

# Property Manager Agreement

## 1. Parties

This Agreement is between \_\_\_\_\_, Owner of residential real property at \_\_\_\_\_ and \_\_\_\_\_, Manager of the property. Manager will be renting unit \_\_\_\_\_ of the property under a separate written rental agreement that is in no way contingent upon or related to this agreement.

## 2. Beginning Date

Manager will begin work on \_\_\_\_\_.

## 3. Responsibilities

Manager's duties are set forth below:

### RENTING UNITS

- answer phone inquiries about vacancies
- show vacant units
- accept rental applications
- select tenants
- accept initial rents and deposits
- other (specify) \_\_\_\_\_

### VACANT APARTMENTS

- inspect unit when tenant moves in
- inspect unit when tenant moves out
- clean unit after tenant moves out, including:
  - floors, carpets and rugs
  - walls, baseboards, ceilings, lights and built-in shelves
  - kitchen cabinets, countertops, sinks, stove, oven and refrigerator
  - bathtubs, showers, toilets and plumbing fixtures
  - doors, windows, window coverings and mini-blinds
  - other (specify) \_\_\_\_\_

## **RENT COLLECTION**

- collect rents when due
- sign rent receipts
- maintain rent-collection records
- collect late rents and charges
- inform Owner of late rents
- prepare late rent notices
- serve late rent notices on tenants
- serve rent increase and tenancy termination notices
- deposit rent collections in bank
- other (specify) \_\_\_\_\_

## **MAINTENANCE**

- vacuum and clean hallways and entry ways
- replace light bulbs in common areas
- drain water heaters
- clean stairs, decks, patios, facade and sidewalks
- clean garage oils on pavement
- mow lawns
- rake leaves
- trim bushes
- clean up garbage and debris on grounds
- shovel snow from sidewalks and driveways or arrange for snow removal
- other (specify) \_\_\_\_\_

## **REPAIRS**

- accept tenant complaints and repair requests
- inform Owner of maintenance and repair needs
- maintain written log of tenant complaints
- handle routine maintenance and repairs, including:
  - plumbing stoppages
  - garbage disposal stoppages/repairs
  - faucet leaks/washer replacement
  - toilet tank repairs
  - toilet seat replacement
  - stove burner repair/replacement

- stove hinges/knobs replacement
- dishwasher repair
- light switch and outlet repair/replacement
- heater thermostat repair
- window repair/replacement
- painting (interior)
- painting (exterior)
- replacement of key
- other (specify) \_\_\_\_\_

**OTHER RESPONSIBILITIES**

**4. Hours and Schedule**

Manager will be available to tenants during the following days and times:

\_\_\_\_\_.

If the hours required to carry out any duties may reasonably be expected to exceed \_\_\_\_\_ hours in any week, Manager shall notify Owner and obtain Owner's consent before working such extra hours, except in the event of an emergency. Extra hours worked due to an emergency must be reported to Owner within 24 hours.

**5. Payment Terms**

a. Manager will be paid:

- \$\_\_\_\_\_ per hour
- \$\_\_\_\_\_ per week
- \$\_\_\_\_\_ per month
- Other: \_\_\_\_\_

b. Manager will be paid on the specified intervals and dates:

- Once a week on every \_\_\_\_\_
- Twice a month on \_\_\_\_\_
- Once a month on \_\_\_\_\_
- Other: \_\_\_\_\_

**6. Ending the Manager's Employment**

Owner may terminate Manager's employment at any time, and Manager may quit at any time.

**7. Additional Agreements and Amendments**

a. Owner and Manager additionally agree that:

\_\_\_\_\_.

b. All agreements between Owner and Manager relating to the work specified in this Agreement are incorporated in this Agreement. Any modification to the Agreement must be in writing and signed by both parties.

**8. Place of Execution**

Signed at:

City \_\_\_\_\_ State \_\_\_\_\_

Date \_\_\_\_\_ Owner \_\_\_\_\_

Date \_\_\_\_\_ Manager \_\_\_\_\_