were not readily apparent to BROKER. LANDLORD understands and agrees that the Security Deposit belongs in full to the TENANT(s) unless a claim is made upon the Security Deposit AND BROKER is hereby granted to the sole authority to make claims as BROKER deems appropriate. LANDLORD shall not interfere with this process and shall accept BROKERS claim if any on the Security Deposit.
- 13 **HURRICANES, TROPICAL STORMS, ACTS OF GOD:** BROKER shall not be responsible to take any precautionary measures to avoid any damages from any acts of God unless agreed to in writing between BROKER and LANDLORD regardless of the presence of hurricane shutters or similar devices on the premises.
- 14 **BROKER'S AUTHORITY:** BROKER is granted by the LANDLORD the right to manage the property as the BROKER deems necessary, to change the locks on the property between tenancies for safety and security reasons, to place "For Rent" signs on the property unless prohibited by applicable bylaws or local ordinances, to conduct a background check on the TENANT(s), to collect all rental and other funds that may be due to LANDLORD, to cooperate with other BROKER'S or assign or sell the management account as BROKER may see fit, to require releases from all parties in the event of a controversy before disbursing funds and to do all those things BROKER deems necessary for the efficient management of the property with the exception of authority or responsibilities expressly retain by LANDLORD in writing. If an applicant does not met BROKER'S rental criteria, LANDLORD may be presented with applicant for approval.
- 15 **REPAIRS:** BROKER is given the right to spend at BROKER'S discretion and without the necessity of permission by OR notification to the LANDLORD, an amount not to exceed \$350.00 in any 30 day period during this agreement to purchase items, cleaning, make repairs, and pay for same out of LANDLORD'S funds, and if inadequate, LANDLORD shall be billed for the difference. BROKER is also given the authority to negotiate contractual arrangements by suppliers or other independent contractors for all improvements, maintenance or repair services deemed necessary by BROKER. After the TENANTS(s) vacates and fund become available for use from the TENANT'S Security Deposit, BROKER is given the right to spend up to the full amount of the monies claimed from the TENANT'S Security Deposit PLUS the aforementioned amount to purchase items, for cleaning, to make repairs, pay for repairs and if inadequate, LANDLORD shall be billed for the difference. In case of emergency, i.e. air conditioning, heat refrigerator, range or plumbing or any other repair the BROKER deems an emergency and or necessary in BROKER'S sole judgment for the safety of the TENANT(s) or the welfare of the property, BROKER has authority to institute repairs, even if over the aforementioned limit and LANDLORD agrees to be responsible for the sums expended.
- 16 **MANAGEMENT COMPENSATION:** BROKER shall be entitled to a rental commission from all rent monies collected and shall retain any charges deemed "additional rent" or fees in lease agreement including but not limited to renewal

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fees, application fees, nonrefundable pet fees minus any pet damages and late fees/charges. All fees or commission are due to the BROKER whether the BROKER procures TENANT OR LANDLORD procures tenant unless otherwise in writing. These are mandatory fees which covers a wide variety of services such as fully computerized system, move out inspections, advertising, administrative employees, arranging for and supervising repairs, collection and payment of applicable Florida state and local taxes from fund received from TENANTS(s) preparation of Federal Form 1099 etc.

- A. LONG TERM RENTALS:** In the event there is a long term lease entered into (6 months or longer), furnished or unfurnished, the management fee/commission will be 10% of rents collected. If the TENANT(s) remain for any additional terms or time periods after the initial term, the management fee/commission shall be the same as aforementioned on any rents collected.
- B. SHORT TERM RENTALS:** In the event a short term lease in entered into (less than 6 months) furnished or unfurnished, the management fee/commission will be 15% of the rents collected. If the TENANT(s) remain for any additional terms or time periods after the initial term, the management fee/commission shall be the same as aforementioned on any rents collected.
- C. LEASING FEE:** A leasing fee of 100% equal to the first month's rent shall be due upon lease signing of 6 months and a day or more.
- D. LEASE RENEWALS:** A lease renewal fee of 50% of the rental amount will be due upon the renewal of leases renewed for 6 months or longer, in addition to the monthly management fee/commission of 10% of rents collected.
- E. PROPERTY INSPECTIONS:** A property inspection fee of \$50.00 per inspection will be due upon the completion of the inspection while a tenant is occupying the premises. A full report with pictures will be given to the owner upon completion with BROKER recommendations. Please choose how often you would like your property inspection report during the tenancy of any given tenant:

3 Months                       4 Months                       6 Months

**17 ADDITIONAL SERVICES:** Dragonfly Properties & Investments, LLC highly recommends that the following services be performed as routine maintenance to avoid costly repairs that could be avoided and for the general upkeep of the property also to sustain the longevity your properties systems. For a complete list of Please choose the services/maintenance that you would like to have done on a monthly/yearly basis:

- Yearly dryer vent cleaning..... \$60.00
- Monthly lawn service duplex..... \$70.00
- Monthly lawn service single family.....\$80.00
- Monthly a/c filter change (plus the cost of the filters)..... \$25.00
- Monthly exterior/interior pest extermination.....\$35.00  
(Initial spray is \$150.00 and \$35.00 monthly; no contract.)
- Monthly pool service.....\$65.00

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- Monthly salt service only (plus the cost of the salt).....\$30.00
- Monthly complete water system maintenance.....\$55.00

The life of a water system is greatly shortened by lack of proper maintenance. An improperly maintained system can be destroyed in less than a year, but a well maintained system has a life of six or more years, depending on water usage and conditions. By having routine salt service and/or routine maintenance, costly repairs due to early detection can be avoided. By being onsite monthly, looking over every aspect of the system, we are able to identify small issues before they become large issues. EXAMPLE: A bad bladder on a pressure tank causes the pump to cycle on and off more frequently. This greatly shortens the life of the pump. The cost of a new bladder tank is \$200.00, however if both the tank and the pump need replaced, it can run up to \$1,300.00

- Twice annual HVAC maintenance.....\$150.00

**Cooling System:**

1. Inspect accessible areas for signs of refrigerant leaks
2. Check system operating pressures
3. Check condenser coil for blockage
4. Check compressor starting and running amps
5. Ensure that electrical start devices operate properly
6. Inspect all wiring for signs of deterioration or damage
7. Inspect outdoor fan blade for damage and vibration
8. Oil compressor fan motor if needed
9. Inspect metal components and valves for corrosion
10. Inspect high and low pressure safety controls
11. Replace indoor air filter with pleated allergenic filter
12. Measure temperature drop across indoor coil
13. Inspect blower motor assembly
14. Clean condensate drain and check for leaks/corrosion
15. Check indoor thermostat in cooling and fan only modes
16. Check accessible ducts for air leaks.
17. Check air outlets for blockages

**Heating System:**

1. Check indoor thermostat and program for heat operation
2. Inspect electric elements condition
3. Check sequencer control operation
4. Check indoor fan motor rotation and motor amps
5. Check temperature difference between return and supply
6. Check electrical fans control wiring connection

7. Check electric heater amp draw
8. Replace indoor air filter
9. Start and check heating operation

\*\*\*Other advantages: 24 hour emergency service with no overtime; Any other parts not listed above are specifically excluded from this agreement.

- 18 PROCEEDS/OWNER DISPURSEMENT:** BROKER shall send LANDLORD the proceeds collected from the rental of the property minus the rental commission, fees and any costs and expenses provided for in this agreement. It is understood that no funds will be released until such time as monies have cleared the BROKER'S bank (usually 5-7 business days for local checks and 2/ to 4 weeks, depending on locale, for out of state checks.) In the event a prospective TENANT places a good faith or holding deposit with BROKER and fails to take possession, said deposit or portion thereof, if retained, shall be disbursed 50% to LANDLORD AND 50% TO BROKER. In order to minimize legal disputes and liability to both the LANDLORD and the BROKER, BROKER retains the SOLE AND EXCLUSIVE RIGHT to refund ANY deposits in full or part to an applicant or TENANT who has or has not signed a lease agreement upon the advice of BROKER'S legal counsel and LANDLORD agrees to hold BROKER harmless for same. This is to avoid litigation for the LANDLORD AND BROKER.
- 19 NOTICES:** Whenever any notice is required in this agreement or desire to communicate formally or legally by LANDLORD to BROKER, notice must be in writing and mailed certified or return receipt requested to the address as indicated hereafter, and deemed delivered upon actual physical receipt thereof, not date of mailing. In certain instances BROKER may request communication by email, mail or fax and if so, such communication shall be binding and legally sufficient.
- 20 ENVIRONMENTAL HAZARDS and INJURIES SUFFERED BY TENANT(S):** TENANT(S) are increasingly suing property OWNERS and Brokers for environmental hazards including but not limited to mold, mildew smoke odors, allergens and other hazards which may be present on the premises. OWNER affirms no such hazards are known by OWNER to be present on the premises at this time. OWNER agrees to indemnify BROKER in the event BROKER is sued by TENANT for any injuries suffered on the premises unless such injuries were due to BROKER's actions.
- 21 LANDLORD CONTACT WITH TENANT(S):** LANDLORD agrees and understands that if LANDLORD has any contact with the TENANT(S) in person, by mail, by phone or otherwise, in the event of legal dispute which results in litigation, the chances become extremely high that the LANDLORD will have to testify in person in court. BROKER strongly urges that all contact with TENANT(S) be made by and through BROKER. LANDLORD agrees that contact with the TENANT(S) may be grounds for BROKER terminating this agreement.
- 22 COMMISSION AND OTHER LEGAL DISPUTES:** In the event of any litigation between the LANDLORD and BROKER, the prevailing party shall be entitled to an award of all attorneys' fees and cost and venue for all litigation shall be in the county where the property is located or where the BROKER is located.
- 23 FORECLOSURE PROCEEDINGS, ASSIGNMENT OF RENTS:** In the event the property becomes subject to liens and/or foreclosure proceedings and/or a condominium or homeowner's association or mortgagee exercises any right to an assignment of rent they may have or a receiver is appointed, LANDLORD agrees that BROKER shall comply with any court order and/or at BROKER'S discretion disburse rent monies to the requesting party based on advice of BROKER'S legal counsel. If any of the aforementioned occurs, LANDLORD gives BROKER the full right and authority to disburse the security deposit or advance rent held by BROKER to any party the tenant even if the TENANT is still residing on the premises or owes rent.

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**24 MODIFICATION OF THIS AGREEMENT:** BROKER may change the terms of this agreement by giving 60 days written notice to LANDLORD. The 60 days shall be counted from the date notice was mailed. Should no written objection be forthcoming from LANDLORD within 60-day period, LANDLORD'S acceptance of said changes shall be presumed.

**FACSIMILE SIGNATURES: THE PARTIES AGREE THAT THIS AGREEMENT MAY BE EXECUTED BY FACSIMILE AND SUCH FACSIMILES SHALL BE BINDING AS IF ORIGINALS.**

**\*\*\*IMPORTANT NOTICE\*\*\***

**COMPLIANCE WITH THE FEDERAL FAIR HOUSING ACT, please do not ask or expect us to place any restrictions on your property based on a prospective tenant's or occupant's race, color, religion, handicap, sex national origin or familial status. FEDERAL AND STATE LAWS prohibit us from placing any such restrictions on the properties we handle for rent.**

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_ OWNER/LANDLORD

\_\_\_\_\_ OWNER/LANDLORD

\_\_\_\_\_ BROKER/AGENT OF BROKER

**BROKER:**

Dragonfly Properties & Investments  
1130 Lee Blvd. Suite E  
Lehigh Acres, FL 33936

Phone: 239-645-1104  
Fax: 239-369-7467  
Email: info@dragonflyrentals.com

**LANDLORD:**

Owner name		Tax ID#
Name checks should be made out to		Tax ID#
Owner Mailing Address:		
<i>(Where checks and statements should be mailed)</i>		
Email Address: _____		
Bank: _____ Acct & Routing# _____		
Phone	Fax	Cell

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# SPECIFIC POWER OF ATTORNEY

Landlord/Owner(s), hereinafter Owner(s), hereby grants Broker or Broker's agent(s) **DRAGONFLY PROPERTIES & INVESTMENTS, LLC** who hold a current, valid real estate Sales persons or Brokers license, hereinafter Agent(s), the specific power of attorney to sign lease(s) and/or lease renewals (unless specifically not authorized by Owner(s) in writing by certified mail at least 60 days prior to any renewal period) on managed or finder fee rental properties on behalf of Owner(s) and thus bind Owner(s) to the terms of the lease agreement(s). Owner(s) agree that they alone own the managed properties and that there are no other undisclosed owners of the properties.

Agent(s) are given the exclusive right to screen and approve or disapprove prospective tenant(s), to deliver, on Owner's behalf, any default notices to Tenant(s) as may be necessary. Owner(s) warrant that the unit to be managed is a legal rental unit and rental of same will not be in violation of any rules, laws, or ordinances. Owner(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.

Owner(s) agree to hold Agent(s) harmless for any actions by the tenant(s), cancellation by the tenant(s), breach of lease, failure of tenant(s) to pay any rents or funds due under the terms of the lease agreement or any damages or missing items due to the tenant(s) and/or tenant(s) guests.

Property address \_\_\_\_\_

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
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 \_\_\_/\_\_\_/\_\_\_

**Form provided to agent by:  
LAW OFFICES OF HEIST, WEISSE & DAVIS, P.A.  
1-800-253-8428**

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