

Connie J. Calvert
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Heather Hagerman
Recorded Message Phone 760-983-1107
California Broker's License # 01861218

PROPERTY ADDRESS(S):

Manager/Agent agrees to:

- Advertise and show property, screen prospects, rent/lease property, and collect rent.
- Maintain Trust Account for all funds.
- Provide detailed monthly account statement, and issue owner check.
- Determine necessity of repairs prior to calling owner for authorization or service; obtain bids, schedule, oversee and inspect repairs.
- Pay all bills associated with property, as approved by owner.
- Conduct regular drive by inspections. Provide photos of property, upon request.
- Execute and serve all notices to tenants, as prescribed by California law.
- Oversee tenant removal for breach of Rental/Lease Agreement.

Owner agrees to:

- Pay all necessary, agreed, expenses related to the management, maintenance, advertising, rental and repairs of property.
- Management fees for services:
 - 8% of monthly rental amount as management fee.
 - 50% of first month's rent as leasing fee (if tenant vacates prior to one year tenancy, no fee to re-rent).
- Vacant Property (for sale purposes) \$75.00 per month.*
- 8% of Repairs as supervision fee.*
- Eviction court appearance \$75.00; Sheriff lock-out appearance \$50.00.
- Notice Preparation and Service \$40.00 (reimbursed by tenant).
- To indemnify, defend, and save the Agent harmless from all suits in connection with the Premises; to pay all expenses incurred by the Agent, including, but not limited to, reasonable attorney's fees and Agent's cost and time in connection with any claim, proceeding, or suit.

Initial deposit: \$_____.

Property account will retain a minimum of \$ _____ in reserve.

Obtain owner approval for any expense exceeding \$ _____, prior to work order.

Termination of agreement: 30 day notice in writing by either party.

Date:

-Owner

Date:

-Manager

* Multi-property discount available.

Upward Property Management, Inc. is a member of the California Apartment Association and the Apartment Association of the Greater Inland Empire (AAGIE).

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