



# Management Services Agreement

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Property Management

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## Does hereby agree to perform the following services as checked:

- Do a once a month drive by visual inspection of property.
- Do a once a month inside inspection of property and make sure tenant has changed A/C filter.
- Be available to take tenants calls. Handle distribute and scheduling of maintenance or repairs, using property owners guidelines as far as their repair contacts or ours and overseeing to completion.
- Collection of rents or security deposits which are made payable to the owner and forwarding in a timely manner
- Assist in placement or removal of signs.
- Assist in showings of rental units to prospective tenants.
- Provide applications and lease forms.
- Receive applications and lease forms for submission to owner.
- Furnishing published information, that may be required by law.
- Clerical or administrative support
- Other \_\_\_\_\_

**“Unchecked boxes represents services not required”**

To be performed at the following location(s):

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Parties agree to the total sum of \$\_\_\_\_\_ per month payable on the first of each month, with automatic renewal per month until either party determines to terminate or one year from the original anniversary date which ever comes first.

For Owner: \_\_\_\_\_

Date: \_\_\_\_\_

For Agency: \_\_\_\_\_

Date: \_\_\_\_\_