



Real Estate Property Management

This agreement is between: _____

_____ hereinafter called Property Owner(s), and **Ansan Property Management, LLC**, hereinafter called Manager. Whereby Property Owner appoints Manager the exclusive agent to arrange for the rental, operation, control and management of the following described property:

Property Address: _____

(Hereinafter referred to as the "Property")

Term of Agreement:

This agreement shall be for a term of one year beginning on the _____ day of _____, 2007. This agreement shall automatically renew for an additional like period. Property Owner or Manager may amend or cancel this agreement prior to the end of the term by giving thirty (30) days advanced notice to the other in writing. Should there be such a cancellation, Manager reserves the right to hold any income from the property for a period of thirty (30) days following the last day of management so as to cover any unexpected billings, insufficient rent check, etc.

Services and Compensation:

Manager hereby authorizes Manager to perform the services in the service plan chosen: Plan A, Plan B, or Plan SB, unless otherwise modified. (check one Plan only)

Plan A - Lease and Manage Property

A list of services are attached hereto and made a part hereof.

Property Owner agrees to pay Manager a non-refundable Administration Fee equal to one month's rent, due and payable upon execution of this agreement, plus eight (8%) of the monthly rent per month, due and payable on the first day of each month, commencing one month after the execution of this agreement. The target rent shall be determined and agreed upon by both parties prior to execution of this agreement. During the vacancy of the subject property, a reduced management fee of \$50 per month shall be assessed in lieu of the 8%.

Agreed Rental Range \$ _____ to \$ _____

Plan B - Manage Property ONLY

Property with a Current Tenant

A list of services are attached hereto and made a part hereof.

Property Owner agrees to pay Manager a non-refundable Administration Fee of one half (1/2) of one month's rent, not to exceed \$1,000, due and payable upon execution of this agreement; plus eight (8%) of the monthly rent per month, payable on the first day of each month, commencing one month after the execution of this agreement.

Plan SB – Manage Property ONLY

Vacant Property

A list of services are attached hereto and made a part hereof.

Property Owner agrees to pay Manager a non-refundable Administration Fee in the amount of \$_____ due and payable upon execution of this agreement; plus \$_____ per month, payable on the first day of each month, commencing one month after the execution of this agreement. We also offer house-sitting services for a nominal fee of \$10/hour.

Property Owner agrees that leasing, at Manager's option, may be accomplished through Supreme Nationwide Realty, and that said real estate company may list all vacancies on the Realtor's Multiple Listing Service (MLS). There is no extra fee charged for this service, however, Property Owner agrees to reimburse manager for any fees paid to cooperating Realtors.

All sums due Manager by any provision of this agreement shall be deducted from funds held by Manager for benefit of Property Owner. Manager may charge interest at the rate of one and one-half percent (1 ½%) per month on any unpaid balances after thirty (30) days from invoice date.

In the event the tenant enters into a contract for the purchase of the leased property, Property Owner agrees to pay Supreme Nationwide Realty an amount equal to 3% of the sales price due and payable upon closing.

Repairs:

Manager is authorized to institute repairs, maintenance and renovations to the property as a non-exclusive agent and independent general contractor and may realize compensation by utilizing in house staff, sub contractors or associate companies as needed. Repairs and renovations, except of an emergency nature

(determined by Manager) over the sum of one hundred and fifty dollars (\$150.00), excluding taxes, per single repair item, shall not be made without the permission of the Property Owner. Charge(s) for repairs are the responsibility of the Property Owner.

Financial Responsibilities & Reporting:

Manager shall provide a monthly statement showing all funds collected and disbursed. Manager is directed to remit to Property Owner all tenant receipts for rent and late charges minus the cost of management fees, leasing fees, repairs, or any monies extended on behalf of Owner, monthly, with each statement.

Property Owner agrees to reimburse Manager for any out of pocket expenses incurred in the operation of the property. Manager shall not be expected to advance his own funds on behalf of the Property Owner, therefore Property Owner agrees to forward all funds invoiced by Manager and all funds for bid jobs before they are due and payable by Manager. Property Owner agrees that the ultimate responsibility to pay invoices for property lies with Owner himself.

Manager will not make payments unless sufficient funds are available to Manager after reimbursement of all management fees, leasing fees and any other monies due Manager have been paid in full.

It is understood that Manager shall not be liable for any unpaid rents, deposits, or other charges that tenant fails to pay. Additionally, it is understood that Manager is not liable for financial losses incurred due to vandalism, tenant neglect, abuse to property(s) or grounds, etc. Property Owner is encouraged to carry adequate insurance to protect against such mentioned losses.

Indemnification:

Property Owner agrees to indemnify Manager, his agents, servants, contractors and employees from all claims, suits and charges for such that may arise out of this agreement unless such is due to Managers willful neglect or gross negligence.

Insurance:

Property Owner agrees to carry liability insurance and other applicable insurance policies, and to name Manager as an additional insured on said liability insurance policy. Each party hereto binds their successors, assigns, heirs, administrators and executors.

Law:

Each party hereto binds their successors, assigns, heirs, administrators and executors to this agreement. The laws of the State of Florida shall apply to any

claims or disputes arising out of this agreement. The parties agree that exclusive jurisdiction and venue over any lawsuit arising out of this agreement or any dealings between the parties shall exist in Florida exclusively.

Sign up Incentives:

Any incentives to sign this agreement that may have been offered to Property Owner are based upon twelve (12) months of paid management fees. Should Property Owner or Manager terminate this agreement prior to full payment of the above, manager may reverse the referenced incentives.

Agreed to by: _____
Property Owner Date

Property Owner's mailing address:

E-mail Address: _____

Phone (Day): _____

Phone (Night): _____

Monthly Payments to Owner

Deposit into account: _____
Bank Name

Account Number

Mail Check to: _____

Credit Card for Repairs (Visa or MasterCard)

Name on Card: _____

Account Number: _____

Expiration: _____

Billing Zip Code: _____

Ansan Property Management, LLC

ANSAN PROPERTY MANAGEMENT
2889 10th Avenue North
Suite 302
Lake Worth, Fl 33461
Phone: (561) 439-9401
Fax: (561) 434-4286
Email: info@ansanpropertymanagment.com

Sandra Rios, President

List of Services

Plan A - Lease and Management of Vacant Property

1. Advertise the subject property in a local newspaper one week per month for three months; list the property on MLS (Multiple Listing Service); and list the property on specialized search engine on the internet.
2. Show the property to prospective tenants.
3. Screen tenants; criminal background check and credit check.
4. Prepare Lease(s).
5. Collect rent.
6. Collect and deposit in a non-interest bearing account security deposit(s), and last month's rent.
7. Prepare late notices, when needed.
8. Prepare violation notices, when needed.
9. Arrange evictions, when necessary.
10. Conduct Move-in and Move-out inspections.
11. Pay mortgage, property taxes and/or maintenance fees.*
12. Conduct periodic inspections of property.
13. Coordinate repairs.
14. Deposit into Owner's bank account all amounts after the property's expenses are paid.
15. Prepare monthly reports.

*Property Owner authorizes Manager to Pay:

Mortgage Payments: **Yes** **No**

Company: _____

Address: _____

Account No.: _____

Property Taxes: **Yes** **No**

Folio No.: _____

Association Fees: **Yes** **No**

Company: _____

Address: _____

Account No.: _____

_____ Initial

Plan B – Management of Property with a Current Tenant

1. Collect rent.

2. Prepare late notices.
3. Arrange evictions, when necessary.
4. Conduct Move-in and Move-out inspections.
5. Pay mortgage, property taxes and/or maintenance fees.*
6. Conduct periodic inspections of property.
7. Coordinate repairs.
8. Deposit into Owner's bank account all amounts after the property's expenses are paid.
9. Prepare monthly reports.

*Property Owner authorizes Manager to Pay:

Mortgage Payments: **Yes** **No**

Company: _____

Address: _____

Account No.: _____

Property Taxes: **Yes** **No**

Folio No.: _____

Association Fees: **Yes** **No**

Company: _____

Address: _____

Account No.: _____

_____ Initial

1. Interior Inspections _____
Frequency
2. Exterior Inspections _____
Frequency
3. Maintain the integrity, cleanliness, and operability of the interior of the property and appliances (including the air conditioner) therein.
4. Maintain the integrity and aesthetics of the exterior of the property.
5. Periodically, coordinate and supervise the cleaning of the interior of the property.
6. Hire and or supervise the lawn maintenance company.
7. Hire and or supervise the pool maintenance company.
8. During times of pending hurricanes, we will ensure the home is protected with the hurricane shutters provided by owner, and that the exterior items that may cause damage, are brought into the garage.
9. Pay mortgage, property taxes and/or maintenance fees.*
10. Coordinate and supervise any and all needed repairs.
11. Prepare monthly reports.

*Property Owner authorizes Manager to Pay:

Mortgage Payments: **Yes** **No**

Company: _____

Address: _____

Account No.: _____

Property Taxes: **Yes** **No**

Folio No.: _____

Association Fees: **Yes** **No**

Company: _____

Address: _____

Account No.: _____

_____ Initial