



Mind Your Manors

Property Management Agreement

This agreement is between _____ (hereafter known as the Owner) and Aimee Jo Davis-Varela of Mind Your Manors (hereafter known as the Manager). The Owner desires to have certain property management services provided by the Manager at the property located at _____. Therefore, the parties hereby agree as follows:

1. The property management services to be provided shall be described in the scope of work and may be updated as needed by agreement between the Owner and the Manager.
2. The Owner shall pay the Manager a monthly fee based on the scope of work. Services performed outside of the scope of work shall be billed hourly with a one-hour minimum. Expenses incurred by the Manager on behalf of the Owner shall be billed to the Owner on a monthly basis.
3. The Manager shall begin providing the services described in the scope of work on _____.
4. The Manager shall, in the name of and at the expense of the Owner, acquire bids and schedule contractors and service providers at the Owner's request. Owner acknowledges that the Manager shall not be responsible to the Owner for any act, omission, negligence, or contract default of such third parties.
5. The Owner agrees to hold and save Manager free and harmless from any damage or injuries to persons or property by reason of any cause whatsoever either in and about the property or elsewhere when Manager is carrying out the provisions of this agreement or acting under the express or implied direction of the Owner. This does not relieve Manager from responsibility to Owner for Manager's gross negligence or willful misconduct.
6. Either party may terminate this agreement with written notice to the other party. Any payment for services rendered owed by the Owner shall be due and payable to the Manager at the time this agreement is terminated.

The parties agree to the terms set forth above as demonstrated by their signatures as follows:

Property Owner #1 (Printed Name): _____

Property Owner #1 (Signature): _____ Date: _____

Property Owner #2 (Printed Name): _____

Property Owner #2 (Signature): _____ Date: _____

Property Manager (Printed Name): Aimee Jo Davis-Varela

Property Manager (Signature): _____ Date: _____