

H & H RENTALS

OWNER

MANAGER

Cathy Hansen

1111 W. Knapp St. POB 127

Rice Lake, WI 54868

The terms of this agreement shall constitute a contract for management services to be performed at:

- 1) Management services shall be defined as following: collection of rents owed by tenants and acting as an agent of the owner in execution of leases and contracts, eviction proceedings, and daily operation of the house.
- 2) Payment for services shall be billed as follows:
 - A) 10% of all rents shall be paid monthly for performance of items defined as management services.
 - B) Any necessary maintenance and upkeep performed by manager not defined as management services shall be billed at a rate of \$30.00 per hour. A service charge of \$35, which includes the first hour of labor, shall be included unless such work is performed during a visit which includes performance of management services. Manager must notify owner when maintenance and upkeep charges are expected to exceed \$300 per month and/or \$ 1200 per year, except when failure to act without delay could result in further damage to property or persons occupying the property.
 - C) When filling a vacancy is required, showing the apartment/house shall be billed as half the month's rent.
 - D) When outside contractors are brought in to perform work on property, only the fee charged by the contractor will be charged.
- 3) Payment shall be as follows: Payment for management services will be deducted from the rent received and the balance forwarded to the owner or lender. Payment for all other services shall be rendered upon completion, or according to the terms of any separate contract, where applicable.
- 4) The Manager undertakes no liability for any acts or omissions of theirs or any of their assigns; the owner shall at all times provide evidence of liability insurance for the property that is the subject of this contract.
- 5) The term of this contract shall be for one year from the effective date. Either party may cancel this agreement upon provision of thirty days written notice, delivered by the US Mail to the addresses listed above.

Owner

Manager

Effective date

SAMPLE