

PROPERTY MANAGEMENT AGREEMENT ADDENDUM A

This Agreement is between _____, Owner, and Destination Properties, Inc., Agent. Both parties enter into this agreement for property management services provided by Agent for the properties owned by Owner listed below.

Property(ies) to Be Managed: (including address, rent and deposit fees)

Address: _____

Rent: _____ Deposit: _____

Purchase Option Y/N \$ _____ Pets Y/N _____

(Add additional paper if needed)

Effective Date _____ Termination Date _____

RESPONSIBILITIES:

Owner hereby assigns the Agent to handle the following responsibilities (items left unmarked remain the responsibility of the Owner):

1. Leasing units

- Advertise Rental
- Optional Fast Track Advertising (fee of \$100/property)
- Show vacant units
- Accept Rental Applications
- Run Credit Checks
- Accept initial rents and deposits
- Negotiate Rental Rates
- Sign leases and sign property condition checklist
- Offer residents payment plans ie: credit card, ACH, etc.

2. Property Turnover

- Inspect rental when tenant moves in and out
- Send residents lease renewals
- General cleaning/painting/repair of unit after tenant moves out to make rent ready
- Change locks between tenants

3. Rent Collection

- Collect rents when due
- Promote and establish auto draft and electronic payment plans
- Sign and send rent receipts when requested
- Maintain rent-collection records
- Collect late rents and charge
- Inform owner of late rents via email
- Prepare late rent notices

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3. Rent Collection (Continued)

- Serve late rent, pay or quit, and unlawful detainer notices on tenant
- Serve rent increase and tenancy termination notices
- Other (specify) _____

4. Maintenance & Repairs

- Conduct semi-annual drive-by inspections
- Provide monthly report of maintenance and repairs to Owner
- Give rental violation notices when applicable
- Accept tenant complaints and repair requests
- Inform Owner of maintenance and repair needs over \$300.00
- Categorize and maintain written log of tenant complaints
- Faucet leaks/washer replacement
- Toilet repairs other than clogs
- Appliance repairs
- Window repair/replacement
- Painting exterior/interior
- Key replacement
- Handle all other routine maintenance and repairs
- Coordinate repairs with contractors if needed plus 10% (with owner approval for jobs over \$300.00)
- Other (specify) _____

6. Other Responsibilities

- Provide his or her number to tenants so they will have an emergency contact number.
- Agent will be available to tenants during the following days and times:
 - Office hours 8am-5pm except for weekends and holidays.
 - After hours phone messages are checked daily and an emergency number given.
 - Prompt response will be given to emergency calls.

PAYMENT TERMS:

- LEASING FEE: Agent will be paid 100% of first months rent per signed lease agreement, if premises is re-leased \$200 will be paid to Agent for each signed re-lease agreement.
- MANAGEMENT FEE: Agent will be paid 10% of monthly rental income or a minimum of \$75 per signed lease agreement.
Optional Fast Track Advertising Program \$100.00
- Agent will forward monthly rents less fees and property expenses on the 10th day of each month via ACH deposit to Owner.
- A monthly statement will be mailed to Owner.
- Agent to be paid additional 10% over and above incurred maintenance expenses billed to Agent.

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

Owner
Inc. Date

Manager-Destination Properties,