

PROPERTY MANAGEMENT AGREEMENT

Effective date: [DATE]. Complete the bracketed fields and remove unused options before signing.

Owner: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

Manager: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

1. PROPERTY AND AUTHORITY

Properties: [ADDRESSES]. Term: [DATES / RENEWAL]. Authorized services: [LETTING / RENT COLLECTION / MAINTENANCE / OTHER]. Leasing authority and rent limits: [DETAILS]. The manager may bind the owner only within these written limits and any required license.

2. FEES AND FUNDS

Management fee and currency: [RATE / BASIS]. Additional fees: [LIST OR NONE]. Client funds are held separately as required; remittance and reconciliation schedule: [DETAILS]. Deposit handling follows applicable rules. Statements show income, expenses, fees and balances.

3. EXPENSES AND REPAIRS

Routine spending authority: [AMOUNT] per item. Higher spending needs written approval, except reasonable emergency action to prevent immediate harm within [LIMIT / PROCESS]. Vendor selection, related-party interests and markups must be disclosed. Approval contacts: [DETAILS].

4. OPERATIONS AND RECORDS

Inspection frequency, vacancy reports and tenant communication: [DETAILS]. Owner supplies required safety information and maintains [INSURANCE]. Manager keeps records for [PERIOD] and gives reasonable access. Personal information is handled only for management purposes with appropriate safeguards.

5. TERMINATION AND TRANSFER

Either party may terminate on [NUMBER] days' notice; breach cure period: [NUMBER] days. On exit, transfer keys, leases, deposits, balances and records within [NUMBER] days and provide a final statement. Outstanding fee treatment: [TERMS].

6. NOTICES AND CHANGES

Notices must be sent to the addresses above by [AGREED DELIVERY METHOD] and take effect on [AGREED RECEIPT RULE]. Each party must promptly notify the other of changed contact details. Changes to this agreement must be recorded in writing and accepted by all affected parties.

7. LAW AND DISPUTES

Governing law: [AGREED LAW]. Courts or other agreed dispute process: [FORUM AND PROCESS]. The parties will first try to resolve a dispute through their named contacts for [NUMBER] days, without preventing urgent relief or missing a legal deadline. Nothing in this agreement removes rights or requirements that cannot lawfully be excluded.

8. COMPLETE AGREEMENT

This document and its completed schedules record the agreement on this subject. If a term cannot be enforced, the remaining terms continue to the extent permitted. Each signatory confirms authority to sign for the named party. Counterparts and electronic signatures may be used where permitted; any additional signing formalities must still be completed.

SIGNATURES

Owner: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]

Manager: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]