



WEST BEACH REALTY, INC.
 85-841 Farrington Highway, Suite E
 Waianae, Hawaii 96792
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 Website: <http://www.westbeachrealty.com>

PROPERTY MANAGEMENT AGREEMENT

(Rev. 9/2017)

PROPERTY ADDRESS: _____

TMK: _____

PROPERTY DESCRIPTION: _____

OWNER: _____ OWNER: _____

SSN#: _____ SSN#: _____

ADDRESS: _____

BUS PHONE #: _____ RES PHONE #: _____

E MAIL: _____ CELL PHONE #: _____

G.E. TAX #: Owner to file

(Following Information needed only if direct deposit of Owner proceeds is requested)

BANK NAME: _____

ACCT #: _____ ACCT NAME: _____

ROUTING #: _____ BANK PH#: _____

RENTAL INFORMATION:

WEST BEACH REALTY, INC. SHALL DETERMINE LEASE TERMS AND RENT SCHEDULE AND WILL ATTEMPT TO OBTAIN MAXIMUM RENT AVAILABLE IN THE CURRENT RENTAL MARKET. WBR WILL NOT BE LIABLE TO REIMBURSE RENTAL PAYMENTS TO OWNER SHOULD TENANT DEFAULT ON THEIR RENTAL PAYMENT.

MINIMUM DESIRED RENTAL AMOUNT: _____

MINIMUM LEASE PERIOD: _____ MONTHS MAXIMUM LEASE PERIOD: _____ MONTHS

MAXIMUM NUMBER OF OCCUPANTS: _____ PERSONS. PETS ALLOWED: _____

DATE AVAILABLE FOR OCCUPANCY: _____

UTILITIES AND SERVICES INCLUDED: _____ YARD SERVICE _____ GAS _____ WATER

_____ SEWER _____ PHONE _____ ELECTRICITY _____ REFUSE DISPOSAL _____ TV CABLE

_____ CESSPOOL PUMPING _____ POOL SERVICE

_____ OTHER _____

SPECIFICALLY EXCLUDED: _____

DUTIES OF OWNERS:

- 1) YOU AGREE TO SUPPLY US WITH THREE (3) SETS OF KEYS TO THE PROPERTY, TWO SETS TO BE ISSUED TO TENANT AND ONE SET TO BE RETAINED BY WEST BEACH REALTY, INC. IF KEYS ARE NOT AVAILABLE, YOU WILL BE CHARGED FOR THE LOCK CHANGE IN ORDER FOR US TO HAVE KEYS AVAILABLE FOR SHOWING TO PROSPECTIVE TENANTS. ALSO, ANY PARKING CARD OR OTHER ENTRY DEVICES AS APPLICABLE WILL FALL UNDER THE SAME ARRANGEMENTS AS FOR KEYS, NOTED ABOVE.
- 2) YOU AGREE TO MAINTAIN A FIRE & LIABILITY / HO6 INSURANCE ON THE PROPERTY AT ALL TIMES. YOU AGREE TO PROVIDE A COPY ADDING WEST BEACH REALTY, INC. AS ADDITIONALLY INSURED.

EMERGENCY REPAIRS:

- 1) IT IS NECESSARY FOR YOU, THE OWNER, TO MAINTAIN A MINIMUM BALANCE OF \$200.00, WITH REMAINING MONIES TO BE DISBURSED AS DIRECTED BY OWNER.
- 2) EXCEPT IN AN EMERGENCY, NO ORDERS OR COMMITMENTS ARE TO BE MADE AT A COST TO EXCEED \$200.00, WITHOUT YOUR CONSENT. IN THE EVENT THE RENTAL UNIT IS VACANT OR THE RENTAL INCOME DOES NOT COVER OBLIGATIONS, OWNER WILL FORWARD FUNDS NECESSARY TO COVER SHORTAGE.

CHARGES FOR SERVICES:

- 1) THERE WILL BE AN UP FRONT ONE TIME CHARGE EQUIVALENT TO 15% (FIFTEEN PERCENT) OF A FULL MONTH'S RENT REGARDLESS IF THE TENANT WAS PUT IN A UNIT ON A PRORATED BASIS AND THE FIRST MONTH'S RENTAL INCOME RECEIVED IS LESS THAN A FULL MONTH'S RENT.
- 2) 10% (TEN PERCENT) – THERE WILL BE A 10% (TEN PERCENT) CHARGE EACH MONTH THEREAFTER, UNTIL THE EXPIRATION OF LEASE/TERMINATION OF MANAGEMENT CONTRACT. THIS FEE SHALL ALSO APPLY TO LATE FEES.

OUR SERVICES INCLUDE:

ADVERTISING (IF APPLICABLE), SHOWING AND SCREENING PROSPECTIVE TENANTS, PREPARATION OF RENTAL AGREEMENT AND SETTING UP OF RENTAL ACCOUNT.

- 1) CONDITION AND INVENTORY INSPECTION REPORTS OF PREMISES, AS DEEMED NECESSARY, WITH RELATED CORRESPONDENCE TO THE OWNER.
- 2) SCHEDULE AND COORDINATE GENERAL MAINTENANCE AND REPAIRS AS REQUIRED AND REQUESTED BY OWNER OR IN CASE OF EMERGENCIES. STATEMENTS WILL BE SENT OUT FOR ALL DISBURSEMENTS, OTHER THAN MANAGEMENT FEES.
- 3) YOU HEREBY AUTHORIZE US TO TAKE ANY & ALL NECESSARY LEGAL ACTION REQUISITE TO COLLECTION OF RENTS AND/OR EVICTIONS TO RETAIN ATTORNEY(S) IN THAT REGARD, TO RECEIVE JUDGEMENT FOR BACK RENTS, DAMAGES AND/OR ANY UNPAID BILLS AND COSTS ASSOCIATED HERewith.
- 4) YOU AUTHORIZE US TO HOLD TENANT'S SECURITY DEPOSIT IN A RENTAL TRUST ACCOUNT.

