**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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