



CHAPMAN PROPERTIES, INC.
 4619 W. Emerald, Ste. 101
 Boise, ID 83706
 (208) 336-5111 Office (208) 336-1965 Fax

**FULL SERVICE
 PROPERTY MANAGEMENT
 SINCE 1985**

pj@chapmanproperties.net or www.chapmanproperties.net

MANAGEMENT AGREEMENT

1. AGREEMENT

THIS AGREEMENT is made and entered this _____ day of _____, 20____, by and between _____ (hereinafter called "OWNER") and **Chapman Properties, Inc.** (hereinafter called "AGENT").

2. OWNER and CO-OWNER INFORMATION (please print legibly)

Legal Full Name: _____

Other Owner(s) Name: _____

Owner/Co-Owner Mailing Address(es): _____

Owner/Co-Owner Phone Numbers: _____
 Home Office Cell Other

Owner/Co-Owner Email Addresses: _____

Owner/Co-Owner Tax ID or SSN _____
 This will be used to generate your end of year 1099 forms

3. APPOINTMENT OF AGENT

a. **OWNER** hereby appoints **AGENT** as sole and executive agent of OWNER exclusively to rent, lease, operate and manage the real property described in the following section b.

b. *Address of Property* *City* *State* *County* *Zip* *Subdivision*

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

c. This AGREEMENT is commencing on the _____ day of _____, 200____, and either party may terminate this AGREEMENT upon 30 days written notice delivered to the other party, subject to the provisions listed in the TERMINATION OF AGREEMENT section below.

d. OWNER warrants that OWNER is the sole owner of the PREMISES, or has unconditional authority to execute this AGREEMENT on behalf of any CO-OWNER and that the PREMISES are not subject to current legal action or foreclosure. Any individual OWNER shall have the authority to hereafter take action and enter into further agreements with AGENT on behalf of all CO-OWNERS.

e. OWNER authorized AGENT to contract for services to include, but not limited to, water, sewer, garbage, gas, electric, irrigation, yard care, and maintenance agreements. OWNER to assume the obligation of any contracts entered.

f. Normal property management does not include providing on site management services, property sales, refinancing, preparing property for rental, sale or refinancing; supervising and coordinating modernization, rehabilitation, fire or major damage restoration projects; obtaining income tax, accounting or legal advice; advising on proposed new construction, debt collection, counseling, or attending Owner's association

meetings and the like. If property owner desires Agent to perform services not included in normal property management or specified above, a fee shall be agreed upon for these services before work begins.

4. BANKING

AGENT shall utilize its Operating Account for the deposit of receipts and collections as described herein. Funds in the account shall remain the property of OWNER subject to disbursement of expenses by AGENT as described in this AGREEMENT. AGENT'S Operating Account is a common account used for Owners represented by AGENT.

- a. AGENT shall collect all rents, charges and other amounts receivable on OWNER'S account in connection with the management of the PREMISES. Such receipts shall be deposited in the account maintained by the AGENT for the PREMISES. OWNER authorizes AGENT to endorse any and all checks drawn to the order of OWNER for deposit to such Operating Account.
- b. If OWNER chooses, AGENT can electronically transfer monthly proceeds directly to OWNER'S account. Otherwise all Cash Distributions will be sent via check.
- c. OWNER acknowledges that all interest amounts received by AGENT on any lease income, operating funds, security and other deposits, or any other amounts held in the Operating Account shall be retained by AGENT or as directed by the State of Idaho.
- d. AGENT shall comply with all applicable state or local laws concerning the responsibility for security deposits. Security deposits will be deposited into the account maintained by AGENT for the PREMISES. AGENT shall collect and maintain all tenant deposits, such as security deposits, cleaning and damage deposits, pet fees, cable/satellite deposits, and any other deposits in which AGENT deems necessary to collect TENANT. At no time will AGENT disperse to OWNER any security or other deposit for any reason during the term of a rental agreement. OWNERS of new accounts agree to provide an accounting of all security deposits and to supply AGENT with matching funds prior to the execution of this AGREEMENT.
- e. OWNER shall be responsible for the payment of all mortgage/notes, property taxes, special assessments, Home Owner Association fees, all utilities as listed in the utilities section of this AGREEMENT, and premiums for casualty and liability insurance relating to the PREMISES unless otherwise modified in writing with AGENT. OWNER agrees to keep all mortgages, property taxes, association fees, or any other obligations which could lead to a foreclosure action against the property current and paid in full. Should AGENT be notified that a foreclosure action has been initiated against the PREMISES, OWNER authorizes AGENT to freeze all OWNER related funds to that property and AGENT will not make any further disbursements to OWNER. OWNER will have 30 days to correct and make all obligations current. Should OWNER fail to stop the foreclosure process, OWNER authorizes AGENT to release the TENANT from their rental agreement and all future rental payments, refund the security deposit to the TENANT, and deduct from OWNER'S funds on hand all amounts due to AGENT or TENANT including, but not limited to, any refund to TENANT of Prorated rents or expenses and all management fees and other fees as described within this AGREEMENT. Furthermore ,a breach of contract fee of \$500 will be charged by agent in addition to regular management fees if no notice is given to agent by owner of pending foreclosure.
- f. Upon acceptance of the request to make any of the above payments, AGENT will disperse funds accordingly, provided that OWNER'S account has sufficient funds. OWNER agrees to provide all necessary information and funds to AGENT to ensure proper and timely payments and to hold AGENT harmless for any costs or responsibilities due to late payments. If AGENT is to make payments to any of the aforementioned entities, OWNER agrees to notify entity and to authorize AGENT to call and access account information. OWNER bears sole responsibility for payments, late fees, lost payments, and/or any damages.
- g. From the Operating Account, AGENT is hereby authorized to pay or reimburse itself for all expenses and costs of operating the PREMISES, including AGENT'S compensation and expense reimbursements.
- h. At the discretion of the AGENT, any balance of the OWNERS account due and owing AGENT and not paid within 30 days will accrue a fee of \$50 per month (At Agents Discretion) until paid in full. Monthly cash flow statements will continue to be generated with the processing fee accruing until deficits have been paid in full. Mailing/emailing/faxing of monthly statement showing a deficient OWNER balance shall be sufficient notice to OWNER of balance due.

5. FINANCIAL AND OTHER REPORTS

AGENT shall issue to OWNER itemized statements by the 25th of each month, which will include an accounting of all income and expenses related to the property.

6. LEASING AND RENTING

- a. AGENT shall use all reasonable efforts to keep the PREMISES rented by procuring tenants for the PREMISES. AGENT is authorized to negotiate, prepare and execute all leases, including renewals and extensions of leases and to cancel and modify existing leases.
- b. During the term of this AGREEMENT, OWNER shall not authorize any other person, to negotiate or act as rental agent with respect to any leases for the PREMISES.
- c. AGENT will make all decisions as to the rental amount, deposits, diminished values, discounts and lease terms. OWNER understands the AGENT determines rental amounts in a competitive manner and consistent with other similar properties managed by AGENT or in the vicinity of the OWNER'S property.
- d. OWNER and AGENT agree to follow all Federal and Local Fair Housing Laws. If OWNER

should at anytime request AGENT to disregard Fair Housing Laws and/or Landlord/Tenant Laws, and persists after agent's refusal or advice to the contrary, this contract will be terminated immediately and the management fees for the balance of the contract or \$500, whichever is greater, will be due immediately.

- e. AGENT shall have the authority on behalf of the OWNER to terminate any lease or rental agreements covering the PREMISES that are in default, to execute and serve such legal or other notices as AGENT deems appropriate, to institute legal actions for the benefit of, and the expense of, OWNER for the purpose of evicting tenants in default and to recover possession of the PREMISES, to recover unpaid rents and other sums due from any tenant to settle, compromise and release claims by or against any tenant, and to employ attorneys for the payment of rent more than five days in arrears. OWNER agrees that AGENT is not responsible for the collection of delinquent accounts. AGENT assumes no liability for money that are uncollectible or for any damages or costs related to the tenancy and the property.
- f. AGENT assumes no responsibility or management of personal property left by OWNER at the PREMISES.
- g. OWNER authorized AGENT to use a lockbox to permit access to the premises, to the agent, cooperating agent, potential residents, and maintenance personnel. Owner acknowledges that agent is not insuring owner against theft, loss, or vandalism resulting from such access.

7. ADVERTISING

- a. Chapman Properties requires a minimum **\$200.00** upon execution new client contracts to initiate the marketing of your property. This will be placed on your account as an owner contribution and used to offset the initial cost of advertising. Please contact Chapman Properties for further information on advertising price details.
- b. AGENT is authorized to advertise the PREMISES or portions thereof for rent, using print ads, periodicals, signs, brochures, internet/web sites, displays, or such other means, as AGENT may deem proper and advisable. AGENT is authorized to place signs on the PREMISES advertising the PREMISES for rent. Newspaper ads that share space with other properties managed by AGENT shall be prorated. OWNER agrees to reimburse AGENT for all advertising costs. Advertising expenses may include direct costs for advertising the OWNER'S PREMISES as well as a reasonable pro-rata share of general advertising by the AGENT which is designed to collectively benefit the OWNER'S PREMISES and other properties managed by AGENT.
- c. OWNER agrees to allow agent to place vacant unit on Chapman Properties website after receiving a written thirty day notice by resident or when taking a new vacant unit at a price of **\$20** per month during the entire vacancy period or until the unit is rented.

8. UTILITIES

- a. OWNER is responsible for the payment of all utilities. OWNER must contact each utility such as electric, gas, sewer, trash, and irrigation companies and provide AGENT with billing information to include account and contact numbers. If AGENT is to pay utilities on behalf of OWNER, OWNER is to set billing as follows:

**Owner's Name
C/O Chapman Properties, Inc.
4619 W. Emerald, Ste. 101
Boise, Idaho 83706**

If requested, AGENT will provide OWNER with a list of local utility companies and phone numbers.

- b. OWNER agrees to set up Landlord Service Agreements in the OWNER'S name but in care of AGENT using AGENT'S mailing address.

9. PROPERTY SURVEYS

AGENT agrees to perform regular exterior surveys (drive bys). Such survey will be performed on a random basis to ensure Tenant compliance on a regular basis. OWNER can request an interior survey at anytime. Any owner requested inspections outside our normal schedule would be performed and charged at our normal hourly rate of \$60 an hour. AGENT shall perform interior surveys at its discretion or when deemed prudent by AGENT.

10. MAINTENANCE AND REPAIRS

- a. AGENT is authorized to make or cause to be made, through contracted services or otherwise, all ordinary repairs and replacements reasonably necessary to preserve and maintain the PREMISES in an attractive condition and in good state of repair for the operating efficiency of the PREMISES, and all alterations required to comply with lease requirements, governmental regulations, or insurance requirements. AGENT is also authorized to decorate the PREMISES and to purchase or rent, on OWNER'S behalf, all equipment, tools, appliances, materials, supplies, and other items necessary for the management, maintenance, or operation of the PREMISES. Such maintenance and decorating expenses will be paid by the OWNER and through the OPERATING ACCOUNT. OWNER authorizes AGENT to make all necessary repairs to the premises either general maintenance or emergency at its discretion and holds AGENT

harmless from any cost incurred of making the aforementioned decision. AGENT shall not be liable to OWNER for any act, omission or breach of duty of such independent contractors or suppliers.

- b. Due to the volume of business and AGENT'S business relationships with vendors, certain benefits in the form of rebates, gratuities and discounts are sometimes made available to AGENT and its employees. Our ethical standards require AGENT to inform Owner of potential items prior to initiating agreement. AGENT shall always award vendor contracts and otherwise deal with vendors based upon price, availability, workmanship and industry reputation.
- c. Normal Wear and Tear Defined: Normal wear and tear means the deterioration that occurs based upon the use for which the rental unit is intended and without negligence, carelessness, accident, misuse, or abuse of the premises or contents by the tenants, their family, or their guests. For the purposes of this agreement, Chapman Properties will consider the following as normal wear and tear: nail holes use to hang pictures, minor spot painting between tenants, worn toilet seats, re-keying or replacement of worn locks, blind replacement due to age or sun damage, paint flaking, caulking or any other preventative maintenance, carpet wear patterns, and any other minor malfunction due to regular use.

11. YARD MAINTENANCE/CARE/LANDSCAPING

- a. AGENT does not provide yard care services. Yard care is considered to include, but is not limited to the following: weeding, trimming, mowing, edging, pruning, fertilizing, setting auto timers for sprinkler systems, removal of garbage and debris, and animal feces. OWNER must indicate in writing who is to care for the yard, whether it is the TENANT, an independent contractor, or the OWNER himself or herself. AGENT agrees to inspect the exterior of the yard during its random property surveys and notify either the tenant or the independent contractor of deficiencies; however, at no time is AGENT responsible for the care of the yard for the PREMISES. If OWNER indicates that the yard care is to be performed by the TENANTS, either the OWNER or independent contractor assumes responsibility for the yard care in between tenancy unless otherwise agreed upon with AGENT.
- b. If an agreement is made with Chapman Properties, OWNER authorizes Chapman Properties to hire contractors associated with landscaping and weekly yard maintenance while the property is vacant and in the process of re-renting. This is to include any property that does not have yard service included by associations or other pre-existing landscaping contracts. Chapman Properties will not be held liable for yard maintenance on any rental units, with or without a sprinkler system. It is at the professional advice of Chapman Properties to install a functioning sprinkler system on all units that do not currently have watering systems. This is to prevent ground deterioration and devalue of your investment. Please provide Chapman Properties with any and all information pertaining to any pre-existing landscaping contracts.

12. OPTIONAL SERVICES:

- a. For an additional \$40.00, Chapman Properties will replace the furnace filters in your unit every six months as well as check all plumbing fixtures for leaks, doorstops to prevent holes, smoke detector operations and exterior upkeep. This is a recommended service for preventative maintenance and will also allow us inside to check the status of your investment. Yes _____ No _____. ***If not specified, agent will add to furnace checklist.***
- b. Once a year Chapman Properties can provide an extensive detailed property report for your investment to ensure your property stays up to your standards. These reports will check all the functions in your home from exterior to interior and everything in between. The report will feature a complete list of hazards, repairs, upcoming preventative maintenance issues, any resident damage, owner improvements, etc. The report will also include photos in conjunction with the report. This report is very important for your investment, as it will allow you, the owner; to always know what condition your property is in. The fee for this service is \$100.00 annually.
Yes _____ No _____. ***If not specified, Agent will ad to property inspection list.***
- c. Owner will automatically be enrolled in our **eviction protection** program for a monthly fee of \$8 to be taken out annually or monthly as program permits. Eviction protection guarantees that in the case of an eviction for non-payment of rent, Chapman Properties will pay the entire attorney fee bill up to \$700 for the writ of restitution only. This does not include pre-existing residents of new accounts, sheriff fees, counter claims or jury trials. Owner has the option to decline the eviction protection program by declining this program in writing and providing written statement to the management company below. All other legal fees outlined in this agreement are in affect and applicable.

13. LEGAL FEES

- a. OWNER agrees to pay all expenses incurred by AGENT including but not limited to, attorney's fees for counsel employed to represent AGENT or OWNER in any proceeding or suit involving an alleged violation by the AGENT or OWNER, or both, of any constitutionality provision, statute, ordinance, law or regulation of any governmental body pertaining to fair employment, Federal Fair Housing, including without limitation, those

prohibiting or making illegal discrimination on the basis of race, creed, color, religion, or national origin, marital status, or mental or physical handicap in the sale, rental or other disposition or housing or any services rendered in connection therewith, but nothing herein contained shall require AGENT to employ counsel to represent the OWNER or himself in any such proceeding or suit.

OWNER shall not hold AGENT liable for any error of judgment or mistake of law except in cases of willful misconduct or gross negligence.

- b. If any legal action or proceeding were brought by either party to enforce any part of this AGREEMENT, the prevailing party shall recover in addition to all other relief, reasonable attorney's fees and costs, but not to exceed \$750.00 (seven hundred and fifty dollars).

14. INSURANCE: HOLD HARMLESS AND LIABILITY

Nothing in this AGREEMENT contained shall be construed as rendering AGENT liable for any action, omission, or occurrence resulting from or in any manner arising out of the performance of AGENT'S duties and obligations hereunder, or the exercise by AGENT of any of the powers or authority herein or hereafter granted to AGENT by OWNER, or the use of any lease or rental agreement required by OWNER. At all times this AGREEMENT is in effect, OWNER, at OWNER'S expense, must maintain in full force and effect:

- a. Fire and extended coverage for all casualties and hazards customarily covered by casualty insurance in the State of Idaho, for the full insurable value of the PREMISES, containing endorsements that contemplate the leasing of the property by OWNER and vacancies between lease terms; and
- b. Public liability insurance naming AGENT, Chapman Properties, Inc., as an additional insured.
- c. Within fifteen (15) days from the effective date, OWNER must provide to AGENT a copy of a certificate of insurance showing the required coverage. If the insurance coverage changes in the manner or degree at any time this AGREEMENT is in effect, OWNER must provide AGENT a copy of the insurance certificate evidencing any change within ten (10) days of the change.
- d. OWNER agrees to indemnify, defend and hold AGENT harmless from all claims, investigations, and lawsuits by third parties related to the PREMISES, and the management and leasing, whether occurring during the term of this AGREEMENT or after its termination, and from any claim or liability for damage to property, or injuries or death of any person.
- e. It is expressly agreed and understood that all persons employed in connection with the PREMISES are employees of the OWNER and not the AGENT. The OWNER'S obligation under this Section shall include the payments of all costs, expenses, suits, claims, settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay, court costs, litigation expense, worker's compensation claims, and attorney's fees.
- f. AGENT shall not be liable for any willful neglect, abuse or damage to the PREMISES by tenants, vandals, or others nor loss or damage to any personal property of OWNER.
- g. If at any time during or after the term of this AGREEMENT, the PREMISES are found to be contaminated with hazardous waste, OWNER agrees to indemnify and hold AGENT harmless from all claims, demands, actions, liabilities, costs, expenses, damages and obligation of any nature arising from or as a result of said hazardous waste. The foregoing indemnification shall survive the termination or expiration of the AGREEMENT.

15. AGENT'S COMPENSATION

- a. AGENT'S fees shall be **8%** of total monthly gross receipts from PREMISES.
- b. AGENT shall charge a one time set up fee of **\$200.00** per property for new accounts.
- c. AGENT shall charge a monthly processing fee of **\$5.00** per month per property.
- d. AGENT will prepare 1099 forms for each PREMISES managed for OWNER.
- e. OWNER agrees to reimburse AGENT each month during the term hereof for expenses directly attributable to OWNER'S property. These expenses include, but are not limited to, advertising, maintenance and legal fees.
- f. Any time AGENT or AGENT'S employee(s) are expended in preparation for and attendance to court on OWNER'S behalf will be billed at the rate of **\$75.00** for each eviction, unless part of our optional Eviction Protection Program or **\$50.00** per hour for other litigation. OWNER and AGENT agree such charges will be paid by the OWNER but charged to the TENANT.
- g. Normal property management services do not include showing property to real estate agents, inspectors, appraisers, or prospective buyers while property is for sale unless OWNER is using one of Chapman Properties, Inc.'s preferred Real Estate Agents. Should OWNER request AGENT to perform services not included within what is considered normal property management services; a fee based at **\$60.00** hour may be assessed by AGENT. See section **3F**. Above for further description on management services.
- h. AGENT shall received and retain all TENANT application fees, non-sufficient fund bank fees, move out inspection fees, non-payment fees, non-payment delivery notice fees, termination fees, unused pet fees and late fees charged to tenant and enforced by Chapman Properties, Inc.'s lease agreement.
- i. Owner agrees to pay Agent a **\$75.00** fee for every one year lease renewal accomplished for aforementioned property. This is a one-time charge and billed only after a new lease or existing resident signs addendum renewal to existing lease.

16. BINDING EFFECT

- a. This AGREEMENT shall be binding upon the parties hereto and their respective Personal Representatives, heirs, administrators, executors, successors and assigns. OWNER acknowledges receipt of a legible copy of this fully executed AGREEMENT. Effective date is subject to receipt of all items listed on the Chapman Properties Ownership Changeover Checklist.
- b. Should any section or any part of any section of this AGREEMENT be rendered void, invalid, or enforceable by any reason by any court of law exercising competent jurisdiction, such a determination shall not render void, invalid, or unenforceable any other Section or any part of any section in this AGREEMENT.
- c. AGENT may change the terms under which AGENT is willing to provide service in the future under the AGREEMENT, but only by giving at least 30-days advanced written notice to OWNER.
- d. The drafting, executing and delivery of this AGREEMENT by the parties have been induced by no representations, statements, warranties or agreements other than those expressed in this AGREEMENT. This AGREEMENT embodies the entire understanding of the parties, and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof unless expressly referred to in this AGREEMENT.

17. TERMINATION OF AGREEMENT

- a. If property is currently occupied at contract initiation, owner shall be obligated to pay agent commission for the remainder of lease agreement. If the property is vacant at contract initiation, agreement is to remain month to month until property is secured with a tenant, at which time owner is responsible for commission for the term of the lease. In the event the OWNER terminates this AGREEMENT, the OWNER agrees to pay to the AGENT an administrative fee equal to the percentage set forth in paragraph 15 herein applied to the actual or projected rent for the PREMISES, or the monthly amount set forth in paragraph 15, whichever is applicable, for the remainder of the initial term or remainder of signed rental agreement with tenants.
- b. All provisions of this AGREEMENT that require the OWNER to have insured or to defend, reimburse, or indemnify the AGENT shall survive any termination and, if AGENT is or becomes involved in any proceeding or litigation by reason or having been the OWNER'S AGENT, such provision shall apply as if this AGREEMENT were still in effect.
- c. AGENT may withhold deposit/ funds for 30 days after the end of the month in which this AGREEMENT is terminated to pay bills previously incurred but not yet invoiced and to close accounts.
- d. This agreement is to supersede any and all previous signed owner agreements.

18. SPECIAL POWER OF ATTORNEY

KNOWN ALL MEN BY THESE PRESENTS: that the OWNER has made, constituted, and appointed and by these presents do make, constitute and appoint Chapman Properties, Inc. and its agents, true and lawful attorney for and in their name, place and stead, for their use and benefit as follows:

- a. To let, rent and lease on such terms and conditions as said attorney in fact may deem proper and to extend or renew any lease or minimum term tenancy now or hereafter in effect, for such term or terms and at such rents and subject to such covenants, provisions and constitutions as they may deem best for the above described PREMISES.
- b. To ask, demand, collect, and receive all rents and moneys, and to file receipts therefore, to order, direct, superintend, and manage all repairs, alterations, and improvements, and to make disbursements for the same; to make all purchases; in general, to do and perform all acts and things incident to management of the PREMISES and to make all proper and necessary disbursements in connection therewith. AGENT shall also have full power to lease said PREMISES as provided herein and to do all acts necessary for the carrying out and execution of such leases or minimum term tenancies. AGENT shall have full power to initiate, set up, terminate, or modify any and all utilities or landlord service agreements for all utilities related to the PREMISES, such as but not limited to: gas, electric, water, sewer, trash, and irrigation.
- c. Giving and granting unto said attorney full power and authority to do and perform all and every act and thing whatsoever requisite and necessary to be done in and about the above stated PREMISES, as fully to all intents and purposes as the OWNER might or could do if personally present, and hereby ratifying and conforming all that said attorney shall lawfully do or cause to be done by virtue of these presents.

19. ADDITIONAL AGREEMENTS (AGREED TO BY ALL PARTIES)

PROPERTY PROFILE AND OTHER INFORMATION

Address: _____ City _____ Zip _____

Directions: _____

Subdivision: _____ Type _____ Keys _____

Units _____	Fireplace _____	Pool _____
Year Built _____	Sprinkler System _____	School District _____
Remodel Year _____	Location of Timer _____	Elementary _____
Bedrooms _____	Irrigation/City _____	Middle _____
Baths _____	Parking _____	Junior High _____
Levels _____	Garage Code _____ Remotes _____	Senior High _____
Family Room _____	Heat Type _____	Association Information: _____ _____
Living Room _____	Laundry _____	
Bonus Room _____	Location of Shut off Valves _____	
Basement _____	Location of Mail Box _____	

Management Information – Billing and Paying

	TENANT	OWNER	CP FOR OWNER	OTHER
Electric (388-2323)				
Gas (377-6840)				
Trash *				
Sewer *				
Water *				
Mortgage				
Insurance				
HOA				
Lawn				

Maintenance Information - Mechanical

Stove (Color/Serial#/Make/Model/Year) _____
 Microwave (Color/Serial#/Make/Model/Year) _____
 Refrigerator (Color/Serial#/Make/Model/Year) _____
 Dishwasher (Color/Serial#/Make/Model/Year) _____
 Water Heater (Color/Serial#/Make/Model/Year) _____
 Crawlspace location _____ Attic location _____
 Electrical Panel location _____ Interior/Exterior Paint Color _____

What are the selling points of the property?

Who should we contact when you are unavailable in case of an emergency? _____
 Name Phone

Insurance Information _____
 Company Policy # Agent Name Phone
 Please attach a copy of your insurance policy listing Chapman Properties as additional insured upon submission

Home Warranty Information _____
 Company Account # Contact Name Phone
 Please attach a copy of your home warranty to this agreement upon submission

Builder Information _____
 Company Builder Contact Phone

Your Realtor Information _____
 Company Agent Name Phone

Monthly rent amount/deposit you wish to charge _____

What utilities do you wish to be included with the monthly rent? _____
 *Generally with houses, tenants pay all utilities

Do you want to allow pets? If so, are there any restrictions other than Agent's? _____

Are you open to move in specials if necessary? _____ How much are you willing to lower rent if needed? _____

Owner has read and completed the foregoing management agreement and property description form and agrees to hold Chapman Properties free and harmless from any liability or damage arising from incorrect or undisclosed information.

IN WITNESS WHEREOF, the parties hereby have affixed or caused to be affixed their respective signatures this _____ day of _____, 20____.

AUTHORIZED AGENT

OWNER

X _____

X _____
Signature

Printed Name

