

Tenant Placement Property Management Scope Document

1. Property & Owner Information

Property Address: _____

Owner Name: _____

Date: _____

2. Purpose

This document outlines the scope of services provided for Tenant Placement under Property Management.

3. Services Provided

1. Property Assessment & Recommendations
2. Property Marketing & Advertising
3. Scheduling & Conducting Showings
4. Tenant Application Screening & Selection
5. Lease Preparation & Execution
6. Move-In Coordination

4. Owner Responsibilities

- Maintain property in rentable condition
- Respond to requests for maintenance/improvements as needed
- Review and approve selected applicants when required

5. Exclusions

- Ongoing monthly rent collection
- Ongoing property maintenance and repairs
- Tenant management after move-in

6. Fees & Payment Terms

Placement Fee: \$_____ or _____% of annual rent.

Payment Due: Upon execution of lease agreement.

7. Acceptance & Signatures

Owner: _____ Date: _____

Agent: _____ Date: _____

