



Associates Property Management, Inc.

10515 THEODORE GREEN BLVD. SUITE 201 WHITE PLAINS, MD 20695
301-934-9985 FAX 301-753-1919

Dear Property Owner,

Please take a moment to review the enclosed materials. As a local, full service property management company, I am the answer to any housing headaches you may be experiencing. At Associates Property Management, Inc., we strive to make the rental and upkeep of your property as easy and carefree as possible, all at a reasonable rate!

Although we are one of Southern Maryland's largest property management companies, we view each property we manage as if it were one of our own. For you, this means we carefully screen prospective tenants and maintain a firm collection policy. It also means we utilize our extensive pool of reputable maintenance contractors who offer us discount rates for the property owners we represent.

For you to better evaluate our company, we have enclosed some helpful information. Your packet includes a sample management agreement clearly explaining our services and fees. There are no hidden costs. Also enclosed is a list of references for your convenience.

Please give us a call if you have any questions or if there is any way in which we can help you.

Sincerely,

Pete Hamelman
President, Associates Property Management, Inc.

P.S. If you are currently having problems with a tenant, our experienced staff would be please to offer you free, no-obligation advice.

Management Agreement (3 Pages)

This agreement is made this _____ day of _____, 2017 by and between Associates Property Management, Inc. (hereinafter called Manager) and _____ (hereinafter called Owners). In consideration of the covenants herein contained and intending to be legally bound hereby, the parties agree as follows:

The Owners hereby employ Manager to manage the property known as: (Street) _____, (City), _____ (State and Zip) _____.

The terms of the agreement are as follows:

1. Manager is to solicit and secure tenants under a written lease for a term of 12 months at the initial rate of \$_____ per month. Future rental rates to be mutually agreed upon at the expiration of each lease or whenever the property becomes unoccupied. After a credit report (to be ordered by Manager and paid by prospective tenant) and after other references are checked by Manager, the final decision as the tenant(s) acceptance will be made by Manager and Manager will execute the lease agreement, furnishing a copy to Owner and to tenant(s). It is understood that occupancy of the property is to be limited to TBD adults and TBD children, except as otherwise directed by Owners.

Other restrictions are: Waterbeds with insurance only, _____.

2. Manager will require tenant(s) to pay a security deposit of \$_____. Manager will retain the deposit in an account in accordance with Maryland law.

3. All rents will be payable to Manager, and Owners authorize Manager to deduct management fees and other authorized expenses from rent payments monthly and to disburse proceeds to the Owners on a monthly basis. Manager shall be compensated at a rate of ten (10%) of gross rents and late fees collected. Owner agrees to pay 1/2 of the first month's rent per tenant to Manger as commission due Manager for soliciting and securing new tenants.

4. Owners agree that tenants are to receive the property in a good state of repair, including if now installed, heating, air-conditioning, plumbing, electrical and structural components, and the following appliances as may now be on the premises including: Stove, refrigerator, dishwasher, microwave, disposal, shades/blinds and _____ as left by Owners.

5. Manager is hereby authorized to order repairs required which are not in excess of \$200, and to deduct the bills from the rent payments. All other repairs shall be made by Owners or specifically authorized by Owners. Manager is authorized to make any and all emergency repairs.

6. All utility bills shall be made the responsibility of the tenants, except as directed herein, including gas, oil, electric, trash collection, water and sewer, lawn maintenance, and _____.

7. Manager will furnish owners with a year-end financial statement showing all income collected and all expenses paid out by Manager. Except as Manager is directed, real insurance and other expenses shall be the responsibility of the Owner. Owner shall maintain adequate insurance on the property.

8. Manager agrees to maintain a firm collection policy regarding rents and Owners authorize Manager, at Owners expense, to file complaints against tenants for non payment of rent, at Manager's discretion, in District Court. Should such action in District Court fail to result in payment by tenant for past due rent, late fee, and court costs, Manager will order tenants evicted if authorized by Court and Owners. Any other legal action that may be desirable shall be the responsibility of the Owners.

9. Manager agrees to make quarterly inspections of the property and send notices to the tenants of any observed violations of the lease along with a request for compliance, with copies of all such notices being sent to Owners. Any legal action which may be necessary to enforce their lease of its provisions shall be the sole responsibility of the Owner except as outlined in Section 8 above. Manager will not be responsible for the payment of any court costs necessary to the management of the property or to the enforcement of any lease provisions.

10. This agreement may be cancelled by either party by giving thirty (30) days notice in writing. Once terminated by Owners, Manager is entitled to compensation for all rents and late fees collected from tenants who have been secured by Manager until their leases are terminated. If home is sold, this agreement will become null and void.

11. It is agreed to save the Manager harmless from all damage suits in connection with the management of the property and from liability for injuries suffered by any person whatsoever. All parties acknowledge that this is the full and final agreement between the parties and there are no verbal or implied conditions not contained.

12. Other provision: _____.

In Testimony Whereof the parties hereto have affixed their hands and seals on the day and year hereinabove first written:

Owner _____ Witness _____
Owner _____ Witness _____

Property Manager _____ Witness _____

Telephone: Office 301-934-9985 Email: Apm9901@gmail.com

Fax: 301-753-1919

Owners' Home Address: (Street) _____, (City) _____, (State and Zip) _____.

Owners' Telephone: (Home) _____, (Work) _____, (Other) _____.