



Exceptional Real Estate Solutions LLC

www.exceptionalrealestatesolutions.com

PROPERTY MANAGEMENT AGREEMENT

This Agreement is made on _____, between:

Owner: _____

Property Manager: _____

For the property located at: _____ (“Property”)

1. Term

This Agreement begins on _____ and continues month-to-month (or for ___ months) until terminated by either party with ___ days written notice.

2. Services Provided

Manager agrees to:

- Market and lease the Property
- Screen tenants (credit, background, references)
- Prepare and execute leases on Owner’s behalf
- Collect rents and security deposits
- Coordinate maintenance and repairs
- Handle tenant communications
- Enforce lease terms, including late fees
- Coordinate evictions (through legal counsel if needed)

3. Leasing Authority

Manager may advertise, show, and approve tenants based on standard screening criteria.

Final approval: Owner

4. Rent Collection

All rents are payable to Manager, who will:

- Deposit funds into a designated account
- Disburse net proceeds to Owner monthly
- Provide monthly statements

5. Management Fees

- Management Fee: \$ = one month's rent

6. Maintenance & Repairs

- Repairs require Owner consent

7. Owner Responsibilities

Owner agrees to:

- Maintain property insurance
- Comply with all laws, codes, and safety requirements
- Indemnify Manager except for negligence or misconduct

8. Accounting

Manager will provide:

- Monthly income/expense statements
- Year-end summary (1099 if applicable)

9. Security Deposits

Held and managed in accordance with state law. Returned per lease terms.

10. Evictions & Legal

Manager may initiate eviction through legal counsel. All legal costs are Owner's responsibility.

11. Insurance

Owner must maintain liability and property insurance and name Manager as additionally insured (if required).

12. Termination

Either party may terminate with ___ days written notice. Upon termination, Manager will transfer records, funds, and leases to Owner.

13. Miscellaneous

This Agreement represents the entire understanding between parties and is governed by the laws of the state where the Property is located.

Owner Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____