

Single-Family Home Rental Management Agreement Outline

1. Parties

- Property Owner (hereafter "Owner")
- Property Manager (hereafter "Manager")

2. Property Description

- Physical address
- Legal description (if applicable)

3. Term of Agreement

- Start date
- End date or renewal terms
- Termination conditions

4. Manager's Responsibilities

- Advertising and showing property
- Tenant screening and selection
- Lease preparation and execution
- Rent collection and deposit
- Property inspections
- Maintenance and repairs coordination
- Handling tenant communications and complaints
- Legal notices and eviction proceedings (if needed)
- Financial reporting

5. Owner's Responsibilities

- Provide property in rentable condition
- Fund necessary maintenance and repairs not covered by Manager
- Maintain adequate property insurance
- Provide required disclosures and documentation

6. Compensation

- Management fee structure (percentage or flat fee)
- Leasing fees
- Other reimbursable costs or fees

7. Rent and Security Deposit Handling

- Rent collection procedures
- Security deposit management
- Late payment policies

8. Maintenance and Repairs

- Authorization limits for repairs
- Emergency procedures
- Routine maintenance schedules

9. Owner's Access to Records

- Access to accounting and maintenance reports
- Frequency and format of statements

10. Indemnification and Liability

- Manager's liability limitations
- Owner's indemnification clauses

11. Termination

- Termination notice requirements
- Procedures upon termination
- Final accounting and settlement

12. Miscellaneous Provisions

- Amendment procedures
- Governing law
- Dispute resolution
- Entire agreement clause

13. Signatures

- Owner's signature and date
- Manager's signature and date