



**PROPERTY
UPSURGE**
Masters In Management

**MANAGEMENT
AGREEMENT
CHECK LIST**

I - OWNER INFORMATION

Client Name: _____

Address: _____

City, State, Zip Code: _____

Phone (H): _____

Email (E): _____

*Complete "W-9" Form for new owners

II - PROPERTY INFORMATION

Single Family Condo Apartment Building Commercial Building

Property Address: _____

City, State, Zip Code: _____

Bedroom(s): _____ Bathroom(s): _____ Sq Ft: _____

Unit Mix: _____

Zoning: _____

Property Info _____

III - KEYS & ITEMS

Entry Key qty _____ Mail Key qty _____ Pool Key qty _____ Garage Door Opener qty _____

_____ qty _____ _____ qty _____ _____ qty _____

IV - RECURRING MAINTENANCE NEEDED

POOL GARDENING SOLAR SEPTIC TANK GATE SECURITY

V - BILL PAY

HOA INSURANCE ALARM WATER ELECTRIC GAS
 TRASH POOL GARDENER SOLAR GATE SECURITY
 _____ _____ _____

*Complete a "Bill Pay Form" for each bill that is checked above that needs to get paid by us.

VI - EXISTING TENANTS INFO

Tenants Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone (H): _____

Email (E): _____

Recurring Rent Amount: \$ _____ Security Deposit Held: \$ _____

Other Recurring Charge: \$ _____ / _____

Outstanding Balance: \$ _____ as of _____

VII - DOCUMENTS NEEDED

Insurance Policy Info

Agent Name: _____

Phone: _____

Email: _____

Copy of Existing Lease Agreements and Addendums

Warranty Information

Roof HVAC Appliances _____

Bill Pay Forms (from step V if applicable) Signed Management Agreement Utility Authorization

GUARANTEE

SATISFACTION GUARANTEE

If you're unhappy for any reason please let us know so we can address your concerns, but if we can not, we will let you out of the management agreement with no penalty or hoops to jump through.

TENANT PLACEMENT GUARANTEE

If we place a tenant that leaves or needs to be removed during the first year term of their lease, we will find you a qualified replacement tenant with no additional leasing fees. Also, we guarantee a tenant within 30 days of hiring us or our leasing fee is FREE.

BEST VALUE GUARANTEE

Anyone can make a service cheaper by cutting corners and pricing it for less. Many first time landlords shop by price and then hope they get the service they desire. Over the long run, a great manager who applies insight and care may cost you a few bucks more per month but saves you thousands over time in lost rent, vacancy, maintenance problems, turn time and property deteriorations.

24-HOUR RESPONSE GUARANTEE

We hear consistently how hard it is to get other managers to just return calls and emails. With us, you can rest assured that you'll hear from us within a 24 hour period. We're here to serve you.

OUR EXPERTISE CAN'T BE BEAT

We've been in the business for twenty three plus years and have the expertise & knowledge to protect the value of your property. We're your trusted partners and are here to discuss all your real estate investment needs.