

OWNER/MANAGEMENT OBLIGATIONS

During our relationship, [INSERT YOUR COMPANY NAME HERE] will act as your liaison between the daily operation of your property and its lessees.

Manager Obligations during our relationship will include:

- Screen prospective renters to procure tenants.
- Inspect your property when vacant/occupied and manage your tenants during occupancy.
- Market the property.
- List your property using the Multiple Listing System, classified advertising, electronic advertising, signing, and affiliated business partner relationships.
- Work diligently to keep your property leased by qualified and responsible tenants.
- Sign lease agreements, extensions and other addendum relating to the leasing of your property.
- Orchestrate utility services on your behalf.
- Collect rent, deposits, and fees for your property.
- Disperse funds held on your behalf to reimburse vendors for completed work.
- Provide owner with a monthly operating statement, net rent proceeds, and copies of any applicable invoices or documents.
- Initiate legal forcible detainers, collection activities, and tenant notices for non-payment of rent or lease violations.
- Provide owner with a year-end financial recap, including a 1099 form for your Federal income taxes
- At your request, serve as statutory/registered agent for out of state owners.

Owner Obligations during our relationship will include:

- Meet all obligations to maintain services for the tenants' full legal use of the property per California Laws.
- Maintain a maintenance reserve fund of \$300 to address property needs as necessary. When/If depleted, this reserve will be automatically replenished from monthly rents.
- Answer all management emails and phone calls in a timely manner.

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