



**ONE TIME OWNER MANAGEMENT CONTRACT**

Shadow Mountain Property Management shall hereinafter be referred to as "Manager or Agent".

Owner's name: \_\_\_\_\_ Social security number: \_\_\_\_\_

Owner's name \_\_\_\_\_ Social security number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work \_\_\_\_\_

E-mail address: \_\_\_\_\_

Emergency name/address/phone: \_\_\_\_\_

**PROPERTY LOCATIONS:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Floor Plan \_\_\_\_\_

House keys \_\_\_\_\_ Mail box keys \_\_\_\_\_ Garage door openers \_\_\_\_\_ Pool/Other \_\_\_\_\_

**SEE AN ADDENDUM FOR ADDITIONAL PROPERTIES**

- The owner named above appoints the Agent as the sole and exclusive representative to rent the above named property on the following terms and conditions.
  - enter into, sign and collect first months rent and all deposits
  - to advertise the availability of property for rent and to display rental signs, if permitted. Any advertising other than normal, general ads will be paid by owner.
  - Owner understands and agrees that under no conditions or restrictions will the Agent violate a tenants civil rights. Fair housing or Americans with Disabilities Act rules, guidelines or mandates, and it's owner should request such discriminatory actions the Management agreement shall be terminated.
  - At all times, the agent will conduct daily operations to conform to the rules and regulations of the Department of Real Estate and the Ethics of the National Association of Realtors.
- This contract for a term of \_\_\_\_\_ years, beginning \_\_\_\_\_ and ending \_\_\_\_\_. **A commission of 1/2 of one full months rent, and a set up fee of \$ 200.00( non-refundable)**
  - Either party may terminate this contract with a 30 day written notice to the other party.
- Agent shall use reasonable care in selecting and obtaining tenants, however the agent is not responsible for the acts, defaults, or negligence of the tenants.
- Agent will collect all rents and other funds for the owner and owner will pay Agents' commission of 1/2 of a full months rent out of said funds. Agent will disperse all remaining monies to the owner. Owner will manage and maintain own property.
- Owner shall provide Agent with Proof of Liability Insurance at the minimum of \$350,000. Agent has permission to contact the insurance Agent. Insurance company info \_\_\_\_\_.
- The Agent will attempt to rent the property at the highest monthly rental rate and for periods of at least 12 months unless otherwise directed by the Owner. The Agent will contact the owner with all valid rental requests by a prospective tenant.

Owner \_\_\_\_\_ Date \_\_\_\_\_ Owner \_\_\_\_\_ Date \_\_\_\_\_

Agent \_\_\_\_\_ Date \_\_\_\_\_ Broker \_\_\_\_\_ Date \_\_\_\_\_