



1200 E. Morehead Street, Suite 140
Charlotte, NC 28204
(704) 370-6419 Phone
(704) 973-0057 Fax

Owner & Unit Information

Property Owner(s): _____

Owners Address: _____

Owner(s) Telephone Numbers: Cell _____ Work _____

E-mail Address: _____

Property Address: _____

Rental Amount Desired: _____

Type of Property (check one):

House _____ Condominium _____ Townhome _____ Other _____

Furnished or unfurnished (circle one). If furnished, include an inventory of furnishings.

Approx. square feet: _____ Year built: _____ One or Two Stories _____

No. of Bedrooms: _____ No. of Bathrooms: _____ One or Two Car Garage: _____

Is the property vacant? _____ Date of availability: _____

Ad Copy for Rental Listing: Help us sell your home! Describe amenities and features (include if property has pool, boat dock or pier, patio, deck, balcony, screened porch, fenced yard, lawn maintenance, fireplace, storage building or storage space or any other features you feel makes your property desirable). 400 Characters Maximum.

Are Pets allowed in the unit? _____ No _____ Yes (We strongly recommend "yes")

Appliances staying in your property (Please Check All That Apply)

Refrigerator _____

Range _____ gas or electric (circle one)

Washer _____

Dryer _____

Microwave _____

Hot water heater: Gas or electric (circle one)

Heat: gas or electric (circle one)

Air Conditioning: _____

Are any of the appliances under warranty or are there any service contracts currently in place covering any aspect of the unit or amenities? If yes, please describe, include item covered, term of coverage and by whom (if possible, include copy of contract).

Locks & keys: We need 3 sets of keys and any garage door openers. If more than one key is necessary for the unit, please describe each key's function and use.

Pictures: Please send us any digital pictures you would like us to include in the marketing of your property to Support@BDFRealty.com (8-10, please). Please reference the property address in the subject line of your e-mail.

It is understood that this office cannot discriminate on the grounds of race, religion, color sex, or national origin in the selection of tenants. This office requires full credit, employment, criminal and past tenancy investigation prior to the selection or approval of all tenants.

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"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding	
	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. person (including a U.S. resident alien).

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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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.

U.S. person. 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.

In 3 above, 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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

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,