

# Multi-Unit Property Management Contract Template

This Multi-Unit Property Management Contract ("Agreement") is entered into as of \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between:

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_ / \_\_\_\_\_

**Property Manager:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_ / \_\_\_\_\_

## 1. Property Description

The Property covered by this Agreement consists of the following units:

Unit Number	Address	Type	Bedrooms	Bathrooms

## 2. Term

The term of this Agreement shall commence on \_\_\_\_\_ and shall:

- [ ] Continue on a month-to-month basis
- [ ] Continue until \_\_\_\_\_

## 3. Manager's Responsibilities

1. Advertise, show, and lease available units.
2. Collect rents, deposits, and other charges.
3. Maintain property in habitable condition.
4. Arrange for repairs and maintenance.
5. Handle tenant communications and complaints.
6. Keep accurate financial records.
7. Remit net proceeds to Owner on or before the \_\_\_\_\_ day of each month.

## 4. Owner's Responsibilities

1. Maintain sufficient funds in reserve for repairs, maintenance, and emergencies.
2. Pay for property taxes, insurance, mortgage, and major repairs unless otherwise agreed.

## **5. Compensation**

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As compensation for services rendered, Owner shall pay Manager:

- Management Fee: \_\_\_\_\_ % of gross monthly rents collected.
- Leasing Fee: \_\_\_\_\_ per new lease.
- Other fees: \_\_\_\_\_

## **6. Termination**

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Either party may terminate this Agreement with \_\_\_\_\_ days written notice. Upon termination, all funds, keys, and property documents shall be returned to Owner.

## **7. Miscellaneous**

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1. This Agreement constitutes the entire understanding between the parties.
2. All amendments must be in writing and signed by both parties.
3. This Agreement shall be governed by the laws of the State of \_\_\_\_\_.

**Owner Signature**

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Date:

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**Manager Signature**

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Date:

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