

# ROOST Real Estate Co. PROPERTY MANAGEMENT AGREEMENT

Columbus, Ohio - Revised Nov 2024

THIS AGREEMENT is hereby entered into between \_\_\_\_\_  
(Hereinafter "Owner" and ROOST Real Estate LLC. (Hereinafter "Agent").

Owner agrees to employ Agent as Owner's exclusive agent to rent, lease, operate and manage the real property located in the county of \_\_\_\_\_, State of \_\_\_\_\_ (hereinafter "Premises") for a period of one (1) year, commencing on \_\_\_\_\_ and ending on midnight \_\_\_\_\_.

The term hereof shall automatically renew for additional one (1) year periods on the same terms and conditions set forth herein, unless on or before sixty (60) days prior to the expiration of each said period, either party notifies the other in writing that it elects to change or terminate this Agreement; provided further, however, that either party may terminate this Agreement for good cause during the term hereof or any extension by giving to the other party not less than sixty (60) days prior written notice.

Upon termination, Owner shall remain bound by the obligations of all contracts for services, supplies and alterations Property Manager has entered into in connection with the performance of its obligations hereunder and shall indemnify and hold the Property Manager harmless as to said obligations and contracts as described in Paragraph 3.3.

## RECITALS

- A. Owner owns the premises located at:  
\_\_\_\_\_  
SEE ADDENDUM 'A', consisting of  
("Property")
- B. Owner contracts with the Property Manager as sole and exclusive agent of the Owner to manage and operate the Property, and Property Manager accepts the responsibility for the same and will provide Management services according to all on the covenants, agreements, addendums, terms and conditions set forth herein.
- C. Property Manager has experience in managing properties of a character and quality similar to the Property.
- D. The Owner represents and warrants that the Owner has full power and authority to enter into this Agreement; that there are no written or oral agreements affecting this Property other than tenant leases, copies of which have been furnished to the Property Manager; that there are no recorded easements, restrictions, reservations or rights of way which

adversely affect the use of the Property for purposes intended under this Agreement; that the Property is zoned for its intended use; that the building and its construction and operation do not violate any applicable statutes, laws, ordinances, rules, regulations or orders, including without limitation those pertaining to hazardous and toxic substances.

- E. The relationship of the parties to this Agreement shall be that of Owner and Property Manager. All duties performed by the Property Manager will be on behalf of the Owner, in the owner's name, and for the Owner's account. In taking any action under this Agreement, the Property Manager will be acting only as the Owner's agent and nothing in this Agreement shall be construed as creating a partnership, joint venture or any other relationship between the parties or as requiring the Property Manager to bear any portion of losses arising out of or connected with the ownership or operation of the Property. At no time will the Property Manager be considered an employee of the Owner. Neither party shall have power to bind or obligate the other except as expressly set forth in this Agreement, except that the Property Manager is authorized to act with such authority and power as may be necessary to carry out this Agreement. Any delays in the performance of any obligation of the Property Manager under this Agreement shall be excused to the extent that such delays were caused by factors beyond the control of the Property Manager, and any time periods required for performance shall be extended accordingly.

## AGREEMENT

**NOW THEREFORE**, in consideration of mutual promises and covenants set forth herein, the parties agree as follows:

### **ARTICLE I** **RELATIONSHIP OF THE PARTIES**

**1.1 Independent Contractor:** The relationship of the Property Manager to Owner shall be that of independent contractor. Neither Property Manager nor any agent, employee, servant, contractor or subcontractor of the Property Manager shall be deemed to be the agent, employee, servant, contractor or subcontractor of Owner. Except as otherwise provided, the Property Manager has control and responsibility for Property Manager's acts. Nothing contained in this Agreement shall be deemed to constitute a partnership or joint venture between Owner and Property Manager or to cause either party to be responsible in any way for the debts or obligations of the other or any third party. Any action taken by Property Manager that is not expressly permitted under this Agreement shall not bind or create any claim against Owner.

**1.2 Authority to Contract:** Except to the extent provided herein, Property Manager will **NOT** have the authority to bind Owner to, or to execute, any contract or other instrument on

behalf of Owner without the prior written authorization of Owner. All contracts for services respecting the Property between the Property Manager and a partner, officer, employee or affiliate of Property Manager shall be subject to Owner's prior written approval.

## **ARTICLE II**

### **DUTIES OF PROPERTY MANAGER**

2.1 **General:** Property Manager will operate, manage, secure tenants for and negotiate the leasing of the Property. Owner hereby authorizes Property Manager to perform any act and undertake such obligations in the name and at the expense of Owner as shall be necessary or appropriate to perform Property Manager's duties and responsibilities set forth herein. Property Manager's management and operation of the Property will conform to commercially reasonable quality in the vicinity. Property Manager will use reasonable efforts to maximize the income derived from the Property. Property Manager will consult with Owner regarding, and Owner shall have the authority to determine, all major policy issues related to the operation of the Property, including without limitation, credit policies, fees, charges and rental policies.

2.2 **Disbursements from ROOST Real Estate Co. Trust Account:**

- (a) ROOST Real Estate Co. has established and maintains a Trust Account for the deposit of collected receipts related to this Agreement, in an institution whose deposits are insured by the Federal Government. ROOST Real Estate Co. may at any time be entitled to change such depository. Funds related to other properties managed by ROOST Real Estate Co. will be deposited into a Trust Account and commingled with the funds in the Trust Account related to the Owner. All funds in the Trust Account relating to the Owner remain the property of the Owner subject to disbursement of expenses by ROOST Real Estate Co. as described in this Agreement. If the Trust Account is interest bearing any interest accrued on the Trust Account shall be forwarded to the owner sixty (60) days after the previous quarter or upon termination of the Management Agreement.
- (b) From the fees collected and deposited by Property Manager in the ROOST Real Estate Co. Trust Account pursuant to Section 2.3, Property Manager will make the following disbursements promptly when payable:
- (1) Payment of or reimbursement to Property Manager (if paid by Property Manager) for compensation payable to the employees specified in Section 2.9, and for the taxes and assessments payable to local, state, and federal governments in connection with the employment of such personnel.

(2) All sums otherwise due and payable by Owner as expenses of the Property authorized to be incurred by Property Manager under the terms of this Agreement.

(3) Management fees set forth pursuant to Section 3.1, for Property Manager's services hereunder.

(c) Except for the disbursements set forth in Section 2.9 and 2.2(b), funds shall be disbursed or transferred from the ROOST Real Estate Co. Trust Account only as the Owner may from time to time direct.

(d) Upon request of Owner (but not more than twice monthly) Property Manager will pay to Owner the balance of funds which remains after deducting all authorized charges and expenses there from; provided, however, Property Manager may accumulate and retain sufficient funds to pay expenses previously incurred but not yet payable.

**2.3 Rents:** Property Manager will offer for rent and will rent the dwelling units, and other rental facilities and concessions, if any, associated with the Property. Incident thereto, the following provisions will apply:

(a) Property Manager will follow all nondiscrimination and fair housing laws and regulations applicable to the Property under Ohio and Federal Law.

(b) Property Manager will make the Property available to view by prospective tenants via Tenant Turner ([www.TenantTurner.com](http://www.TenantTurner.com)) or similar technology.

(c) Property Manager will prepare all dwelling leases and/or parking permits on behalf of the Owner.

(d) Property Manager will take and process applications for rentals. Property Manager will investigate references of prospective tenants, including but not limited to, credit and criminal background checks, employment verifications and previous Landlord references.

If an application is rejected, Property Manager will disclose to the applicant the reason for such rejection, and the rejected application, with reason for rejection noted thereon, will be kept on file for 1 year. Then files will be moved to archives.

(e) **Modifications to Rent:** Any modifications/reductions to rent due to an agreement between Owner and Tenant are to be submitted to the Property Manager in writing, signed by both parties and delivered within five (5) days

from date of agreement to ensure appropriate recordkeeping and rent adjustments.

**2.4 Collection of Rents and Other Receipts:** When due, Property Manager will collect all rents, charges, and other amounts receivable on the Owner's account in connection with the management and operation of the Property. Such receipts will be deposited in an account with such bank or other financial institution whose deposits are insured by an agency of the United States Government.

Special charges such as the following: an administrative fee for late payment of rent, a charge for returned non-negotiable checks, a rental application fee or an administrative charge for executing an Agreement of Surrender may be collected and retained by the Property Manager if permitted by applicable laws. Property Manager is not liable to the Owners for late or unpaid rents or other charges.

**2.5 Marketing & Advertising:** Property Manager is authorized to carry out such marketing activities as the Property Manager deems reasonably necessary. The Property Manager is authorized to place signs and lock boxes on the Property advertising the Property for rent, provided such signage comply with applicable laws and regulations and to make a blanket unilateral offer of cooperation and compensation to other agents that the Property Manager deems appropriate.

**2.6 Enforcement of Leases:** Property Manager will endeavor to secure compliance by each tenant with the terms of the lease. Property Manager may lawfully terminate any tenancy when, in Property Manager's judgment, sufficient reason or reasons (including, but not limited to, nonpayment of rent) for such termination occurs under the terms of the tenant's lease. For this purpose, the Owner authorizes the Property Manager to consult with legal counsel of its own choice at the Owner's expense, to bring actions for eviction and to execute notices to vacate and judicial pleadings incident to such actions and to appear and represent the Owner at eviction hearings. The Property Manager will keep the Owner informed of any and all such actions. Attorneys' fees and other necessary costs incurred in connection with such actions shall be paid out of the ROOST Real Estate Co. Trust Account as a Property expense. **The cost for any evictions including attorney's fees and all court costs will be \$500 or the total of actual costs incurred whichever is greater.**

**2.7 Maintenance and Repair:** Property Manager will maintain the Property in good repair at Owner's expense and in accordance with all applicable laws, regulations and codes affecting the Property, including all common areas thereof, and in condition at all times acceptable to the Owner, including but not limited to cleaning, painting, decoration, plumbing, carpentry, grounds care, and such other maintenance and repair work as may be necessary, subject to any limitations imposed by the Owner in addition to those contained herein. Incident thereto, the following provisions apply:

- (a) Property Manager is not liable for any maintenance, repair or upkeep of which it is unaware nor is Property Manager liable for any damages or expenses caused by the tenant(s).
- (b) Preventive maintenance to be performed when feasible, by the services of regular maintenance employees if deemed commercially practicable by Property Manager.
- (c) Property Manager may contract with qualified contractors for the maintenance of systems and for extraordinary repairs beyond the capability of regular maintenance employees.
- (d) Property Manager will receive and investigate all service requests from tenants, take such actions thereon as may be justified, and keep records of the same. Emergency requests will be received and serviced on a twenty-four (24) hour basis. Complaints of a serious nature will be referred to the Owner after investigation.
- (e) Property Manager is authorized to purchase all materials, equipment, tools, appliances, supplies and services necessary for proper maintenance and repair of the Property.
- (f) Notwithstanding any of the foregoing provisions, Property Manager will secure the written approval of Owner prior to incurring any liability on behalf of Owner in excess of \$600 for any transaction or item, except for monthly or recurring operating charges in accordance with the Property's approved budget or Owner's written direction, and except for emergency repairs which are necessary to prevent additional damage, to preclude a greater total expenditure, to protect the Property from damage, or to maintain services or conditions to the residents as provided in their leases. Property Manager will notify Owner promptly whenever emergency repairs have been ordered.
- (g) Arrange for 24/7 "on call" maintenance staff access to the Property at the expense of the owner. The Owner authorizes the Property Manager to install a lock box at the property.
- (h) The Hourly payroll for ROOST Real Estate Co. Maintenance Technicians at the time of execution of this agreement is billed at \$75.00 per hour and in case of emergencies outside of business hours at \$112.50 per hour.
- (i) Materials purchased on our accounts on behalf of the owner are billed back at 115% of purchase price and sales tax to cover clerical and administrative

costs.

(j) The Property Manager will perform heat checks on vacant property as needed between November 1<sup>st</sup> and March 31<sup>st</sup> at a cost of \$65 per visit per unit. Winterization service is \$350.00 and de-winterization is \$175.00 or the actual cost of third-party contractors whichever is greater per unit.

(k) Lock changes are charged to owner at \$150.00 per door per unit including materials.

2.8 **The Property Manager is NOT required to Advance Funds:** If the balance of the operating and/or reserves Trust Account is at any time insufficient to pay disbursements due and payables, the Owner shall immediately upon written notice from the Property Manager, remit to the Property Manager sufficient funds to cover the deficiency and replenish the contingency reserve. The Property Manager will not be required to advance any monies to the Owner to cover said deficiencies. **Owner shall pay The Property Manager a monthly finance charge of \$25.00 or 1% of total funds due whichever is greater to The Property Manager.**

2.9 **Employees:** Property Manager will hire competent and trustworthy employees at such compensation as is consistent with the approved budget determined by Owner and that are reasonably required in the management and operation of the Property. All such employees will be employees of Property Manager, under Property Manager's control, administered by Property Manager's payroll service, and will not be employees of Owner. Property Manager shall be reimbursed by Owner for the compensation, taxes and benefits costs, if any, incurred by Property Manager for each employee authorized by Owner herein. Property Manager will comply with all federal and state laws relating to employment, brokerage and licensing requirements, income tax (including, but not limited to, wage withholding laws), social security tax, unemployment insurance, workers' compensation and similar taxes.

2.10 **Records and Reports:** In addition to any requirements otherwise specified in this Agreement, Property Manager will have the following responsibilities with respect to records and reports:

- (a) Property Manager will establish and maintain a comprehensive system of records, books, and accounts in a manner satisfactory to Owner. All records, books, and accounts will be subject to examination at reasonable business hours by any authorized representative of the Owner.
- (b) Property Manager will furnish such information (including occupancy reports) as may be requested in writing by Owner from time to time with respect to the financial, physical, or operational condition of the Project. At the end of the calendar year, the Property Manager will furnish the Owner

with a summary statement of cash receipts and disbursements.

- (c) By the fifteenth (15th) day of each month, Property Manager will furnish Owner with a statement of receipts and disbursements during the previous month, with a schedule of accounts receivable and payable.
- (d) Except as otherwise provided in this Agreement, all off-site bookkeeping, clerical, and other management overhead expenses (including but not limited to costs of equipment, and data processing services, postage, transportation for managerial personnel, and telephone services) shall be borne by Property Manager out of its own funds and shall not be treated as a reimbursable expense by Owner.

**2.11 Compliance with Laws:** Property Manager may take such action as may be necessary to comply with all orders or requirements affecting the Property by federal, state, county or municipal authorities having jurisdiction and will notify Owner of any order or notice issued by a governmental or regulatory authority. Property Manager, however, will not take any such action as long as Owner is contesting, or has affirmed its intention to contest and promptly institutes proceedings to contest any such order or requirement. However, if failure to promptly comply with any such order or requirement might expose Property Manager or Owner to civil or criminal liability, Property Manager may immediately satisfy such order or requirement.

The Owner shall register the Property as a rental property with the County Auditor presiding over the county in which the Property is located.

**2.12 Nondiscrimination:** In the performance of its obligations under this Agreement, Property Manager will comply with the provisions of any federal, state, or local law prohibiting discrimination in housing on the grounds of race, color, religion, sex, handicap, familial status, or national origin, including Title VI of the Civil Rights Act of 1964 (Public Law 880352, Stat. 241) and all requirements imposed by or pursuant to the Regulations of the Secretary (24 CFR, Subtitle A, Part 1) issued pursuant to that Title; regulations issued pursuant to Executive Order 11063; and Title VIII of the 1968 Civil Rights Act, and the Fair Housing Amendments Act of 1988.

**2.13 Delivery of Documents:** Property Manager will furnish to Owner, upon request, copies of any agreements entered into by Property Manager in the exercise of its duties hereunder, as well as all bills, fee statements, premium statements, notices and other documents relating to the Property.

**2.14 Property Manager's Duties Upon Early Termination or Expiration:** Property Manager may terminate this Management Agreement upon delivery of a sixty (60) day written notice as set forth in section 1.2 of this agreement.

Upon the expiration or termination of this Agreement, Property Manager will:

- (a) Surrender and deliver to Owner possession of the Property, and all revenue, monies, property or other assets of Owner, including but not limited to all funds in the accounts associated with the Property due to the Owner minus costs and expenses incurred by Property Manager.
- (b) Deliver to Owner all materials, supplies, keys, contracts, accountings, reports, and records pertaining to the Property or this Agreement in Property Manager's actual or constructive control.
- (c) Confirm in writing the assignment to Owner of any and all rights Property Manager may have in existing agreements, obligations, contracts, receipts (including credit card receipts), licenses, and permits relating to the operation and maintenance of the Property as Owner will require.
- (d) Deliver to Owner any monies due to Owner under this Agreement but received by Property Manager. All earned but unpaid management fees and other compensation shall be paid by Owner to Property Manager in full within sixty (60) days of expiration or termination so long as the foregoing provisions of this section have been satisfied, and such fees and expenses are evidenced by appropriate invoices, subject to any rights of offset in favor of Owner against Property Manager.
- (e) Property Manager appoints Owner its attorney-in-fact, which appointment is durable and irrevocable and which shall survive the expiration or termination of this Agreement, solely to allow Owner to endorse any checks payable to Property Manager or endorsed to Property Manager or Property Manager's order that are received by Owner and related to the Property. Property Manager assigns to Owner, effective upon the date of expiration or termination of this Agreement, all rights Property Manager has in any contract, license or permit in existence on the date of termination that relates to the operation and management of the Property.
- (f) With regard to Property Manager's promises and duties under contracts, licenses, and permits undertaken by Property Manager on behalf of the Owner, Owner agrees to assume such promises, duties and contracts Property Manager incurred in the course of its performance under this Agreement or under any such contract, license or permit related to the Property.
- (g) Notwithstanding the expiration or termination of this Agreement, Property Manager will continue to cooperate with Owner to affect the transfer of all such leases, licenses and permits to Owner, including prompt execution of

all necessary documents and the prompt performance of necessary actions.

**ARTICLE III**  
**DUTIES OF OWNER**

3.1 **Management Fee:** Except as otherwise provided herein, Property Manager's compensation shall be:

(a) Owner shall pay to Property Manager on the first (1<sup>st</sup>) day of each month, a management fee for its services in an amount equal to **\$75 per month per unit in each multi-family building of 2 or more units** and / or **\$90** per month for each single- family home under management whether occupied or not.

(b) Owner agrees to pay Property Manager a Leasing Fee equal to **One Month's** rent upon receipt of either the tenant's security deposit or payment of tenant's first month's rent, whichever occurs first.

Manager will re-rent the property at a reduced rate of **0%** of the first full month's rent if previous Tenant placed in the premises defaults and vacates within ninety **(90)** days of move-in, as long as Manager was initially paid a leasing commission equal to one month's rent.

Manager will re-rent the property at a reduced rate of **50%** of the first full month's rent if previous Tenant placed in the premises defaults and vacates within one hundred eighty **(180)** days of move-in, as long as Manager was initially paid a leasing commission to one month's rent.

If an offer to lease is obtained on or after the expiration of this agreement, to a Tenant that the Manager has procured, the Owner agrees to pay the full leasing commission to the Manager.

(c) Owner shall pay a fee of **\$250** for any lease renewals of one year or more.

(d) Reimbursable Expenses: Owner will reimburse Property Manager on a monthly basis for the reimbursable expenses specifically set forth in this Agreement.

(e) Refunds: If Owner is required to refund any amount which was included in revenues or income in determining fees or other compensation, Property Manager will pay to Owner, or subtract from fees due it from Owner, the amount of all fees or other compensation paid to Property Manager with

respect to such refunded amount.

(f) The calculation for Property Manager's compensation shall **NOT** include:

- (1) compensation for free rent or other concessions.
- (2) monies paid by tenants (whether or not characterized as rent) for utilities or other assessments billed to and collected from a tenant that are ultimately paid by Property Manager or Owner to the utility provider, taxing authority, or other party.
- (3) lease cancellation fees.
- (4) security or pet deposits, whether or not same have been forfeited; and
- (5) advance rentals, until the month in which payments are applied as rental income. In addition, such term shall not include capital improvements, security fees, insurance proceeds, sales of assets, interest, and interest earned on funds on deposit, proceeds from condemnation, and other nonrecurring items.

(g) In the event Property Manager is required to perform extraordinary and/or unique services either under emergency circumstances or at the express direction of Owner, Property Manager shall be paid additional compensation consistent with the nature and scope of such services in such manner and at such times as shall be mutually agreeable to Owner and Property Manager (Including but not limited to second cause of action activities and proceedings, inspections, and meeting appraisers.)

**Owner requested property inspections or any elective inspections required by the local municipality will be billed to owner at \$150 per unit.**

~~(h) In addition to the foregoing management fee, pay to the Agent \$NA Per Door upon execution of this Agreement, as a non-refundable setup fee for the purpose of creating an account for Owner and the various files and other mechanism used by the Agent in processing Agent's handling of Owner's business as referred to herein.~~

(i) Property Manager may increase the Management Fee at any time one (1) year from the date of execution of this Agreement by notifying Owner in writing of such increase at least thirty (30) days in advance of said increase's effective date, provided that Owner may terminate this Agreement upon receipt of said Notice of Increase by providing written Notice of Termination within five (5) days of receipt.

**3.2 Utilities and Services:** Owner shall make arrangements for water, gas, electricity,

sewage and trash disposal, vermin extermination, laundry facilities, and telephone services for the Property. All utility deposits shall be the Owner's responsibility. Owner shall keep utilities on during vacancies. Tenant and Owner shall have an agreement that will be filed with the local water municipality.

**3.3 Owner's Indemnity of Property Manager:** Owner agrees to defend, hold harmless and indemnify Property Manager, and all of its officers, directors, employees and agents, against any and all costs and expenses (including attorneys' fees), for any losses, claims, damages, liabilities or violations in any way related to the Property or the management of the Property. The provisions of this Section shall survive the expiration or termination of this Agreement.

**3.4 Property Damage and Premises Liability Insurance:** Owner shall carry property damage insurance to cover physical loss or damage to the Property from fire and extended coverage perils, including vandalism and malicious mischief. Owner shall carry premises liability insurance with respect to the Property covering third party bodily injury, property damage and personal injury. All such insurance may be in such amounts and with such insurers as Owner may designate and, by endorsement, may include additional insured.

The Owner shall provide the Property Manager with proof of fire insurance in force and shall obtain adequate vandalism coverage if the Property is vacant in excess of 30 thirty days. The Owners shall furnish the Property Manager with certificates evidencing fire and liability insurance or with duplicate copies of such policies within thirty (30) days after the date of the signing of this Agreement by both parties.

**3.5 Owner's Duties Upon Early Termination or Expiration:** In the event the property is sold to a buyer who declines to continue management by the Property Manager or the owner terminates this Management Agreement, this Agreement may be terminated by the Owner upon delivery of a **60 day** advance written notice as set forth in section 1.2 of this agreement.

All earned but unpaid management fees and other compensation (including reimbursable expenses) shall be paid by Owner to Property Manager in full within 60 days of expiration or termination so long as the provisions of this Agreement have been satisfied, and such fees and expenses are evidenced by appropriate invoices, subject to any right of offset in favor of Owner against Property Manager.

Notwithstanding the expiration or termination of this Agreement, Property Manager will continue to cooperate with Owner to affect the transfer of all such leases and other materials to Owner.

**3.6 Security Deposits:** The Owner shall hold and disburse the security deposit in

accordance with the terms and conditions of each resident's lease.

**ARTICLE IV**  
**Miscellaneous**

- 4.1 **Copies of Agreement:** This Agreement may be executed in any number of counterparts with the same effect as if all signatories had signed the same document. All counterparts must be construed together to constitute one and the same instrument.
- 4.2 **Non-Waiver:** The failure of either party to insist upon strict performance of this Agreement or to exercise any of its rights or remedies herein shall not be a waiver or relinquishment of such party's rights or remedies, and no waiver shall be deemed to be made unless it is made in writing and signed by both parties.

**Fair Housing Statement**

It is illegal, pursuant to the Ohio Fair Housing Law, Division (H) of Section 4112.02 of the Revised Code and the Federal Fair Housing law, 42 U.S.C.A. 3601, as amended, to refuse to sell, transfer, assign, rent, lease, sublease or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in Section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, or national origin or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services.

It is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

**IN WITNESS WHEREOF**, Owner and Property Manager, by their duly authorized officer or member, as the case may be, have executed this Agreement as of the Effective Date first above written.

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Managing Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ROOST Real Estate Co.**

**SAMPLE**

**ADDENDUM A**  
**Page \_1\_\_of \_\_1\_\_**

A list of properties to be managed and requested monthly rental amounts.

Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$same as one month's rent

Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$

Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$

Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$

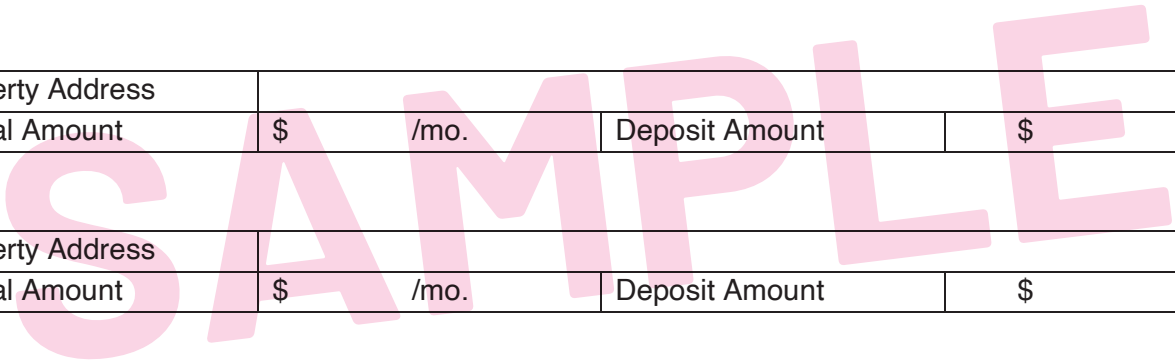
Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$

Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$

Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$

Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$

Property Address			
Rental Amount	\$ /mo.	Deposit Amount	\$



**Addendum B**

Responsibilities of the Property Manager, Owner and Tenant

**During Tenancy**

<b>Responsibility</b>	<b>Property Manager</b>	<b>Owner</b>	<b>Tenant</b>
Landscaping			
Snow Removal			
Maintenance			

**During Vacancy**

<b>Responsibility</b>	<b>Property Manager</b>	<b>Owner</b>	<b>Tenant</b>
Landscaping			
Snow Removal			
Maintenance			

**Owner(s)**

\_\_\_\_\_  
**Print** Print

\_\_\_\_\_  
**Sign** Date Sign Date

**Managing Agent**

\_\_\_\_\_  
**Print**

\_\_\_\_\_  
**Sign** Date

Rev.: 1/2014

