

Section one is completed by the Listing Broker and the Seller. This section includes the owner's information; the preferred method for showing the unit; and the owner's permission for the Property Management Firm to provide agents with the rental and maintenance history. Once the form is completed and signed by the seller, the Listing Broker will fax or email the PMD form to the Property Management Firm.

1. **COMPLETE:** Property & seller information
FROM/TO WHOM: Listing Broker & Seller to property management firm
WHEN: Upon signing of the listing agreement

Owner(s) Name/Address: _____
 Property Address: _____
 Cottage Name/Number: _____ MLS #: _____
 Listing Broker Firm: _____ Phone: _____
 Listing Agent: _____ Fax: _____
 Listing Agent's Email: _____
 Method to show property: Lockbox _____ Key _____ Appointment _____
 Please supply: Previous & Current Years Rental Histories _____ Maintenance History _____
 This form will remain in effect until written notification from the Listing Broker or Owner is received by the Property Management Firm that the property is no longer listed for sale.

 Owner Signature Date

Section two is filled in by the property management company. This section provides the Listing Broker with the name of the property management contact person, the procedure for showing the property, turn over day, accounting information, and the PMA (Property Management Agreement) expiration date; which is extremely important for the buyer. Once completed, the Property Management Firm will fax or email the PMD back to the Listing Broker along with the permitted rental and maintenance history.

2. **COMPLETE:** Property Management Firm information & terms
FROM/TO WHOM: Property Management Firm to Listing Agent
WHEN: Upon initial receipt of this form from Listing Broker

Rental Firm/Office: _____
 Contact Name: _____ Ph: _____ Fax: _____
 Email Address: _____
 Accounting Ph: _____ Accounting Fax: _____
 Turn Day: Fri Sat Sun (circle one)
 Date PMA Expires: _____ PMA Cancellation Penalty: _____
 Can property be shown when rented (Y/N)? _____ Notice required: _____
 Appointments to show will be made by: Listing Agent _____ Rental Mgr _____
 Note: All vacation rental agreements ending within 180 days from the date the grantee's interest in the property is recorded in the office of the register of deeds are to be honored pursuant to GS 42A-19.

Section three is completed by the Selling Agent when the house goes under contract. This section includes the buyer's information and the closing date, so the property management firm can contact the buyers prior to closing, thus achieving a smooth transition from the seller to the buyer on the property management side.

3. **COMPLETE:** Under contract information, Buyer information & scheduled closing date
FROM/ TO WHOM: Agent(s) to Property Management Firm
WHEN: Under contract or new information is entered

Cottage Name/Number: _____
 Under Contract Date: _____ Scheduled Closing Date: _____
 Buyer(s): _____ Home Ph: _____
 1st Contact Name: _____ Work Ph: _____
 Address: _____ Alt Ph: _____
 City, St, Zip: _____ Fax: _____
 Email Address: _____
 Buyer's Attorney: _____ Ph: _____ Fax: _____
 Seller Name/Address: _____
 Selling Broker Firm: _____ Ph: _____
 Selling Agent: _____ Fax: _____
 Seller's Attorney: _____ Ph: _____ Fax: _____
 Buyer's intended Property Management Firm: _____
 Ph: _____

Section four is completed by the Property Management Firm and sent to the Listing Broker once notification is received that the property is under contract. In accordance with the Vacation Rental Act (VRA) pertinent information will be sent to the buyer and the tenants will be notified. This section is most important when the buyer is moving to a new Property Management Firm.

4. **COMPLETE:** Notification to buyer(s) and tenant(s)
FROM/TO WHOM: Property Management Firm to Listing and/or Selling Agent
WHEN: Within appropriate number of days from transfer of property

Names and addresses of tenants and copies of leases sent to Buyer within 10 days after transfer of property:
 Date _____ By Whom: PM Firm ____ Seller ____ Listing Agent ____ (ck one)

N/A because the Buyer is using the same Property Management Firm as the Seller and the Buyer has agreed not to have them sent: _____

Tenants notified within 20 days after transfer of property: a) that the Buyer has purchased the property and b) as to whether their lease will be honored under the VRA:
 Date _____ By Whom: PM Firm ____ Buyer ____ Selling Agent ____ (ck one)

N/A because the buyer is using the same Property Management Firm and lease term ends not later than 180 days after the Buyer's interest in the property is recorded in the register of deeds office: _____

The PMD is a very important and useful tool for every REALTOR®. Not only does proper use of the form help you to better serve the sellers, buyers, sales agents, and property managers; it also promotes better business transactions and seamless transitions.

If you have any questions on the PMD form please contact OBAR at (252) 441-4036. This form is also available on OBAR's website www.outerbanksrealtors.com.

Thank you!