



590 North Sierra Way • San Bernardino, CA • 92410

Phone (909) 381-6888 • Fax (909) 381-6460

www.realpropertysanbernardino.com

Property Management Services

Real Property Management is a customer service oriented company specializing in the management of single family homes, small rental properties, and homeowner's associations. Our company has been managing rental properties for over 20 years with a professional, well-trained staff of property managers, maintenance personnel, and accountants.

As part of the rental process, we coordinate advertising, place rental signs for vacant units and run credit and criminal reports on all applicants. We also verify employment and rental histories before signing leases. After receiving rental payments, the money is forwarded to the owner.

Each property is assigned to a manager who serves as the contact person for both owners and tenants. The manager keeps the owners informed of any major maintenance issues as they occur and responds to the needs of tenants.

We have a full-time maintenance staff that can be reached 24 hours a day, 7 days a week. We check the properties approximately every 90 days to watch for needed repairs and tenant compliance with the lease agreement. We also have a seasonal preventative maintenance program in place to take proper care of heating and cooling systems, and can provide lawn care services if requested.

For the owner's convenience, we maintain security deposit trust accounts for each property and provide detailed monthly statements itemizing all income and expenses for that month. This ensures the owner is always aware of his property's activity status.

We look forward to working with you. Feel free to contact us for more information or any questions you may have.

Real Property Management – San Bernardino

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We make owning a rental property profitable and enjoyable!

How did you hear about us? Internet Phone Book Newspaper TV/Radio Other
Name of website/publication: _____



Property Management Agreement

_____ the undersigned owner, hereby employs the undersigned Manager (Real Property Management – San Bernardino) exclusively to rent, lease, operate and manage real property situated at: _____

Manager's Obligations

Owner hereby confers upon the Manager the following, duties, authority and powers:

1. **Leasing**: To advertise the availability for rent of the property or any part thereof and to display "For Rent" signs thereon; to execute leases, renewals or cancellations of leases relating to the property; to terminate tenancies and to sign and serve for the Owner such notices as Manager deems appropriate; to institute legal actions in the name of the Owner, to evict tenants and recover possession of the premises; to recover rents and other sums due; to settle, compromise and release such actions.
2. **Rents**: To collect rents and to collect and disburse security and other deposits; to deposit all receipts collected for Owner in a trust account with qualified banking institution. Manager shall not incur any liability for bankruptcy or failure of the depository.
3. **Maintenance**: To supervise and discharge all labor required for the operation and maintenance of the property. To maintain the property in case of vacancies.
4. **Service Contracts**: To execute contracts for utilities and services for the operation, maintenance and safety of the property, as the Manager shall deem advisable and/or necessary.
5. **Repairs**: To take charge of repairs, decorating and alterations and to purchase supplies therefore. Manager agrees to obtain Owner's prior authorization for any and each expense item in excess of \$_____, (\$200 minimum) except monthly or recurring operating charges or emergency repairs, or in the event the owner is not reasonably available for consultation, if the Manager deems such protection of the property from damage or to perform services to the tenants provided for in their lease.
6. **Disbursements**: To accrue and make disbursements from Owner's funds for: utilities, advertising, maintenance, repairs, materials, banking costs, collection fees, setup fees, legal fees, late fees, refundable/non-refundable deposits, management fees and to remit monies to owner or into owner's other accounts.
7. **Periodic Statements**: To render periodic itemized statements of receipts, expenses, charges and accruals and to remit to Owner receipts less disbursements and accruals for future expenses. In the event disbursements shall exceed receipts, Owner assumes full responsibility for the payment of any expenses and obligations incurred in connection with the exercise of Manager's duties set forth herein.



Owner's Obligations

8. **Management fees:** Owner agrees to pay Manager a fee or fees for services rendered at the rates hereinafter set forth. Owner recognizes Manager as agent in any negotiations relative to the property or any part thereof, which may have been initiated during the term hereof, and shall compensate Manager in accordance with the rates hereinafter set forth. Such compensation is due and payable on demand and may be deducted by the Manager from receipts. Management company fees charged to tenants include NSF check charges, serving fees, non-refundable deposits, lease renewal fees and collection fees.

Management fees: 8 % of gross rents. 50 % of late fees. 3 % of gross sales price if tenant purchases property. Repairs are usually performed by internal maintenance people or preferred vendors that provide rebates/commissions/etc to management company. Initial Set-up Fee: \$350 (one time only).

9. **Hold Harmless:** Owner agrees to hold the Manager harmless from the damage suits in connection with the management of the herein described property and from liability from injury suffered by any employee or other person whomsoever, and to carry, at his own expense adequate public liability. The Manager also shall not be liable for any error of judgment or for any mistake of fact or law, or for anything which he may do or refrain from doing hereunder, except in cases of willful misconduct or gross negligence. If suit is brought to collect the Manager's compensation or if Manager successfully defends any action brought against Manager by Owner, relating to the property, Owner agrees to pay all costs incurred by Manager in connection with such action, including a reasonable attorney's fee. Any suit brought against Manager must be filed in the state of Utah.

10. **Data and Records:** Owner agrees to make available all data, records and documents pertaining to the property which the Manager may require to properly exercise Manager's duties hereunder.

Other Terms

11. **Assignability:** This agreement is expressly assignable to another qualified property manager at the discretion of Real Property Management, Inc.

12. **Terms:** This agreement supersedes all previous management agreements, both verbal and written. This agreement will be for a period of one year starting from the execution date and will be automatically renewed, annually, from the original execution date, unless written notice is received 30 days prior to renewal. If owner prematurely terminates agreement for any reason, owner will pay to manager the balance of three months management fees. Upon termination, all monies due owner, if any, will be returned within 30 days.

Initial: _____ Date: _____



PayLease Inc.
4455 Twain Ave. Ste. G
San Diego, CA 92120

Toll Free: (866) Pay-Lease
Phone: (619) 641-9255
Fax: (619) 9254
E-mail: support@paylease.com



Credit Card Payment Sheet

Full Name: _____

Card Number: _____

Card Expiration Date: _____ CVVs/CID Number: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Payment Description: _____ Amount: \$ _____

Signature: _____

Notes/Comments:

Please Fax to 909-381-6460

PROPERTY MANAGER USE ONLY

File Name: _____

Property Address: _____

City: _____ State: _____ Zip/Postal Code: _____



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Owner's Correspondence Sheet

Primary Owner

Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Primary Phone Number: _____ Home Phone Home Fax Work Phone Work Fax Mobile Phone

Secondary Phone Number: _____ Home Phone Home Fax Work Phone Work Fax Mobile Phone

Other Phone Number: _____ Home Phone Home Fax Work Phone Work Fax Mobile Phone

Primary Email Address: _____

Preferred Method Of Contact: Home Phone Home Fax Work Phone Work Fax Mobile Phone Email Postal Mail

Additional Information:

Secondary Owner

Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Primary Phone Number: _____ Home Phone Home Fax Work Phone Work Fax Mobile Phone

Secondary Phone Number: _____ Home Phone Home Fax Work Phone Work Fax Mobile Phone

Other Phone Number: _____ Home Phone Home Fax Work Phone Work Fax Mobile Phone

Primary Email Address: _____

Preferred Method Of Contact: Home Phone Home Fax Work Phone Work Fax Mobile Phone Email Postal Mail

Additional Information:



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Property Information Sheet

General Information

Date Available: _____ Desired Rent: _____ Lease Term: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Area/Subdivision: _____

Unit Information

Alarm: _____ # House Keys: _____ # Mail Box Keys: _____ # Garage/Gate Remotes: _____

Property Type: Single Family Home (Detached) Single Family Home (Attached)

Apartment Condo/Townhouse Multi-Family/Unit

Mobile Home/Manufactured Other _____

Square Footage: _____ Year Built: _____ # of Floors: _____

Bedrooms: _____ Bathrooms: _____ Garage/Parking Spaces: _____

Pets: Yes No Notes: _____

Smoking: Yes No Notes: _____

Utilities

Electric: Tenant Owner

Gas: Tenant Owner

Water: Tenant Owner

Sewer/Trash: Tenant Owner

Services

Alarm: Tenant Owner

Gardener: Tenant Owner

Pool: Tenant Owner

Other: _____

Other

Location of water main shut off: _____

Location of gas valve shut off: _____

Outstanding Maintenance: _____