

Lease Administration Agreement

Date: _____

This Lease Administration Agreement ("Agreement") is entered into by and between:

Landlord	Tenant
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

1. Purpose

The Landlord hereby appoints the Administrator to handle all aspects of lease administration as detailed in this Agreement, for the property located at:

Property Address: _____

2. Term

The term of this Agreement shall commence on _____ and continue until terminated in accordance with Section 7 of this Agreement.

3. Services Provided

- Lease documentation management and record keeping
- Rent collection and disbursement
- Communication with Tenant regarding lease issues
- Maintenance requests coordination
- Periodic property inspection
- Renewal and termination processing

4. Compensation

The Landlord agrees to pay the Administrator a fee of _____ (amount or percentage) for the services described herein.

5. Obligations of the Parties

1. **Landlord:** Provide accurate property and tenant information; timely payment of administration fees; cooperation with Administrator.
2. **Administrator:** Perform services in a timely and professional manner in accordance with all applicable laws and the terms of this Agreement.

6. Insurance & Indemnification

Each party shall maintain their own appropriate insurance coverage and indemnify the other from losses resulting from their own negligence or willful misconduct.

7. Termination

This Agreement may be terminated by either party upon thirty (30) days written notice.

8. Miscellaneous

- This Agreement constitutes the entire understanding between the parties.
- Any amendments must be in writing and signed by both parties.
- This Agreement shall be governed by the laws of _____.

Landlord Signature:

Date: _____

Tenant Signature:

Date: _____