

# 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. Ownerâ€™s Access to Records**

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

## **10. Indemnification and Liability**

- Managerâ€™s liability limitations
- Ownerâ€™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**

- Ownerâ€™s signature and date
- Managerâ€™s signature and date