



VALLEY INCOME PROPERTIES

PROPERTY MANAGEMENT AGREEMENT

Sample Agreement

PREPARED FOR:
Mr.

PREPARED BY:
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PROPERTY MANAGEMENT AGREEMENT

FILE NO: VIP 120221-R01

THIS AGREEMENT, made and entered into this _____ day of _____ 2021

by and between: _____

(Hereinafter referred to as "Owner") and: **Valley Income Properties, Inc.,**

(Hereinafter referred to as "Agent").

In consideration of the property management services to be rendered by Agent pursuant to this Property Management Agreement, the Owner hereby designates Agent as the "Exclusive Agent" and representative of Owner for the purpose of management and operation for Owner's account of the following described Properties:

Property Description here:

(Hereinafter referred to as "Property")

RECITALS

- I. "Owner" is owner, managing member, or otherwise authorized in writing to direct the activities of the above referenced "property", or is commonly known as: _____ "Agent" is duly authorized and licensed to perform all services customarily rendered by an offsite professional property management company in the State of Arizona.
- II. "Owner" wishes to retain "Agent" to provide offsite professional management of the "property", and hereby appoints manager as sole and exclusive management agent for Property.
- III. Manager hereby accepts appointment and agrees to furnish the services of its organization for the leasing and management of the Property.
- IV. Exclusive Agency Agreement: "Owner" hereby appoints "Agent" and "Agent" hereby accepts appointment of the terms and conditions herein provided as sole and exclusive management agent for the "Property".
- V. Owner has made all material disclosures regarding the Property to the Manager, and to the best of his/her knowledge the property has no unsafe conditions, zoning or permitting conditions, hazardous materials, or violations of city ordinances that would adversely affect the Managers ability to safely manage the Property.
- VI. Upon termination of this agreement "Agent" shall assign all open contracts (which by their terms are assignable) relating to the operation and maintenance of the "property". "Owner" shall assume all liability under said contracts and shall indemnify and hold "Agent" harmless from and against any and all claims, liabilities, and expense.

Now, therefore, Agent and Owner agree to enter into this Property Management Agreement pursuant to the following items, terms, and conditions:

DUTIES OF AGENT

- I. Agent shall use all reasonable efforts to lease available space in the above described Property to desirable residents. For this purpose, the Agent may employ the services of real estate brokers, Leasing agents, multiple listing services, locator services, on-site managers, area managers, initiate resident referral programs, initiate 3rd Party rental postings, and any other activities deemed necessary in the leasing of the property, at the Owner's expense. In order to promote such leasing, the Agent may also place online or hard copy advertising, post "for rent" signs and banners on the premises, prepare for rent circulars, and engage in other forms of advertising, at the Owner's expense. The Owner shall refer all inquiries for leases or renewal of leases to the Agent, and all negotiations for leases and renewals shall be conducted and supervised by the Agent.
- II. Agent shall take all reasonable and necessary action to collect rents, late fees, deposits, reimbursements, and other income when due from residents of said property in accordance with the terms of their tenancies and may execute receipts or other documents reflecting receipts of said sums on behalf of the Owner.
- III. Agent shall do everything reasonably necessary for the proper management of the Property, including, without limitation thereto, periodic inspections, addressing and curing resident maintenance requests, arrange lease negotiations, supervise Property maintenance per the terms outlined herein, and arrange for such normal and routine improvements, alterations and repairs as may be required for the proper functioning of the Property, as deemed appropriate by Agent. From Property Operating Trust Account, Agent shall purchase all materials and supplies, contract and pay independent contractors that supply services, make contracts for electricity, gas, cleaning, refuse disposal, vermin extermination and for any other utilities or services or maintenance needs which the Agent shall reasonably consider as advisable, and shall expend such sums as Agent deems necessary to accomplish the foregoing.
- IV. **Fidelity Bond.** Agent shall cause all personnel who handle or are responsible for the safekeeping of any monies of Owner to be covered by a Fidelity Bond or comparable insurance, in the amount of \$250,000.00 with a bonding company selected by Agent.
- V. **On Site Management.** Properties of all size shall be assigned an **on-site manager or assistant**, as well as an area manager, to assist with the day to day site duties at the property. Compensation for site management shall be at current market standards as determined by Agent, and shall be deemed a normal operating expense of the Property. Market costs for site management are \$40.00 per apartment. Estimated cost for site manager / assistant is \$_____.

Properties of 60 units or greater shall require full time on site management, with compensation at current market standards. All employee billings of at least quarter time (10 hours per week) shall include payroll taxes and fees. In the absence of a compensated live-in site manager / assistant, Area Manager or area manager's assistant shall oversee site duties and be compensated at market rate, such expense to be deemed a normal operating expense of the Property. Property **shall not**

be charged for both an on-site manager and an area manager; only one shall be expensed to the property as determined by "Agent".

VI. Property Maintenance.

- a. All **routine maintenance**, to include day-to-day repair work orders as well as routine and organic vacant apartment turns, shall be overseen by **CMS LLC** (please refer to Exhibit B, attached hereto) and billed at the current market standard of **\$44.95 per hour**, which shall include all payroll taxes, licensing, bonding, liability insurance, health insurance, workman's comp, and access to the company benefits program, as well as supervision by CMS project managers.

In the event Owner prefers a 3rd party maintenance provider, manager will oversee 3rd party maintenance provider and will assess a 10% surcharge to all billings, invoices, or awarded bids.

Agent shall obtain approval from Owner for any expenditure for repairs, improvements or work in excess of **\$1,000.00 for any one item**, except monthly or recurring operating charges, and/or work in excess of the maximum, if in the opinion of Agent such repairs are necessary to prevent additional damage, prevent a greater total expenditure, to protect the Property from damage, or to maintain services or conditions to the tenants as called for by their tenancy. The Agent shall notify the Owner promptly whenever emergency repairs have been ordered.

- b. All **CAP EX** projects for work deemed to be in excess of **\$5,000.00**, for any one item, shall be posted for bid, and a minimum of two (2) 3rd party bids shall be secured and forwarded to Owner for review. Manager agrees to oversee 3rd party Cap Ex provider and will assess a 10% surcharge to all billings, invoices, or awarded bids.

Any Cap Ex project under **\$5,000.00** shall be completed by CMS, no oversight charge shall be assessed.

All Cap EX project proposals shall be by separate contract.

- c. **Landscape** shall be assigned to a VIP approved landscape contractor. Landscape costs are estimated to be \$_____ (this is not a bid but an estimate of the market price) per month for weekly service that includes maintenance of all grass and rock areas, all bushes and trees under 8' in height, weed control, full blow and clean of all common areas, and supervision of the irrigation system.

Tree pruning, palm scalping, irrigation repairs, over seeding, and installations are to be by separate invoice, and with management approval.

- d. **Swimming Pool**. Swimming pool maintenance shall be assigned to a VIP approved pool contractor. Swimming pool maintenance costs are estimated to be \$_____ per month for weekly service that includes cleaning and chemical care, and inspection of all mechanical equipment.

Repairs to pool or equipment, shock treatments, and other water treatment issues shall be by separate invoice and by manager approval.

- VII. All sums received from rents, and other income from the Property, including all interest earned from Bank Account shall be deposited in a Property Operating "Trust Account", separate and apart from Agents corporate account. Said Trust Account shall be established in a bank or other institution whose deposits are insured by the FDIC, and shall be maintained by the Agent. All interest earned from said Trust Account shall belong to the Owner. Authorized signatories of said Trust Account are Jeffery E. Hanrath, DB of Valley Income Properties Inc.,. Agent may withdraw from said Trust Account all disbursements which under this Agreement are to be made at the expense of the Owner.
- VIII. As permitted by A.R.S. 33-1321(G) in the management of residential rentals (as defined by A.R.S. 33-1304) Agent may comingle security deposit payments of lease holding residents with the funds of the Property Trust Account.
- IX. Unless otherwise instructed in writing by owner, from gross revenues collected from the Property, Agent shall:
- A. Pay all operating expenses incurred through renting, servicing, maintaining, or repairing the Property and such other expenses in connection with the Property.
 - B. Establish and maintain a working reserve account equal to **\$ 100.00 per unit, or such sum that equals the opening balance of the cumulative security deposit liability, per the property's BEGINNING BALANCE SHEET, adjusted semiannually.** Reserves shall be held and used in the event of a monthly shortfall in operating funds or in the event of an immediate capital improvement requirement, as determined by Agent.
 - C. Pay the real estate taxes and property insurance, if applicable, and upon separate agreement with Owner.
 - D. After all, operating expenses have been accounted for; agent shall forward to Owner any excess funds for the operating period, less the required reserve minimum.
 - E. Any excess cash flow funds shall accompany the previous month's operating reports and be forwarded via ACH transfer to the bank authorized by owner on page 8 of this agreement.
 - F. Unless otherwise instructed by 'Mortgage Payment Agreement ', signed by both Owner and Agent, Agent shall not be responsible for monthly mortgage or other debt obligations.
- X. **Financial Reports.** Agent shall render to the Owner a monthly statement of receipts and disbursements, together with supporting vouchers, if requested, reflecting the financial condition of the Property for the month immediately preceding. These financial reports shall be delivered to Owner by the 15th day of the following month, and shall be the standard Financial Reports provided by the Agent to all clientele. Report package shall include (1) Rent Roll, (2) Cash Flow Statement, (3) 12 Month Trailing Income Statement, (4) Disbursement Detail, (5) Deposit Detail, (6) Aged Payables Summary, (7) Property Summary. Aside from standard operating reports, if requested by owner or any agent or affiliate of the owner, production of additional reports, supplemental reports, for the creation of or maintenance of specialty reports, custom reports, custom forms, 3rd party forms, or any non-routine internal auditing, time shall be billed at the rate of **\$95.00 per hour.**
- XI. Agent shall maintain full and accurate books and records of the accounts of the property, which shall be open to the inspection of Owner at the office of Agent after reasonable notice to Agent. Said reports shall be placed on Owner's secure web portal by the 15th day of the following month. At such time, unless otherwise instructed, Agent shall forward to the Owner the balance of

remaining funds for the reported operating period, after all necessary charges and reserves have been made, as provided in this Agreement. All cash flow disbursements shall be by ACH transfer, made to such account as directed by owner (see page 8). Said monthly statement shall be deemed accurate and correct between the parties unless Owner notifies Agent within forty-five (45) days after the posting date of said statement of any claimed error or inaccuracy.

- XII. Supervision of any Capital Improvements to the property, over and above those related to normal operations of Property, shall be negotiated by a separate employment agreement.
- XIII. Agent may contract, with Owners prior written consent, and on behalf of the Owner, for sale of laundry, soda, and other vending Etc. The income from such contracts shall be the property of the Owner and shall be deposited by the Agent in the Owner's account.
- XIV. All initial rental leases must be a minimum of 12-months duration

DUTIES OF OWNER

1. Owner agrees to promptly furnish Agent with all documents and records to properly manage the Property, including, but not limited to a current and accurate rent roll, all leases and amendments and correspondence pertaining thereto, current resident charge and payment ledgers, previous months operating reports, copies of existing service contracts, a detailed list of utility accounts and corresponding account numbers, apartment keys, mail box keys, and storage keys, and any other data or materials determined necessary for the efficient transfer of management duties.
2. Initial Deposit. Immediately upon commencement of this agreement, Owner shall remit to Manager the sum of \$_____ The sum shall be deposited in the Property Operating Trust Account as an initial deposit representing the estimated disbursements to be made during the initial operating month of this agreement, **including Utility Transfer Deposits.**
3. In the event there is a deficit in the Property Trust Account, and if Agent notifies Owner of the amount of this deficiency, Owner agrees to forward the amount of the deficiency to Agent within forty-eight (48) hours of notice. Owner transfers may be accomplished quickly and efficiently via the management web portal.
4. On site Management Office. All properties of 40 units or greater shall have space for an onsite manager. If applicable, Owner shall provide adequate space on the property for the establishment of a site office. Owner shall pay all expenses related to such office, including but not limited to furnishings, equipment, electric, telephone, internet, and other expenses related to the efficient operation of site office.
5. Except for Agent's willful misconduct, Owner shall indemnify and save the Agent harmless from any and all costs, expenses, attorneys' fees, suits, liabilities, damages from or connected with the management of the Property by the Agent or the performance or exercise of any of the duties, obligations, powers of authorities herein or hereafter granted to Agent.
6. Owner hereby agrees to contact insurance carrier and list Valley Income Properties as "other insured," at no additional cost to the owner. Owner hereby waives all rights and those of its

insurers with respect to recovery against the Agent and the officers of Valley Income Properties Inc., employees and representatives of Agent on account of loss or damage to Owner's real or personal property where such loss is caused by an insurable peril, including but not limited to fire or any of the extended coverage hazards in which damages arise out of or in connection with the premises. Owner shall give notice to the insurance carrier, that the foregoing waiver of subrogation is contained in this Agreement.

7. Not including employees of the property or of Owner, who preceded Valley Income Properties, Owner agrees not to attempt to employ or otherwise contract with any employees of Valley Income Properties, including area manager, site managers, office staff, or maintenance staff, currently or previously employed by or contracted by Valley Income Properties, Inc., for a period of not less than 180 after this agreement has been terminated. If Item D is violated, owner agrees to reimburse Agent for damages at the rate of \$5,000.00 per occurrence. NOTE: This does not apply to any site manager or staff inherited by VIP, or any pre-approved personal that are to remain with the property at any future change.
8. Upon approval of this agreement, Owner shall notify and inform insurance company that Agent is to be named as **Other Insured** on the insurance policy. In the absence of being named Other Insured, Owner shall be responsible for Agents legal defense and all associated legal costs and penalties that may arise from a lawsuit involving the operation of the property.
9. In the event that any governmental agency, authority or department, Mortgage Company, or Insurance Company shall order a repair, alteration or removal of any structure or repair matter to the Property, and if after notice of the same to the Owner, Owner fails to authorize the Agent, or others, to make such repairs, alterations or removal, Agent shall be released from any responsibility in connection therewith, and Owner shall be answerable to such body for all remedies.

10. PROPERTY MANAGEMENT FEE:

Agent is authorized to deduct a management fee equal to:

Percent (%), with a minimum fee of \$ per month,

as monthly management fee for said services each month as the first charge upon all gross monthly income received for such month. Gross monthly income includes, without limitation thereto, rents, advance or prepaid rent payments, late fees, pet rent, assigned parking fees, laundry and vending income, utility reimbursement programs (RUBS), common area maintenance charges (CAMS) and any other "Income" of the property.

11. ADDITIONAL COMPENSATION:

- a. Property transfer / setup Fee (one-time charge at transfer): \$ 200.00
Plus \$25.00 per owner entered to the system.



- b. Agent is authorized to collect and deduct a pass through Processing / Admin Fee on all new leases equal to: \$ _____
This fee is a **charge to the resident**, at lease approval, and NOT to the owner.

- b. Agent is authorized to deduct a leasing fee equal to: \$ _____
for initiating all new leases with a duration of at least 12 months.

- c. Agent is authorized to deduct a leasing fee equal to: \$ _____
for all lease renewals of at least 12 months.

b. PASS THROUGH ADMINISTRATION COSTS:

For any property less than 60 units, or without full time site management staff, administrative costs such as office supplies, postage, internet access are passed through as a standard \$3.00 per unit per month charge.

Additionally, access to AppFolio Resident and Owner portals, PayPal, etc., are paid at the corporate level, and passed through to the property at COST, with no markup, on a Per Unit cost basis. These expenses shall be reported under “Administrative Expenses” on the monthly operating reports, and typically cost \$3.00 - \$5.00 per unit per month.

MISCELLANEOUS

This agreement shall commence the:

_____ day of, _____ 2021,

or per owner’s discretion and scheduled close of escrow, and shall continue in full force and effect for a period of twelve (12) months from the effective date, and ending on the:

_____ day of, _____ 2022,

- i. Entire agreement is subject to either party’s right to cancel this Agreement by not less than Thirty (30) days’ advanced written notice at any time during said 12-month period, without penalty, effective the last day of the calendar month during which the (30) day notice expires.

At the expiration of the twelve (12) month period, if this Agreement has not been renewed by both parties in writing for an additional fixed period, it shall be deemed a month-to-month agreement, cancelable by either party on not less than thirty (30) days’ advance written notice, which notice may be given at any time during the month provided that in any event the cancellation shall be effective at the end of the calendar month during which the (30) day notice period expires.



II. Agent shall, provided Owner has paid to Agent all sums due Agent under this Agreement, and provided all vendors are fully paid, deliver to Owner within Forty-Five (45) days after the expiration or termination of this Agreement, the following:

- a. An up-to-date accounting reflecting the balance of income and expenses for the property as of the date of the termination.
- b. Any balance of Monies of Owner held by Agent.
- c. All leases, receipts for deposits, insurance policies and unpaid bills.

After the delivery of the above designated items to Owner, if Owner does not notify Agent in writing within Thirty (30) days specifying any claimed inaccuracy in said accounting in the amount of monies delivered or in the papers and documents of Owner, Agent shall be released by Owner from any and all obligation to Owner arising out of this Agreement and the performance hereunder.

III. Where legal assistance is required for such matters as enforcing the collection of rents or eviction proceedings, such action shall be through Counsel designated by Agent and shall be at Owner's expense. In the event Agent or Owner shall institute legal proceedings against the other, arising out of the terms of this Agreement, or the performance hereunder, then the prevailing party shall recover from the other, all attorney's fees, costs and expenses incurred in any such action. Owner, and/or signer of this agreement as listed below further provides a personal guarantee that all monies owed Agent or any vendor initiated by Agent under the terms of this agreement shall be made whole within 30 days of termination of this agreement

IV. This Agreement shall be binding upon the parties hereto, their legal representatives, and successors and permitted assigns, and may not be assigned by the Agent without the prior written consent of the Owner.

V. AGENT'S RELATIONSHIP TO OTHER ENTITIES.

Exhibit B contains a list of those entities, as of the date of this Agreement, that may perform or deliver goods or services (other than management services) to the Owner, and with which Agent is affiliated. If in the future Agent becomes affiliated with any entity not identified on Exhibit B, Agent agrees to disclose such relationship to the Owner prior to the delivery of goods or services.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year above set forth.

Valley Income Properties. Inc. _____

By Jeff Hanrath _____

By: _____

It's President _____

Its: _____

315 S. 48th Street #101
(Street Address)

(Street Address)



Tempe, AZ 85281
(City, State, Zip)

(City, State, Zip)

602-633-1350
(Business Telephone Number)

(Telephone Number)

"AGENT"

"OWNER"

AUTHORIZATION TO ESTABLISH UTILITIES

Owner hereby authorizes Agent to establish all utility accounts for said Property, to include BUT NOT LIMITED TO, electricity, gas, water & sewer, trash removal, telephone, and other utility services required for the normal operation of the Property.

Owner

Owner's SSN or Tax ID

OWNER PRIMARY CONTACT INFORMATION

Mailing Address: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Color Photo (please attach with return email)

FOR MONTHLY ACH CASH FLOW TRANSFERS - PLEASE PROVIDE

Bank Name: _____

Routing Number: _____

Account Number: _____



Mortgage Company: _____
Contact Person: _____
Contact Phone: _____
Contact Email: _____
Account Number: _____

Owner agrees to immediately contact Mortgage Company and add Valley Income Properties as Authorized Agent on the account.

Owner hereby instructs Agent to pay mortgage from monthly operating income. Agent agrees to pay mortgage, from available operating funds by the “As Late” payment date (as opposed to the “due date”).

In the event of a cash shortfall, and the inability to meet the mortgage obligation, Agent shall notify Owner 72 hours prior to the “As late date” of the shortfall, and Owner agrees to immediately advance the required funds needed to meet the mortgage obligation.

In the event of a cash shortfall, Agent shall not be liable for any late fees, penalties, or damages to Owner for late or missed Mortgage payments.

Owner TIN / last 4 SSN

Date

Agent

EXHIBIT B

1. Consolidated management Services, LLC (CMS) - Maintenance and construction services
2. Pinnacle Air and Heating - HVAC services
3. Paramount Home Services, LLC



