



PROPERTY MANAGEMENT AGREEMENT

1. AGREEMENT

THIS AGREEMENT is made and entered this _____ day of _____, 20__, by and Between _____ (hereinafter "OWNER"), and _____ (hereinafter "AGENT").

2. APPOINTMENT OF AGENT

2.1 OWNER hereby appoints AGENT as sole and exclusive agent of OWNER to manage the PREMISES described in paragraph 2.2 upon the terms and conditions provided herein. AGENT accepts the appointment and agrees to furnish the services of its organization for the management of the PREMISES.

2.2 The property to be managed by AGENT under this AGREEMENT (the "PREMISES") is located at _____ in the city of _____ in the state of Maine.

2.3 This AGREEMENT is on a month-to-month basis, commencing on the _____ day of _____, 20__, and either party may terminate this AGREEMENT upon 30 days written notice delivered to the other party, subject to the provisions of paragraph 16.1 herein.

2.4 OWNER warrants that OWNER is the sole owner of the PREMISES, or has unconditional authority to execute this AGREEMENT on behalf of any CO-OWNER and that the PREMISES are not subject to current legal action or foreclosure. Any individual OWNER shall have authority to hereafter take action and enter into further agreements with AGENT on behalf of all CO-OWNERS.

2.5 OWNER authorizes AGENT to contract for services to include but not limited to, water, sewer, garbage, gas, electric, irrigation, yard care, maintenance agreements, and coin operated washer and dryers. OWNER to assume the obligation of any contracts entered.

3. MAINTENANCE AND REPAIRS

3-1 AGENT is authorized to make or cause to be made, through contracted services or otherwise, all ordinary repairs and replacements reasonably necessary to preserve and maintain the PREMISES in an attractive condition and in good state of repair for the operating efficiency of the PREMISES, and all alterations required to comply with lease requirements, governmental regulations, or insurance requirements. AGENT is also authorized to decorate the PREMISES and to purchase or rent, on OWNER's behalf, all equipment, tools, appliances, materials, supplies, and other items necessary for the management, maintenance, or operation of the PREMISES. Such maintenance and decorating expenses will be paid by the OWNER and through the OPERATING ACCOUNT. AGENT shall not be liable to OWNER for any act, omission, or breach of duty of such independent contractors or suppliers.

3-2 At AGENTS discretion, a 10% fee of gross invoices for all labor and material arranged for and contracted by AGENT for remodeling, redecoration or repair of the PREMISES may be charged.

3-3 Due to the volume of business and AGENT'S business relationships with vendors, certain benefits in the form of rebates, gratuities and discounts are sometimes made available to AGENT and its employees. AGENT does not mark up invoices and charges to OWNERS and therefore, AGENT retains all available discounts, gratuities, and rebates. AGENT shall always award vendor contracts and otherwise deal with vendors based upon price, availability, workmanship and industry reputation.

3-4 (Optional) At OWNERS request Agent can contract for bi-annual Preventative Maintenance at the expense of the Owner. The contractor will check all plumbing and plumbing fixtures, caulking, door stops, dryer vents, smoke detectors, and furnace filters and make necessary repairs. Agent agrees to back-charge tenant for tenant related expenses.

4. YARD CARE

AGENT will provide yard care services for additional cost. Yard care is considered to include but is not limited to weeding of planters, trimming of grass, edging of grass and planters, pruning and trimming of all shrubs and trees, leaf clean up, sand sweeping, mulching, application of weed control and fertilizer on grass, setting of any automatic timers for irrigation/sprinkler system, or the removal of garbage, debris, and animal feces. If OWNER has someone OWNER must indicate in writing who is to care for the yard, whether it is the TENANT, an independent contractor, or the OWNER themselves. AGENT agrees to inspect the exterior yard during its random property surveys and notify either the tenant or the independent contractor of deficiencies. If OWNER indicates that the yard care is to be performed by the TENANTS, either the OWNER or independent contractor assumes responsible for yard care between tenancy.

5. LEASING AND RENTING

5-1 AGENT shall use all reasonable efforts to keep the PREMISES rented by procuring tenants for the PREMISES and will keep, as rental fee, one half the first months rent. AGENT is authorized to negotiate, prepare and execute all leases, including renewals and extensions of leases and to cancel and modify existing leases, utilizing AGENT forms and agreements exclusively.

5-2 During the term of this AGREEMENT, OWNER shall not authorize any other person, to negotiate or act as rental agent with respect to any leases for the PREMISES.

5-3 AGENT will make all decisions as to the rental amount. OWNER understands that the AGENT determines rental amounts in a competitive manner and consistent with other similar properties managed by AGENT or in the vicinity of the OWNER'S property.

5-4 OWNER and AGENT agree to follow all Federal and Local Housing Laws. If OWNER should at any time request AGENT to disregard Fair Housing laws and/or Landlord/Tenant Laws, this contract will be terminated immediately and the management fees for the balance of this contract or \$500, whichever is greater, will be due immediately.

5-5 AGENT shall have authority on behalf of the OWNER to terminate any lease or rental agreements covering the PREMISES that are in default, to execute and serve such legal or other notices as AGENT deems appropriate, to institute legal actions for the benefit of, and the expense of, OWNER for the purpose of evicting tenants in default and to recover possession of the PREMISES, to recover unpaid rents and other sums due from any tenant to settle, compromise and release claims by or against any tenant, and to employ attorneys for payment of rent more than seven days in arrears. OWNER agrees that AGENT is not

responsible for the collection of delinquent accounts. AGENT assumes no liability for monies that are uncollectible or for any damages or costs related to the tenancy and the property.

5-6 Agent assumes no responsibility or management of personal property left by OWNER at PREMISES.

6. FINANCIAL AND OTHER REPORTS

AGENT shall issue to OWNER itemized statements by the 15th day of each month which will include an accounting of all income and expenses related to the property.

7. BANKING

AGENT shall utilize its Operating Account for the deposit of receipts and collections as described herein. Funds in the account shall remain the property of the OWNER subject to disbursement of expenses by AGENT as described in this AGREEMENT. AGENT'S Operating Account is a common account used for Owners represented by AGENT.

7-1 AGENT shall collect all rents, charges and other amounts receivable on OWNER'S account in connection with the management of the PREMISES. Such receipts shall be deposited in the account maintained by the AGENT for the PREMISES. OWNER authorizes AGENT to endorse any and all checks drawn to the order of OWNER for deposit to such operating account.

7-2 AGENT shall comply with all applicable state or local laws concerning the responsibility for security deposits. Security deposits will be deposited in the account maintained by the AGENT for the PREMISES. AGENT shall collect and maintain all tenant deposits, such as security deposits, cleaning and damage deposits, pet deposits, cable/satellite deposits, and any other deposits in which AGENT deems necessary to collect from TENANT. OWNERS of new accounts agree to provide an accounting of all security deposits and to supply AGENT with matching funds prior to the execution of this AGREEMENT. Should the PREMISES sell or upon termination of this AGREEMENT, OWNER authorizes AGENT to deduct any outstanding fees owed by TENANT to AGENT from the security deposits prior to releasing these funds.

7-3 Owner shall be responsible for the payment of all mortgage/notes, property taxes, special assessments, Homeowner Association fees, special assessments, all utilities as listed in paragraph 8.1 of this AGREEMENT, and premiums for casualty and liability insurance relating to the PREMISES unless otherwise modified in writing with AGENT.

7-4 Checking accounts shall be established for each account with a \$500.00 minimum balance. These accounts will be used for management and maintenance fees.

7-5 Upon acceptance of the request to make payments for those items listed in Section 7.3 of this AGREEMENT, AGENT will disperse funds accordingly, provided that OWNER'S account has sufficient funds. OWNER agrees to provide all necessary information and funds to AGENT to ensure proper and timely payments and hold AGENT harmless for any costs or responsibilities due to late payments. If AGENT is to make payments to any of the aforementioned entities, OWNER agrees to notify each entity and to authorize AGENT to call and access account information. OWNER bears sole responsibility for payments, late fees, lost payments, and/or any damages.

7-6 From the Operating Account, AGENT is hereby authorized to pay or reimburse itself for

all expenses and costs of operating the PREMISES, including AGENT's compensation and expense reimbursements.

7-7 At the discretion of AGENT, any balance of the OWNERS account due and owing AGENT and not paid within 10 days of constructive notice will accrue interest at Eighteen percent (18%) per annum however not less than Twenty-Five Dollars (\$25) per month, until paid in full. Mailing of monthly statement of income and expenses indicating a deficient OWNER balance shall be sufficient notice to OWNER of balance due.

7-8 OWNER agrees to keep all mortgages, property taxes, association fees, or any other obligations, which could lead to a foreclosure action against the property current and paid in full. Should AGENT be notified that a foreclosure action has been initiated against the PREMISES, OWNER authorizes AGENT to freeze all OWNER related funds to that property and AGENT will not make any further disbursements to OWNER. OWNER will have 30 days to correct and make all obligations current. Should OWNER fail to stop the foreclosure process, OWNER authorizes AGENT to release the TENANT from their rental agreement and all future rental payments, refund the security deposit to the TENANT, and deduct from OWNER'S funds on hand all amounts due to AGENT or TENANT including, but not limited to, any refund to TENANT of prorated rents or expenses and all management fees and other fees as described within this AGREEMENT.

8. UTILITIES

OWNER is responsible for the payment of all utilities. OWNER must contact each utility, such as electric, gas, water, sewer, trash, and irrigation companies and provide AGENT with billing information to include account and contact numbers. OWNER must call utility service providers and list the AGENT on the account. If AGENT is to pay utilities on behalf of OWNER, OWNER is to set billing as follows:

9. PROPERTY SURVEYS

AGENT agrees to perform a minimum of 12 exterior surveys per year. Such survey will be performed on a random basis to ensure Tenant compliance on a regular basis. OWNER can request an interior survey at anytime. AGENT shall perform interior surveys at its discretion or when deemed prudent by AGENT.

10. ADVERTISING

AGENT is authorized to advertise the PREMISES or portions thereof for rent, using print ads, periodicals, signs, brochures, internet/web sites, displays, or such other means, as AGENT may deem proper and advisable and OWNER agrees to reimburse AGENT for all advertising costs. AGENT is authorized to place signs on the PREMISES advertising the PREMISES for rent. Newspaper ads that share space with other properties managed by AGENT shall be prorated. Advertising expenses may include direct costs for advertising the OWNER'S PREMISES as well as a reasonable pro-rata share of general advertising by the AGENT which is designed to collectively benefit the OWNER'S PREMISES and other properties managed by AGENT.

11. LEAD PAINT DISCLOSURE:

Housing built before 1978 may contain lead based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords and owners must disclose the presence of known lead based paint.

Owner's Acknowledgement relating to the Property (**Initial if Applicable**)

- 11-1 Known lead based paint/hazards are present _____
- 11-2 Has no knowledge of lead based paint/hazards _____
- 11-3 Has provided lead based/hazard records _____
- 11-4 Has no records pertaining to lead based paint/hazards _____

12. NORMAL WEAR AND TEAR DEFINED

Normal wear and tear means the deterioration that occurs based upon the use for which the rental unit is intended without negligence, carelessness, accident, misuse, or abuse of the premises or contents by the tenants, their family, or their guests. For the purposes of this agreement, AGENT will consider the following items as normal wear and tear. (minor spot painting between tenants, traffic wear in carpet, carpet replacement after 5-7 years, scuffed hardwood floors, sometimes minor cleaning between tenants, worn toilet seats, re-keying or replacement of worn locks, blind replacement due to sun damage or paint flaking, caulking or any other preventative maintenance).

13. LEGAL FEES

13.1 OWNER agrees to pay all expenses incurred by AGENT including, without limitation, attorney's fees for counsel employed to represent AGENT or OWNER in any proceeding or suit involving an alleged violation by the AGENT or OWNER, or both, of any constitutional provision, statute, ordinance, law or regulation of any governmental body pertaining to fair employment, Federal Fair Housing, including, without limitation, those prohibiting or making illegal discrimination on the basis of race, creed, color, religion, or national origin, marital status, or mental or physical handicap in the sale, rental or other disposition or housing or any services rendered in connection therewith, but nothing herein contained shall require the AGENT to employ counsel to represent the OWNER or himself in any such proceeding or suit.

13.2 OWNER shall not hold AGENT liable for any error of judgment or mistake of law except in cases of willful misconduct or gross negligence.

13.3 If any legal action or proceeding be brought by either party to enforce any part of this AGREEMENT, the prevailing party shall recover in addition to all other relief, reasonable attorney's fees and costs, but not to exceed \$750 (seven hundred fifty dollars).

14. INSURANCE: HOLD HARMLESS AND LIABILITY

Nothing in this AGREEMENT contained shall be construed as rendering AGENT liable for any act, omission, or occurrence resulting from or in any manner arising out of the performance of AGENT'S duties and obligations hereunder, or the exercise by AGENT of any of the powers or authority herein or hereafter granted to AGENT by OWNER, or the use of any lease or rental agreement required by OWNER. At all times this AGREEMENT is in effect, OWNER, at OWNER'S expense, must maintain in full force and effect:

14.1 Fire and extended coverage for all casualties and hazards customarily covered by

casualty insurance in the State of Maine for the full insurable value of the PREMISES, containing endorsements that contemplate the leasing of the property by OWNER and vacancies between lease terms: and

14.2 Public liability insurance naming AGENT, _____, as additional insured.

14.3 Within fifteen (15) days from the effective date, OWNER must provide to AGENT a copy of a certificate of insurance evidencing the required coverage. If the insurance coverage changes in the manner or degree at any time this agreement is in effect, OWNER must provide AGENT a copy of the insurance certificate evidencing any change within ten (10) days of the change.

14.4 OWNER agrees to indemnify, defend and hold AGENT harmless from all claims, investigation, and lawsuits by third parties related to the PREMISES, and the management and leasing, whether occurring during the term of this AGREEMENT or after its termination, and from any claim or liability for damage to property, or injuries or death of any person.

14.5 It is expressly agreed and understood that all persons employed in connection with the PREMISES are employees of the OWNER and not the AGENT. The OWNER'S obligation under this Section shall include the payments of all costs, expenses, suits, claims, settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay, court costs, litigation expense, worker's compensation claims, and attorney's fees.

14.6 AGENT shall not be liable for any willful neglect, abuse or damage to the PREMISES by tenants, vandals, or others nor loss or damage to any personal property of OWNER.

14.7 If at any time during or after the term of this AGREEMENT, the PREMISES are found to be contaminated with hazardous waste, OWNER agrees to indemnify and hold AGENT harmless from all claims, demands, actions, liabilities, costs expenses, damages and obligation of any nature arising from or as a result of said hazardous waste. The foregoing indemnification shall survive the termination or expiration of the AGREEMENT.

15. AGENT'S COMPENSATION AND EXPENSES

15.1 AGENT's fee shall be \$_____ monthly or _____% of the total monthly gross receipts from PREMISES, whichever is the greater amount.

15.2 OWNER shall charge a one time set up fee of \$150 per property.

15.3 OWNER agrees to reimburse AGENT each month during the term hereof for expenses directly attributable to OWNER's property. These expenses include, but are not limited to, advertising and legal fees.

15.4 Any time of AGENT or AGENT's employee(s) expended in preparation for and attendance to court on OWNER'S behalf will be billed at the rate of \$75 for each eviction or \$50 per hour for other litigation. OWNER and AGENT agree such charges will be paid by the OWNER but charged to the TENANT.

15.5 Normal property management services do not include showing property to real estate agents, inspectors, appraisers, or prospective buyers while property is for sale. Should OWNER request AGENT to perform services not included in normal property management, a fee based at \$25 per hour may be assessed at AGENTS discretion.

16. TERMINATION OF AGREEMENT

16-1 The OWNER shall be obligated hereunder for an initial term of ONE YEAR from the commencement date set forth in paragraph 2.3 above. In the event the OWNER terminates this AGREEMENT within the initial term, the OWNER agrees to pay to the AGENT an administrative fee equal to the percentage set forth in paragraph 15.1 herein applied to the actual or projected rent for the PREMISES, or the monthly amount set forth in paragraph 15.1, whichever is applicable, for the remainder of the initial term, whether or not the PREMISES is leased or rented.

16-2 All provisions of this AGREEMENT that require the OWNER to have insured or to defend, reimburse, or indemnify the AGENT shall survive any termination and, if AGENT is or becomes involved in any proceeding or litigation by reason of having been the OWNER'S AGENT, such provision shall apply as if this AGREEMENT were still in effect.

16-3 AGENT may withhold funds for 30 days after the end of the month in which this AGREEMENT is terminated to pay bills previously incurred but not yet invoiced and to close accounts.

17. BINDING EFFECT

17-1 This AGREEMENT shall be binding upon the parties hereto and their respective Personal Representatives, heirs, administrators, executors, successors and assigns. OWNER acknowledges receipt of a legible copy of this fully executed AGREEMENT. Effective date is subject to receipt of all items listed on the AGENT Ownership Changeover Checklist.

17-2 Should any Section or any part of any Section of this AGREEMENT be rendered void, invalid, or enforceable by any reason by any court of law exercising competent jurisdiction, such a determination shall not render void, invalid, or unenforceable any other Section or any part of any Section in this AGREEMENT.

17-3 AGENT may change the terms under which AGENT is willing to provide service in the future under the AGREEMENT, but only by giving at least 30-days advanced written notice to OWNER.

17-4 The drafting, execution and delivery of this AGREEMENT by the parties have been induced by no representations, statements, warranties or agreements other than those expressed in this AGREEMENT. This AGREEMENT embodies the entire understanding of the parties, and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof unless expressly referred to in this AGREEMENT.

18. SPECIAL POWER OF ATTORNEY

KNOWN ALL MEN BY THESE PRESENTS; that the OWNER has made, constituted, and appointed and by these presents do make, constitute and appoint _____ and its agents, true and lawful attorney for and in their name, place and stead, and for their use and benefit as follows:

18.1 To let, rent and lease on such terms and conditions as said attorney in fact may deem proper and to extend or renew any lease or minimum term tenancy now or hereafter in effect, for such term or terms and at such rents and subject to such covenants, provisions and constitutions as they may deem best for the above described PREMISES.

18.2 To ask, demand, collect, and receive all rents and moneys, and to file receipts therefore; to order, direct, superintend, and manage all repairs, alterations, and improvements, and to make disbursements for the same; to make all purchases; in general, to do and perform all acts and things incident to management of the PREMISES and make all proper and necessary disbursements in connection therewith. AGENT shall also have full power to lease said PREMISES as provided herein and to do all acts necessary for the carrying out and execution of such leases or minimum term tenancies. Agent shall have full power to initiate, set up, terminate, or modify any and all utilities or landlord service agreements for all utilities related to the PREMISES, such as but not limited to: electric, gas, water, sewer, trash, and irrigation.

18.3 Giving and granting unto said attorney full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in and about the above stated PREMISES, as fully to all intents and purposes as the OWNER might or could do if personally present, and hereby ratifying and conforming all that said attorney shall lawfully do or cause to be done by virtue of these presents.

19. APPLICABLE LAW AND PARTIAL INVALIDITY

The execution, interpretation, and performance of this Agreement shall in all respects be controlled and governed by the laws of the State of Maine. If any part of this Agreement shall be declared invalid or unenforceable, AGENT shall have the option to terminate this Agreement by notice to OWNER.

IN WITNESS WHEREOF, the parties hereby have affixed or caused to be affixed their respective signatures this _____ day of _____ 20__.

AGENT

Signature

OWNER

Signature

Street Address

City, State, & Zip

_____/_____/_____
Home # Cell # Work #

Email Address

Owner Tax ID or SSN

Emergency Contact Name/Phone #

Date of Birth