



PROPERTY MANAGEMENT AGREEMENT

In consideration of the covenants herein, _____ (hereinafter referred to as "Owner(s)"), and Bay Management Group Philadelphia, LLC, (hereinafter referred to as "Manager"), agree to this **Property** Management Agreement (hereinafter referred to as the "Agreement") as follows:

1. Exclusive Agency: The Owner(s) hereby employs the Manager exclusively to rent, lease, operate and manage all units identified and designated in Exhibit A attached hereto (hereinafter referred to as the "Property") upon the terms and conditions provided herein for the period of One (1) Year beginning ___/___/___ and ending ___/___/___ and shall automatically renew thereafter for annual periods. Manager accepts the employment and shall furnish the services of the organization for the management of the property. Owner shall pay all of the expenses in connection with this service described herein.

A. Relationship of Manager to Owner: The relationship of the parties to this agreement shall be that of principal and agent, with Manager serving as the agent of Owner and an independent contractor of Owner. Nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship other than agency. Manager shall not be considered an employee of Owner.

B. Description of Property: "Property", as used throughout this Agreement shall be limited to the Property in Exhibit A. Exhibit A may be amended or modified to add or reduce the number of properties at any time, provided Owner and Manager agree to the changes in writing.

2. Manager Responsibilities: To assist Owner with the ongoing management of the Property, Manager shall perform the following:

A. Collection and Disbursement: Manager shall collect all rent due and owing and provide to Owner all Owner Income. Manager shall remit to Owner all income, less any properly deducted fees/charges, by U.S. Mail, wire, automatic payment, or other arrangement as established by Manager and Owner. Before payment is remitted to Owner, Manager reserves the right to hold rent checks from Tenant with previous NSF or other payment issues until check has officially cleared Managers bank. Should payment made by Tenant be refused or returned for any reason, Owner shall refund to Manager any such payment made to Owner within 5 days from written or verbal request.

B. Late Payments from Tenants: Any lease with Tenant shall include a 10% late rent fee in the event Tenant rent is not received by the 5th day of each month. All late fees shall be paid to Manager.

C. Lease Negotiations: Manager, with collaboration of Owner, will set rents that in the opinion of the Manager at the time of the rent negotiations with the Tenant reflect the market conditions of that time and approximate rents of comparable rental properties. However, if Manager cannot get ahold of Owner in a timely manner, Manager will set initial rent and subsequent increases which are deemed acceptable to Manager.

Owner designates Manager as its agent to negotiate and sign any and all lease agreements or related addenda on its behalf, unless expressly instructed otherwise in a written statement from Owner to Manager. Barring such instruction, Manager will employ best efforts to pursue lease terms and agreements consistent with the broad terms Owner and Manager have discussed for the Property.

Manager is not, nor shall it be expected to be legal counsel or a legal advisor to Owner. Owner is advised to seek its own legal counsel for legal issues or legal questions related to the Property.

D. Property Inspections: Manager shall complete move out inspections. Manager shall complete two (2) included occupied inspections annually upon request of the Owner. This is to ensure the property is being maintained and upheld to satisfaction. Any additional inspections requested by the Owner shall be billed to Owner by Manager at Manager's then current hourly rate, which current hourly rate shall be provided to Owner upon Owner's written request. Owner shall promptly pay the cost of such additional inspections to Manager upon demand.

E. City Requested Inspections: Manager is not responsible or liable for any fees or costs associated with the maintenance, repair or replacement of Property to meet any inspection items noted by the city, municipality, or township. Manager is not responsible for any fines, fees or costs assessed by any city, municipality, or Township associated with an inspection or re-inspection of the Property.

F. Management Fees and Expenses: As compensation for the services rendered by Manager under this agreement, Owner shall pay Manager as follows:

- I. Manager shall be paid _____% of the gross rent collected per month for managing the Property.
- II. For leasing vacant residential units: a leasing fee of one (1) month's rent with a minimum of one thousand dollars (\$1000) will be charged. Manager agrees to cooperate with all Realtors. Leasing fees are waived if the Owner has an on-site staff on payroll that performs leasing functions.
- III. To renew a current lease or execute new Bay Management Group Philadelphia Lease for renewal of a tenant, Manager will charge a 10% fee of one (1) month's rent. This will apply to any renewal that is signed for six (6) months or longer in duration and due at the time of execution of renewal. If any lease is renewed for a period of less than six (6) months but the lease continues for a period exceeding six (6) months from the date of the renewal for any reason, the fee set forth above shall be applicable upon the date that such lease exceeds six (6) months from the date of the renewal.

G. Negotiation and Vendor/Contractor: Manager is authorized to retain the services of companies, independent contractors, and Manager's own maintenance employees and to order service contracts required for the operation and maintenance of the Property. Owner shall be responsible for the payment of the services rendered.

Manager maintains business relationships with vendors and /or contractors who may be regularly retained by Manager for maintenance and other services. Sometimes these services are contracted for and paid in bulk or on a time – spent basis, where Manager is charged for the work performed on several Properties, rather than on a per – Property basis. Due to the ongoing nature of these relationships and the volume or bulk nature in which these services are contracted, Manager may receive such services at a price that is discounted from the same vendor or contractor's established rates or a comparable market rate for such services. Therefore, if Manager negotiates, hires, and manages such a vendor or contractor to perform work on the Property, Manager shall charge the published or market rates for such service, even in circumstances in which the fee ultimately paid by Manager (on a per service, per unit basis) are more or less than the market rate. Any difference

between the market rate being charged to Owner and the rate paid by Manager (which may be more or less than such market rate) shall be paid by or retained by Manager. This shall serve as Manager's disclosure that it may receive compensation from vendors contracted by Manager, and Manager shall retain any discounts or compensation received.

- H. Normal Property management does not include services for Property sales, refinancing, preparing Property for sale or refinancing, modernization, fire, or major damage restoration, rehabilitation, obtaining income tax, accounting, or legal advice, representation before public agencies, advising on proposed new construction, debt collection, counseling, attending Owners Association meetings, or insurance claims.
- I. Security Deposits: Manager is to hold tenant's security deposits in a FDIC insured bank. At the end of the tenant's lease, the Owner is responsible for the interest due, if any, on the security deposit in accordance with Pennsylvania Real Property Code.

If the Agreement is signed with tenants occupying any units in Exhibit A and Owner wishes to hold the security deposit, Bay Management Group Philadelphia will require a \$500 retainer per unit. If the Owner does not pay the \$500 retainer upfront, the \$500 retainer will be taken from the rent proceeds. Owner must notify Manager of the name of the bank, address of the bank, the amount the owner is holding and whether or not it is accruing interest. Last month's rent must be held by Manager or Manager will withhold one month of rent from the Owner's proceeds. Manager is not required to send the Owner the security deposit for any tenant placed by Manager.

3. Disbursements of Rent and other Receipts

- A. Net Proceeds: To the extent that funds are available Manager shall remit the balances due to Owner monthly.
- B. Direct Deposit: Owners who wish to avoid a paper check may choose to sign up for Direct Deposit. This program is the electronic transfer of rental income via ACH. This service is at no additional charge.
- C. Manager is not required to advance funds: If the balance of funds held on behalf of Owner for disbursement is at any time insufficient to pay disbursements due and payable, Owner shall, not later than 10 days after written notice, remit to Manager sufficient funds to cover the deficiency.

4. Financial and Other reports

- A. Owner's Reporting to Internal Revenue Service (IRS): Owner is required to file all required IRS forms and meet all IRS requirements. Owner agrees to furnish Manager with a proper TIN (Taxpayer Identification Number) via an IRS W9 form, or other applicable IRS approved documents.
- B. Reports: Manager shall furnish Owner with a statement of cash receipts and disbursements from the operation of the Property, on a monthly basis. In addition, Manager shall, on a mutually acceptable schedule, prepare and submit to Owner such other reports as are agreed on in writing by both parties. Manager shall submit as required by the IRS at the conclusion of each calendar year a Form 1099 indicating the total income received from the Property.

5. Leasing and Renting

- A. Manager's Authority: Manager is authorized to negotiate, prepare and sign all leases, including all renewals and extensions of leases and to cancel and modify existing leases of Owners. To the extent

Owner wishes to take this responsibility or wants final approval of such terms, Owner must identify this to Manager, in writing. Leases are to be written on Manager's standard lease form.

B. Enforcement of the Leases: Manager is authorized to institute, in Owner's name, all legal actions or proceedings for the enforcement of any lease term, for the collection of rent or other income from the Property, or for the eviction or dispossession of the tenants or other persons from the Property. Manager is authorized to sign and serve such notices, as Manager deems necessary for lease enforcement, including the collection of rent and other income. If Manager deems it necessary, Manager may retain an attorney of Manager's choice (unless Owner supplies Manager with the name of Manager's attorney). Owner shall pay all attorney fees and court cost.

6. Reasonable Maintenance and Repair

A. Ordinary Maintenance and Repair: Manager is authorized to make or cause to be made, through contracted services, employees or otherwise, all ordinary repairs and replacements reasonably necessary to preserve the Property in a habitable condition and for the operating efficiency of the Property, and all alterations required to comply with lease requirements, governmental regulations or insurance requirements. All expenses over \$500, or the threshold set forth on the 'New Property Summary' page attached, associated with regular and ongoing Property maintenance shall require permission from Owner which may occur by written or verbal permission, including, phone, fax or email. Manager reserves the right to inspect Property randomly at the discretion of Manager. Owners with Home Warranty or Service plans shall provide account information to Manager and must list Manager as an additional member on the account. Tenants shall be responsible for maintaining Property as addressed in their lease. Fines assessed by the city, municipality or state for violations such as snow removal, lawn/tree/landscaping/issues, trash, or the like shall be paid first by Tenant (if consistent with terms of the lease).

B. Emergency Maintenance and Repair: The Manager agrees to notify the Owner(s) of all expenditures in excess of \$500, or the threshold set forth, for any one item, except for the following:

- i. Previously approved, monthly or recurring operating charges
- ii. Emergency repairs that are immediately necessary for the preservation and safety of the property, to avoid the suspension of any essential service to the property, to avoid danger or life of property, or to comply with federal, state, or local law.
- iii. Necessary expenses if the Owner is not reasonably available for consultation. Manager is authorized to immediately make any repairs to chipping or peeling paint, consistent with the Pennsylvania Department of Public Health.

C. Property Move in Condition: Both tenant and Owner agree that the property will be delivered in "As Is" condition with the expectation that the following items will be addressed: professional cleaning, steam cleaned carpets where necessary, touch-up paint, working appliances and HVAC system, anything that poses a health or safety risk to tenants as well as all compliance items needed for city, state and federal housing regulations. Any additional items must be negotiated in writing prior to entering into a lease agreement.

D. Turnover/'Make Ready' Repairs: At Owner's expense, repairs and maintenance will be performed on the Property between leases. Manager has the authorization to perform repairs up to two thousand

(\$2000.00) dollars without the prior consent of Owner.

- E. Smoke and CO Detectors: At Owner's expense, smoke detectors and carbon monoxide detectors will be installed on the Property in accordance with the law, prior or during to the tenant's occupancy. During the occupancy, it shall be the tenant's responsibility to maintain all smoke detectors and carbon monoxide detectors.

7. Insurance

- A. **Owners Insurance**: Owner shall obtain and maintain adequate insurance against liability for loss, damage or injury to Property or persons which might arise out of the occupancy, management, use, operation, or maintenance of the Property. Owner shall name Bay Management Group Philadelphia, LLC as additionally insured. **Tenants Insurance**: All tenants procured by Manager are mandated to obtain renters insurance or Limited Landlord Liability insurance and that Owner's insurance does not cover tenants personal items or affects.

8. Manager Assumes No Liability:

- A. Manager assumes no liability for any damages, losses, or acts of omission by the tenant. Manager assumes no liability for any acts or omissions of Owner, previous Owners or previous brokers. Manager assumes no liability for default by any Tenant. Manager assumes no liability for violations of environmental or other regulations which may become known during the term of this agreement. Any such regulatory violations or hazards discovered by Manager shall be brought to the attention of Owner, and Owner shall promptly cure them. Manager shall not be liable in the event of bankruptcy or failure of the depository bank where Owner's funds are deposited.

9. Indemnification and Owner's Responsibilities to Defend:

- A. Generally: Owner shall indemnify, defend, and hold Manager harmless from all loss, investigation, suits, damage, cost, expense (including attorneys' fees) liability or claims for personal injury or property damage, including vandalism, incurred or occurring in, on or about the Property.
- B. Indemnification survives termination: All representations and warranties of the parties contained herein, including any provisions of this agreement that require Owner to have insured or to defend, reimburse or indemnify Manager shall survive the termination of this agreement. If Manager becomes involved in any proceeding or litigation by reason of having been Owner's Manager, such provisions shall apply as if this agreement were still in effect.
- C. Litigation and Compliance Expenses: Owner shall pay all fines, penalties, or other expenses in connection with any claim proceeding, or suit involving an alleged violation of any law pertaining to fair employment, fair credit reporting, environmental protection, rent control taxes or fair housing, including illegal discrimination on the basis of race, sex, color, religion, national origin, physical handicap, familial status, public assistance, age or all other classes protected by state, or federal law: provided, however, that Owner shall not be responsible to Manager for any such expenses if Manager is found in a court of law or tribunal of property authority to have personally, and not in a representative capacity, violated any such law. Should Owner sue Manager, Owner shall pay the full costs of Manager's attorney's fees and costs expended in defending itself, in the event Manager prevails in such suit. Nothing contained in this Agreement shall obligate Manager to employ legal counsel to represent Owner in any such proceeding or suit.

10. Owner Representations: Owner represents and warrants: that Owner has full power and authority to enter into this Agreement; that there are no written or oral agreements affecting the Property other than disclosed tenant leases, copies of which have been furnished to Manager; that there are no recorded easements, restrictions, reservations or rights of way which adversely affect the use of the Property for the purposes intended under this Agreement; that the Property is zoned for the intended use; that all permits for the operation of the Property have been secured and are current; that any underlying mortgages or related liens permit rental of the Property or Property steps have been taken to ensure the Property being used in a manner consistent with how it has been represented to third parties, that the building and its construction and operation do not violate any applicable statutes, laws, ordinances, rules, regulations, orders or the like; that the information supplied by Owner is dependable and accurate; and that any loans, notes, mortgages, dues or trust deeds are fully paid or are current without defaults.

11. Termination

- A. Termination: Either party may terminate this Agreement with 60 days' notice of the contract end date and subsequent renewals. Upon any termination of this Agreement by Owner, Owner shall pay to Manager a sum equal to the monthly management fee percentage times the number of months remaining in the term of the Agreement as of the termination date based on the rent in effect under leases as of the termination date without regard to the actual remaining term of the lease or collection of rent under such Lease. If any property sells during this term, Manager may terminate this Agreement as of the date of the sale and Owner shall pay to Manager the sum calculated pursuant to the immediately preceding sentence with the date of the sale being the applicable termination date for calculation of such sum.
- B. Early Termination: This Agreement may be terminated by Manager at any time with 30 days' notice. Owner shall immediately pay Manager the greater of \$1,500.00 or 1 month's rent if an approved applicant has been secured and Owner terminates this agreement prior to a move in taking place. Manager is authorized to withhold funds from the Owner to cover this amount or funds provided by the tenant to move into the unit.
- C. Termination for Violation of Agreement or Law: Manager reserves the right to terminate this Agreement with 30 days written notice if Owner is found to have violated the agreement. Manager reserves the right to terminate this Agreement immediately if Owner acts in a manner which, at the discretion of Manager, creates a hostile or otherwise harmful relationship with Manager, or Owner is found in violation of any federal, state, or local law that may create a liability to Owner, impact the goodwill or public reputation of Manager, or otherwise endanger Manager in any way.
- D. Owner Responsible for Payments: Upon termination, Owner shall pay Manager any fees, commissions, and expenses due to Manager for services already rendered or payments due through the month of termination. Owner shall assume and satisfy the obligations of any contract or outstanding bill incurred by Manager under this Agreement. Manager may withhold funds for up to 60 days after the end of the month in which this Agreement is terminated in order to pay bills previously incurred but not yet invoiced and to close accounts. Manager shall deliver to Owner, within 60 days after the end of the month in which this Agreement is terminated, any balance of monies due Owner, which were held by the Manager with respect to the Property, as well as a final accounting reflecting the balance of income and expenses with respect to the Property as of the

date of termination or withdraw.

12. Lead Based Paint Disclosure

Housing built before 1978 may contain lead – based paint. Before renting pre-1978 housing, Owner must disclose the presence of known lead-based and /or lead- based paint hazards in the Property. Owner represents that:

() The Property was **constructed on or after January 1, 1978.**

() The Property was **constructed prior to 1978.** Check (i) or (ii) or (iii) below.

- I. _____ Owner has no knowledge of lead based paint and /or lead based paint hazards in the Property
- II. _____ Owner has knowledge of Lead based paint and /or lead based paint hazards in the Property. (Owner has had Property inspected and can show proof of such inspection)

13. Complete Agreement. This Agreement shall be binding upon the parties, and each of their respective heirs, executors, administrators, successors and assigns. No amendment is valid unless in writing and signed by the parties. There are no warranties or representations not herein contained.

The undersigned parties acknowledge that they have thoroughly read and understand each provision of this Agreement and have received a copy.

Executed this _____ day of _____, 20_____.

Owner (1) Signature: _____

Printed Name: _____

Owner (2) Signature: _____

Printed Name: _____

By: _____

Dana Anderson

Complete RENTAL Property Address: _____

Will you allow pets with a \$500.00 pet deposit? : Yes _____ No _____ If allowed, do you have any restrictions on the type or size of pet. Please list any restrictions below:

Legal Owner: (1) First Name: _____ Last Name: _____

Legal Owner: (2) First Name: _____ Last Name: _____

Company Name (If applicable): _____

MAILING address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers: **Owner (1):** Mobile: _____ - _____ - _____ **Owner (2):** Mobile: _____ - _____ - _____

Work: _____ - _____ - _____ Work: _____ - _____ - _____

Home: _____ - _____ - _____ Home: _____ - _____ - _____

Email: Owner (1): _____ @ _____

Owner (2): _____ @ _____

W-9 Completed and attached

Payment Method:

Yes, I want paid by ACH (Direct Deposit) *(If this box is not checked then payment will be sent via check)*

Voided check attached

Prefer to fill out ACH form sent by BMG

New Property Summary

Rental Property Address: _____

Is Property currently: - Vacant - Occupied

If occupied, what is the first Month we will be charging rent (*We must have received your agreement within 10 days prior to the first of the month to bill for the coming month*): *We need at least 10 days notice to reach out to new tenants.*

ONLY IF PROPERTY IS CURRENTLY RENTED: Select ONE of the following 3 Security Deposit Options:

- Owner check attached for tenant security deposit(s)
- Owner will have \$500 reserve placed on funds per held tenant security deposit

Payment Schedule:

- **Same month** - (Owner payout is processed on the 2nd business day after the 5th of each month)

- **Following month** - (Payment is processed the 2nd business day after the close of the month.

**Any Multi-family over 4 units or portfolio over 10 units is recommended to be paid on the "following month" schedule)*

Legal Owner Name: _____

Management Fee: _____%

Maintenance Limit (*per INVOICE amount for Authorization*): \$ _____

Year Built: _____

Home Warranty/Maintenance Protection Plan:

Name of Company: _____

Account #: _____

Contact #: _____

Maintenance Protection Plan covers: _____

Insurance Information:

Name of Carrier: _____

Policy # & Expiration Date: _____

Address: _____

Phone Number: _____

Any SPECIAL instructions for maintenance or repairs:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

OWNER DIRECT DEPOSIT FORM

OWNER NAME (SHOULD AGREE TO W-9):

PROPERTY MANAGED BY BMG (LIST ONE PROPERTY):

BANK USED BY OWNER:

ROUTING NUMBER:

ACCOUNT NUMBER:

DATE

SIGNATURE