

WEST BEACH REALTY, INC. 85-841 Farrington Highway, Suite E Waianae, Hawaii 96792 Office: (808)696-4774 Fax: (808)696-7349

Website: http://www.westbeachrealty.com

PROPERTY MANAGEMENT AGREEMENT

(Rev. 9/2017)

PROPERTY ADD	ORESS:						
TMK:							
PROPERTY DES	CRIPTION:						
OWNER:			OWNER:				
SSN#:			SSN#:				
ADDRESS:							
BUS PHONE #: E MAIL:			RES PHO	ONE #: HONE #:			
G.E. TAX #:	Owner to file						
(Following Inform BANK NAME: ACCT #: ROUTING #: RENTAL INFORM	nation needed only if d	irect deposit	of Owner pr ACCT I BANK	NAME:	requested)		
WEST BEACH RE. ATTEMPT TO OB WILL NOT BE LIA ON THEIR RENTA	ALTY, INC. SHALL DI FAIN MAXIMUM REN ABLE TO REIMBURSE	T AVAILAE RENTAL PA	LE IN THE C	URRENT	RENTAL MAR	KET. WBR	
MINIMUM LEASE	PERIOD:	MONTHS	MAXIMUM	LEASE PEI	RIOD:	MONTHS	
MAXIMUM NUME DATE AVAILABLE F	BER OF OCCUPANTS: FOR OCCUPANCY:		PERSONS.	PETS	S ALLOWED: _		
UTILITIES AND SER	RVICES INCLUDED:		YARD SERV	/ICE	GAS	WATER	
SEWER	PHONE	ELECT	RICITY	REFUSE	DISPOSAL	TV CABLE	
CESSPOOL	L PUMPING	POOL SEF	RVICE				
OTHER							
SPECIFICALLY EXC	LUDED:						

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 PROSEPCTIVE 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.

TERMS:							
TERWIS:							
THIS AGREEMENT SHALL BE INDEFINITE, COMMENCING ON:							
THIS AGREEMENT MAY BE TE	RMINATED BY EITHER PARTY WITH THIRTY (30) DAYS						
	HE EXPIRATION OF THE CURRENT LEASE.						
PROPERTY MANAGER	DATE						
THOI ENT WANTED	DATE.						
	<u> </u>						
OWNER	DATE						
	_						
OWNER	DATE						
G.E. TAX							
	ENT OF TAXATION ASSESSED 4.5% (FOUR AND ONE HALF						
	ES AS A BUSINESS PRIVILEGE TAX MEASURED BY THE GROSS						
,	LED SEMIANNUALLY WHEN GENERAL EXCISE/USE TAX						
	000.00 FOR THE CALENDAR YEAR; OR QUARTERLY WHEN THE						
	LITY DOES NOT EXCEED \$2,000.00 FOR THE CALENDAR YEAR;						
	E FILED MONTHLY. WHEN CHARGING FILING PERIODS NOTIFY						
	NG. ALL RETURNS ARE DUE ON OR BEFORE THE END OF THE						
	PRIATE PERIOD WHICH THE TAX LIABILITY ACCRUED.						
THE ANNUAL RETURN MUST BE F	TILED ON OR BEFORE THE 20 TH DAY OF THE FOURTH MONTH						
FOLLOWING THE CLOSE OF YOU	R CALENDAR OR FISCAL YEAR.THIS ANNUAL RETURN IS IN						
ADDITION TO THE TAX RETURNS	WHICH ARE FILED SEMIANNUALLY, QUARTERLY OR MONTHLY.						
PAID TO THE DEPARTMENT OF TA	AXATION ON OR BEFORE JANUARY 20. THIS AMOUNT IS SHOWN						
ON YOUR G.E. LICENSE FOR RENI	EWAL OF YOUR G.E. TAX LICENSE.						
A PENALTY OF 5% PER MONTH, O	OR A FRACTION THEREOF, UP TO A MAXIMUM OF 25% OF THE						
TAX DUE, WILL BE ASSESSED FOR	R FAILURE TO FILE A RETURN ON TIME. A PENALTY OF 20% OF						
THE TAX DUE WILL BE ASSESSED	FOR THE FAILURE TO COMPLETELY PAY THE TAX AS SHOWN						
	HIN 60 DAYS OF THE PRESCRIBED FILING DATE. INTEREST						
WILL BE ASSESSED FOR TAXES NO	OT PAID ON OR BEFORE THE LAST DATE PRESCRIBED FOR						
PAYMENT AT THE RATE OF 2/3 OF	F 1% A MONTH OR A FRACTION OF THE CALENDAR MONTH.						
INTEREST WILL ALSO BE ASSESSE							

THANK YOU FOR YOUR BUSINESS
WHO MAY WE THANK FOR REFERRING YOU TO OUR OFFICE? ______