

# Retail Property Management Service Contract

Date: \_\_\_\_\_

## 1. Parties

This Retail Property Management Service Contract ("**Contract**") is made between:

**Property Owner:** \_\_\_\_\_ ("Owner")

**Management Company:** \_\_\_\_\_ ("Manager")

## 2. Property Description

This Contract applies to the retail property located at:

\_\_\_\_\_

## 3. Term

This Contract shall commence on \_\_\_\_\_ and continue until \_\_\_\_\_, unless terminated in accordance with Section 9 of this Contract.

## 4. Scope of Services

1. Collection of rent, operating expenses, and other charges from tenants.
2. Leasing available spaces, including advertising and tenant screening.
3. Arranging for repairs, maintenance, and necessary services.
4. Managing relationships with tenants and resolving disputes.
5. Providing monthly financial reports to the Owner.

## 5. Management Fee

Owner agrees to pay Manager a monthly fee of \_\_\_\_\_ % of collected monthly rents or \$\_\_\_\_\_ (whichever is greater).

## 6. Owner's Responsibilities

- Ensure that property is adequately insured at all times.
- Provide necessary information and access for the Manager to fulfill obligations.
- Reimburse Manager for authorized expenditures.

## 7. Financial Reporting

Manager will provide the Owner with a monthly statement of income and expenses by the 10th day of each month.

## 8. Liability

Manager shall not be liable for any loss or damage to the property unless such loss or damage results from the Manager's own negligence or willful misconduct.

## 9. Termination

Either party may terminate this Contract with 30 days written notice. Upon termination, all collected rents and records shall be turned over to Owner.

**10. Signatures**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date