

PROPERTY MANAGEMENT AGREEMENT

This Agreement is made and entered into this _____, 20____,
between _____ (Owner), and Catherine
Portock and Re/Max Atlantic
(Manager).

Owner hereby employs the services of Manager to manage, operate,
and control the following described property: _____

Responsibilities of Manager.

Owner hereby appoints Catherine Portock as Property Manager

1. To collect all rents as they become due, giving receipts therefore and to render to Owner a monthly accounting of rents received and expenses paid out; and to remit to Owner all income, less any sums paid out.
2. To order maintenance and repairs to the property and to hire all employees and other labor for the accomplishment of same. Landlord will be made aware of any necessary repairs to the property before work is completed. Landlord will approve of repairs needed.

Tenants will contact the Property Manager with any problems or concerns that arise at the property.

Liability of Manager.

Owner hereby agrees to hold Manager harmless from any and all claims, charges, debts, demands and lawsuits, including attorney's fees related to his management of the herein-described property, and from any liability for injury on or about the property which may be suffered by any employee, tenant or guest upon the property.

Compensation of Manager.

Owner agrees to compensate Manager as follows: 10% of the Monthly rents collected.

Term of Agreement.

This Agreement shall be effective as of the _____ day of _____, 20____,
and shall expire on the _____ day of _____, 20____.

This document represents the entire Agreement between the parties hereto.

IN WITNESS WHEREOF, the parties hereto hereby execute this Agreement on the date first above written.

Owner

Manager

PROPERTY MANAGEMENT ADDENDUM "A"

PROPERTY LOCATED AT:

- 1.) A CO Inspection must be ordered. The Landlords will pay for this inspection and send a check to the agent for said amount.
- 2.) Tenants will be allowed a 7 day window to comply with any and all Inspections required through Egg Harbor Township when they arise.
- 3.) Both the Tenant and the Landlord agree to Bi-Annual inspections if required by Landlord.
- 4.) The Landlord is responsible for the vitals of the property and shall maintain the Heater and Ac units in working order.
- 5.) The Tenant is responsible for changing out the air filters in the HVAC unit quarterly.
- 6.) Both the Landlord and the Tenant agree if there is a problem with the vitals, a NJ licensed company will be dispatched to the property and if it is deemed an issue due to the Tenant's wear and tear then the tenant will be responsible for the repairs. If the system failed through regular use and age then the Landlord will be responsible to repair the system.
- 7.) Managed properties rents are to be paid to ReMax Atlantic in the form of a Money Order, Cashiers Check or Bank check directly mailed to the ReMax Atlantic office located at 703 White Horse Pike in Absecon NJ 08201.
- 8.) If the tenants renew their lease a fee of ¼ of the month's will be charged to the Landlord to complete the necessary paperwork for the new lease.
- 9.) Dryer vents should be cleaned once a year at the rental and Landlord shall pay for this.
- 10.) All Fireplaces should be cleaned once per year and Landlords shall pay for this expense.

Landlord _____ Date _____

Landlord _____ Date _____

Tenant _____ Date _____

Tenant _____ Date _____



PROPERTY MANAGEMENT

ReMax Atlantic will:

- *Show your property
- *Advertise the property
- *Run Credit Reports, Criminal Background Reports and Eviction History
- *Call employers and personal references
- *Gather pay stubs and other information pertaining to employment, savings and bank records if necessary
- *We give you the information to make the decision
- *We will prepare the lease
- *We will order the inspections and CO Inspection (Landlords pay the fees)
- *We will do a final walk thru with the tenants and write down any issues in the property as well as a walk out when tenants move out
- *We will get the security deposit and first months rent
- *Any additional fees will be given to the Landlord (Late fees)
- *We can hold Security Deposits in Escrow at our account at TD Bank
- *We will have the tenants transfer utilities over in to their name
- *We handle maintenance issues by first calling Landlords for permission to investigate and get estimates then we will call to have Landlord approve the work before ordering the job done. Landlords are responsible for payments for repairs unless the Tenant caused the damage then the Tenant is responsible to pay for the repairs.
- *Tenants drop off the rent checks to our office and we will send your check to you.

Let us do the work for you! Any questions please call!

Cat Portock 609-312-8949 Cell

Professional Property Manager

ReMax Atlantic
703 White Horse Pike Absecon NJ 08201
609-641-8600 Office 609-641-4141 Fax