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«Title» «First_Name» «Last_Name»
«Address_Line_1»
«Address_Line_2»
«City», «State» «ZIP_Code»

Dear «GoesBy_Name» and «Spouses_Name»:

A/C EFFICIENCY, AIR FILTERS AND TENANT RESPONSIBILITY

A clean filter keeps A/C cost down vs. the circulating fan working overtime against a dirty filter and you will enjoy breathing the cleaner air. You have agreed to change filters three months, sooner if you would like more efficiency.

It costs \$400 or more dollars to clean the A/C evaporator coil (the cooling coil) and the only way to get them dirty is to NOT change the A/C filter or run without a filter. It is a tenant responsibility to buy and replace air filters. Would you please take care of your A/C unit? Recent inspections have shown that filters are not being replaced.

1. You may immediately return the enclosed stamped and addressed envelope with your post-dated check (1st of the Month) and we will keep track and post on the first – too easy for both of us!
2. For qualifying tenants only, when you are ready to buy a home from our inventory, we will share our commission helping cover you're up front costs – qualifying simply means paying on-time and caring for the property you live in as you do.
3. The footnote at the bottom of the page is your reminder to manage your lease term and provide the required notices when you make a determination to terminate at the end of your lease. Under Florida law, we are required to give you this notice. Seasonal residents, by agreement, have already given notice. Early termination before the termination date is handled with the “Early Termination Addendum – you have it.
4. PLEASE know, ahead of time: your emergency evacuation routes, emergency shelter locations, hospitals, your personal obligations concerning securing your house, etc. in the event of a hurricane, tornado, etc.
5. Please communicate with us during business hours – 7:30 AM until 5:00 PM. In an EMERGENCY ONLY it is reasonable to call evening after business hours until 9:30 or on Saturday or Sunday. Please keep in mind that calling off hours usually only accomplishes delivering the problem as most businesses do not respond during those hours. Our email address is nevillesj@earthlink.net. - I check emails by 7:30 AM.

We just had an owner offer a renewal at a rate the tenant was requesting and the owner's reasoning was simply that he felt the tenants were caring for the property and keeping maintenance costs down. That was easy!

We have for the very first time initiate eviction proceeding and it is not a good thing. We bow out turning everything over to an attorney very capable of handling matters. In a successful action all costs, fees, past due & late charges and the actual attorney charges are due after the fact from the tenant and are collectable. Please use your early termination option should your circumstances change. We always offer that option to avoid the eviction/collection action. I do not know of another manager or realtor that offers this “easy-out” up front.

Our Regards!

Notice Required 31 to 45 Days Prior To Notice Period (with specific duration)

According to your lease, you are required to give us 30 days notice in writing if you are vacating the premise at the end of your lease term. Failure to give us this notice in writing will result in complete forfeiture of your Security Deposit and you will owe us an additional month's rent. *Notice requirements also apply to a month-to-month termination.*