



# Management Package

## Property Address:

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STREET

CITY

ZIP

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Owner Name(s) and LLC if applicable

## Management Plan Selected

\_\_\_\_\_ Leasing Only

\_\_\_\_\_ House Sitting (see separate addendum)

\_\_\_\_\_ Full Service Management

\_\_\_\_\_ Premium Management

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### Please check any additional services

\_\_\_\_\_ Additional Property Inspections with photos.....\$150

\_\_\_\_\_ Surevestor Owner Protection Service (see surevestor package for pricing)

Owner Initial \_\_\_\_\_

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**This Exclusive Property Management Agreement is between:**

(OWNER): \_\_\_\_\_, Owner certifies and represents that he/she has legal authority and capacity to enter into this agreement and Barrons Property Managers, Inc. (aka) BPM.

- a) Owner gives BPM the exclusive right to manage real and personal property (collectively “property”) described below beginning \_\_\_\_\_, and ending on December 31, 20\_\_\_\_ and shall remain in effect on a calendar year basis, expiring on the 31st day of December thereafter. Notwithstanding the above, BPM reserves the right to terminate this contract immediately if BPM determines that the safety or welfare of the tenant is, or will be in the future, adversely affected by any action or any and all inactions of owner.
- b) Owner stipulates that where there is any conflict between this agreement and a change in the law (federal, state, administrative or local) in the future, this agreement will conform to the extent necessary to comply with such change in the law. Owner agrees to review and be familiar with the owner’s handbook information, any annual disclosure updates, and information which will be distributed to owners.
- c) At the end of the initial term set forth above, BPM may amend any term of this agreement upon giving owner reasonable notice in writing. If there is more than one individual owner listed above, then notice to one owner is notice to all owners.

**DESCRIPTION OF PROPERTY:**

- (a) Real Property Street address: \_\_\_\_\_
- (b) Legal Description: \_\_\_\_\_
- (c) Occupancy: Property \_\_\_is \_\_\_is not currently occupied by a tenant.

**BPM OBLIGATIONS AND AUTHORITY:** BPM agrees to use due diligence to manage, operate and lease the property in accordance with this agreement. OWNER authorizes BPM to:

- a) Market property by advertising and signage. Owner hereby gives Broker the authority to contract in the Owners name to advertise the property for lease, to post signs on the property, to place a lockbox on the

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property, to screen prospective tenants and to place qualified tenants into occupancy. Owner acknowledges perspective tenants may view vacant properties unaccompanied or accompanied by broker, cooperating real estate brokers/agents or others as brokers deems appropriate. Landlord agrees to hold BPM harmless for claims, damages, vandalism or theft arising by access and/or misuse of the key, self-showing system, failure of the prospect to re-lock the premises, copying key(s) and/or breaking and entering.

- b) Secure a tenant for the Property and enter into a lease/contract to lease. Specific Power of Attorney is required per Florida law. It is part of this management agreement.
- c) Manage tenant relations, including negotiating renewals of existing leases, unless otherwise directed by Owner in writing a minimum of 60 days before end date of lease. Collecting, holding, and disbursing rents and other amounts due to OWNER, monthly disbursements to begin no earlier than the 15<sup>th</sup> of each month; handling tenant's requests and negotiations; terminating tenancies and signing and serving appropriate notices on behalf of OWNER.
- d) Initiating evictions and damage actions on behalf of OWNER and procuring legal counsel when necessary to protect Owner's interest and rights in connection with the property, with the consent of the Owner and at the Owner's expense. Owner is encouraged to seek their own legal counsel should they see fit. BPM is not a licensed attorney or adviser.
- e) Maintain and repair interior, exterior, and landscaping of Property, including making periodic drive-by inspections (at no cost to owner); purchasing supplies; and supervising alterations, modernizations and redecoration of Property. BPM will not be responsible for any damages resulting from an item, which is not noted by BPM during an inspection and is not otherwise identified by the tenant or owner as needing repair.
- f) BPM will obtain prior approval of OWNER for each item or service in excess of \$350.00 except for (a) monthly or recurring expenses, (b) work to be performed on hot water heater, HVAC systems or on any part thereof, electric work of any kind, and (c) emergency repairs of any kind including sewage and septic systems. Repairs (including replacement in order to repair) for hot water heater, HVAC systems or on any part thereof, and electric work of any kind and emergency repairs shall be made by BPM at Owners' expense without the requirement for any additional approval. BPM is granted sole and absolute discretion to determine the circumstances that necessitate emergency repairs including those that in BPM's opinion are necessary to prevent the Property from being uninhabitable or damaged, to avoid suspension of services required to be provided by law or lease, or to avoid penalties or fines to be imposed by a government entity. This section includes home warranties. Owner is required to provide air conditioning, home heating, a stable roof, working water heater, minimum of one working toilet per property as well as any other items required by Federal or State law and to remedy any issues pertaining to the function or stability of said item within time frame BPM designates at that specific time.

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- g) Owner may request BPM to obtain 2 additional bids for each item or service to repair or replace at a cost \$75 per maintenance item, unless such item or service falls within the exception of subparagraph (f) immediately above, in which event prior approval for the item or service is not necessary. Vendors do charge for quotes. Owner has right to contract for the repairs independently from Manager; however, Owner shall notify Manager of any work or repairs being conducted to the property and the date(s) thereof for purposes of maintaining accurate property files, however such right shall not interfere with BPM’s right to make those repairs or replacements for which no prior or further approval is necessary as specified in paragraph (f) of this section above.
- h) Enter into contracts on Owner’s behalf for utilities, public services, maintenance, repairs and other services, as BPM deems advisable. Owner is required to set up a “landlord agreement” with utility companies when providers allows so.
- i) Hire, discharge, and supervise all labor and employees required for the operation and maintenance of the Property on behalf of OWNER and BPM. BPM is not responsible for supervision of owner acquired vendors. BPM will not pay vendors, family members or friends of owners for maintenance completed at the property unless a Business license and tax ID number or Social Security number, whichever applies, is provided to office.
- j) Landscaping: Even if the tenant is responsible in the lease agreement for landscaping, Landlord understands and agrees that drought, pests, and tenant neglect is common and it is extremely difficult to expect tenant to maintain the landscaping as would the Landlord. Landlord is urged to have professional lawn/landscaping service and holds BPM harmless for the tenant’s failure to properly maintain the landscaping.
- k) Pool: Should the property have a pool, owners are required to obtain their own pool vendor and supply BPM with vendor contact info. Should the pool vendor no longer be able to service the listed address, owner is responsible for finding replacement vendor within 2 weeks of last service completed.

Make payments on Owner’s behalf, including (check all that apply):

\_\_\_\_\_ Condominium or HOA’s dues \$\_\_\_\_\_ per \_\_\_\_\_ to \_\_\_\_\_

Charges for repairs, materials, equipment, labor and attorney fees and costs.

Maintain records of receipts, expenses, and accruals to OWNER in connection with managing the property. BPM will render to owner itemized statements monthly.

- l) Due to the volume of business and agent’s business relationships with vendors, certain benefits in the form of rebates, gratuities and discounts are sometimes made available to agent. Agent shall always award vendor contracts and otherwise deal with vendors based upon price, availability, workmanship and industry reputation.

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**OWNER OBLIGATIONS:** In consideration of the obligations of BPM, **owner agrees:**

- a) To cooperate with BPM in carrying out the purpose of this agreement.
- b) To provide BPM with the following number keys (4) and number \_\_\_\_\_ of garage door openers. **Re-Keying:** BPM is given authority to re-key the outside access doors at the discretion of BPM at Landlords expense. BPM will not provide landlord with keys to the premises while the premises are occupied by tenant unless specifically requested by owner at which time the cost and postage needed to complete request will be billed to owners account.
- c) To furnish accurate information to BPM including disclosing all known facts which materially affect the value or desirability of the property. **Lead Based Paint Disclosure are needed for homes older than 1978**
- d) To indemnify and hold BPM harmless from losses, damages, costs and expenses of any nature, including attorney's fees, and from liability to any person, which BPM incurs because of OWNER's negligence, representations, actions or inactions.
- e) To carry, at OWNER's sole expense, public liability and property damage insurance adequate to protect the interests of OWNER and BPM. BPM shall not be liable for any error of Judgment or mistakes, except when the loss is caused by BPM willful misconduct or gross negligence. OWNER will carry Insurance as follows:
  - 1) Perils of fire, lightening, wind, hail, explosion, smoke, riot, aircraft, vehicles, vandalism and burglary as well as flood when indicated.
  - 2) "At Risk" protection on the building in the amount of \$ as per Insurance Co.
  - 3) Coverage must also include a "loss of rental income" provision.
  - 4) Liability for personal injury and property damage in the \$300,000 minimum. Owner agrees not to hold BPM liable if owner did not purchase required insurance for liability.
  - 5) The above requirements would usually be met with an OWNER/Landlord policy. Owner to list BPM as "additional insured".
- f) To inform BPM in writing by certified/registered mail or written email (response from BPM office is required otherwise it is deemed as invalid) owner is responsible for confirming BPM received notice within 3 business days of owner sending. OWNER agrees to be current on all debts required to be paid to BPM under this agreement on or before the closing or conveyance of this property.
- g) Upon termination of this agreement, to assume obligations of all contracts which BPM enter into on Owner's behalf. OWNER agrees to indemnify and hold harmless BPM on account of any loss, damage, costs and expenses of any nature, including attorney fees, and from liability to any person, which BPM incurs because of OWNER's failure to assume the obligations of all contracts, which BPM entered into on OWNERS behalf.
- h) To pay all accounts billed by BPM for authorized expenditures. If OWNER fails to promptly reimburse BPM, OWNER authorizes BPM to reimburse itself out of rents collected plus any applicable interest. Should property

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not be rented again, failure to reimburse BPM for service completed will result in OWNER being placed under collections for the amount due.

- i) OWNER agrees to allow pets in accordance with BPM Pet Policy: non-refundable pet fees are held in escrow, once the tenant moves out the fee is used for any pet related cleaning or damage, any balance left over is claimed by management. Pet fees will be required at any time the tenant is allowed a pet, after a 3<sup>rd</sup> party screening is completed on the pet. Service animals are also required to be vetted and approved by the same 3<sup>rd</sup> party.
- j) OWNER agrees to maintain the property in accordance with Florida Landlord Tenant Act & other applicable county regulations.
- k) For properties with any utility services provided, including but not limited to lawn care, pool care, water, sewer, trash, or electricity owner is required to ensure funds are always available for BPM to pay bills for these services regardless of any other expenses or repairs that are due.
- l) Minimum Account Balance – OWNER agrees to Establish and Maintain at all times with Broker, in the Escrow Account the sum of \$350.00 per owner property as reserve for Owner expenses and obligations. For owners with multi-plex units and a single item affecting more than 1 unit at the same time, BPM is authorized to approve repair as needed based on necessity.
- m) OWNER agrees that BPM shall not be held liable for any losses suffered by the owner as a result of a tenant refusing to pay rent or from the misconduct or the negligence of a tenant in the payment of rent or other defaults under the terms of the lease agreement entered into.
- n) ERRORS & OMISSIONS: In the event there is a typographical error or omission in this PMA or any addendums that is an obvious typographical error, Manager shall have the right to correct such errors or omissions and the owner shall re-execute said documents and shall hold Manager harmless for any such errors or omissions.
- o) Home Warranty: If a home warranty exists regarding the property, then for any repairs covered by the warranty, the Owner must comply with the terms of the warranty contract and bears sole responsibility of utilizing the warranty. Owner agrees that such warranty and compliance with same shall not override or interfere with BPM's right to effect items or service to the Property as set forth above. Owner assumes all responsibility for renewal of warranty contract(s) and payment of policy premiums. **\$75.00 fee billed to owner for each item called into home warranty.**
- p) Compliance with Lease Terms: Owner understands that the Manager must comply and comport with their responsibilities under Florida Statutes. The tenant has a right of “quiet use and enjoyment” and neither owner nor Manager can disturb that right. If Owner decides to put the property “For Sale” Sign may not be placed in the yard sooner 30 days before the natural termination of the lease, and the property may not be shown more than 3 times per week and all showings must be coordinated thru the tenant.
- q) If property is sold to a tenant that BPM placed in the property at any time under management or to a prior lease holder (including co-signers), BPM is considered a procuring cause and Manager shall be paid of “finder's fee”

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of 2 percent of the gross sales price, or \$1000, whichever is greater. This provision shall survive any termination of this agreement by owner or manager. If selling to tenant(s) under a current lease agreement, BPM shall retain last rent funds collected by BPM until proof of change of ownership is provided to BPM to insure all bills are paid before closing of account. Owner and/or real estate agent is responsible for sorting pro-rated rent funds at the time of closing. Any funds left in property account after receipt of closing documents will be distributed to owner listed on the executed management agreement, and BPM is not responsible for the calculation or distribution of such pro-rated rent/funds.

- r) Owner represents to BPM that there is no condition existing on the property (including the pool if any) that would materially affect the health or safety of a tenant. BPM is relying on the representations of the owner.
- s) Owner agrees to be liable for purchase, installation, timely removal and storage of storm shutters in the event a hurricane watch is declared by the National Weather Service in an area in which the premises is located. Owner is not required to have shutters at the property. If owner wants to have shutters, BPM is not responsible for obtaining shutters/boards etc at any time during management. Owner is responsible for locating vendor qualified to do so. In the event shutters may need to be installed and owner uses BPM supplied vendor to install (and remove) shutters, such request must be given no later than 3 business days before the landfall/arrival of any storm.
- t) Owner agrees that both parties must comply with state and federal law as it relates to service animals and emotional support animals to the extent such may be defined to fall under regulations. Therefore, any pet policies or preferences of the owner cannot override state and federal law.

If an owner wishes to challenge a tenant's claim to bring certain classified animals upon the property, the owner agrees to fund all fees and expenses associated with that claim and indemnify BPM for all costs and fees associated with that contest. BPM reserves the right to terminate this agreement for any reason regarding any claim or defense regarding service animals or emotional support animals whether to avoid unnecessary litigation or other liability.

**COMPENSATION:** OWNER agrees to compensate BPM as follows, plus any applicable taxes on BPM services:

- a) For securing a TENANT: 50% of one full month's rent or \$650, whichever is greater, 1 per year. A 25% discount will be given should the Owner supply tenant who owner has already selected for tenancy and/or in which BPM must vet through application screening and in both cases that BPM will be facilitating move in and all associated documents, etc.
- b) For leasing only services, BPM is due a fee of \$100% of one months rent, which covers all associated costs with securing and move a tenant in property, including pre-move in inspection report.
- c) Upon signing of this agreement, BPM is due an On-Boarding fee in the amount of \$250, payable by check.

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- d) Tenant-Occupied Property set up fee. \$250-but only charged if property is already tenant occupied at the start of management. This fee shall cover costs associated with setting up tenant in Managers system, converting to our lease, and/or dealing with prior issues left behind from previous manager or owner.
- e) For managing property and/or tenant relations, a fee of 9% or a minimum of \$95.00 (whichever is greater) of rents charged to tenant each rental period. Military discounts available for active duty or retired active duty owners. Multiple property discounts also available for owners with more than 3 rental units. For premium service management plans, monthly commission shall be \$199 per month or \$209 per month if property rents for over \$2000 a month.
- f) Lease Renewals: A flat fee of \$325.00. It is understood that this fee is due for any renewal of 7 or 12 months, and includes a renewal inspection. Renewal inspections shall be completed prior to end of lease agreement. If inspection is completed but a renewal is not agreed to by owner or tenant, BPM is due \$125. However, if the property is re-rented under BPM management, the cost of this inspection will be deducted from the Leasing Fee listed above.
- g) Owner agrees that Manager, without accounting to owner, collects any check penalties, fees or administrative fees charged to the tenant and **will be retained entirely by BPM** to offset losses in enforcing the respective lease provisions. First funds collected from tenant each month shall be applied to any and to all fees first and lastly to rent. Fee's not paid by tenant may be deducted from Tenants security deposit or last month's rent.
- h) Should owner terminate property management after a tenant has signed and executed lease or has been approved and intends to or has placed a deposit, BPM is owed a fee of \$350.
- i) If Owner wants Manager to perform ANY service not included in this PMA and Manager agrees to such service, Manager shall be compensated at \$75.00/hour.
- j) Tax Preparation: For preparation of yearly tax documents including 1099, a fee of \$20 per owner/LLC is due to BPM to render services. Documents to be mailed to owner's current mailing address on file and to be shared to owner portal. BPM is not responsible for owner failure to provide updated address.
- k) Properties requiring BPM assistance to make "rent ready" will be charged a \$250.00 rental facilitation fee.
- l) In the event OWNER decides to cancel this contract after a tenant has been secured but has not moved in yet, owner agrees to pay a fee of \$250.
- m) Environmental Disasters/Catastrophes: In the event of a natural disaster or catastrophic event, Owner agrees to pay BPM a one-time (per disaster) fee of \$75 for facilitation of insurance inspections, repairs, etc. after these event, including but not limited to: perils of fire, water, mold, hurricanes, tropical storms/depressions, severe thunderstorms, lightning strikes, tornados, freezes, etc.

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**Assignability of Contract:** Barrons Property Managers, Inc. (aka) BPM at their discretion may assign this agreement to another BROKER or Property Management Service. Owner retains the right to terminate agreement if unsatisfied with company chosen to take ownership of management agreement. This agreement will remain in effect until that time or when a new agreement is signed. **Attorney's Fees and Costs:** In the event any litigation arises out of this agreement the prevailing party shall be entitled to recover reasonable attorney's fees and costs. Any suit between OWNER and tenant in which BROKER is made a party because of acting as an escrow agent under this agreement, or in any suit in which BROKER inter pleads the escrowed funds, BROKER shall recover reasonable attorney fees and costs incurred, to be paid out of the escrowed funds and charged and awarded as court costs in favor of the prevailing party. OWNER hereby waives the right, if any, to a trial by jury concerning any matter arising out of or from the provisions of this agreement or the use and occupancy of the property

### Sign and Accept

_____	-_____-	_____
Owner Signature	Soc Sec #	Date

Note: SS# required for Form 1099 use (please note which name will be used on tax documents)

_____	-_____-	_____
Owner Signature	Soc Sec #	Date

_____	_____
BROKER SIGNATURE	Date

Owner Initial \_\_\_\_\_

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**Owner information**

Owner Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*Emergency Contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**Bank Direct Deposit Information:** *Voided check to be attached for direct deposit*

Bank name: \_\_\_\_\_ Account Number: \_\_\_\_\_

ACH Routing# \_\_\_\_\_ Is this a savings account? \_\_\_\_ YES \_\_\_\_ NO

Owner Initial \_\_\_\_\_

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## Housesitting Agreement

I, \_\_\_\_\_, retain the services of Barrons Property Managers in order for them to completed vacancy checks to the property located at

\_\_\_\_\_

Beginning on \_\_\_\_\_, 20\_\_\_\_\_, BPM will visit the property

- \_\_\_\_\_ Weekly.....visits at \$350 per month.
- \_\_\_\_\_ Bi-weekly.....visits at \$250 per month.
- \_\_\_\_\_ Tri-weekly.....visits at \$200 per month
- \_\_\_\_\_ Monthly.....visits at \$150 per month

Barrons Property Managers is not liable for any damages resulting from the action or inaction of Owner or BPM. Barrons Property Managers will inform owner of any items needing attention at the property and owner is responsible for facilitation of those repairs/maintenance. Any regular services requiring BPM proxy to be present at the time of service, will be counted as a property visit for the month.

Owner shall use owner portal provided by BPM to deposit funds each month for payment to BPM.

_____	_____	_____
Owner Tax ID / SS #	Owner Phone Number	Owner email address

_____	_____	_____
Owner signature	Owner Name Printed	Date Signed

\_\_\_\_\_  
Barrons Property Managers

No other pages are required to be completed should this page be signed.

Owner Initial \_\_\_\_\_

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# Insurance Authorization

To: \_\_\_\_\_

Date: \_\_\_\_\_

RE: Property Located at \_\_\_\_\_

Account: \_\_\_\_\_

I am requesting that your company modify my rental insurance policy to add Barrons Property Managers as “additionally insured”

I am also requesting that you supply Barrons Property Managers with a copy of my policy.

Barrons Property Managers  
913 Gulf Breeze Parkway Suite 12  
Gulf Breeze, FL 32561  
Notify@BarronsPM.com  
Phone: 850-934-2588  
Fax: 850-934-2587

This will remain in effect until I cancel this request in writing.

I, the undersigned, understand I still bear responsibly for all insurance payments.

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner Initial \_\_\_\_\_

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## Property Checklist

Property Location(s): \_\_\_\_\_

Rent requested: \_\_\_\_\_

### Appliance included:

\_\_\_ Stove      \_\_\_ Microwave      \_\_\_ Dishwasher      \_\_\_ Fridge/freezer

\_\_\_ Washer/dryer      \_\_\_ Icemaker      \_\_\_ Garbage Disposal

### Utility Providers:

\_\_\_ Septic tank      \_\_\_ Grinder Pump      \_\_\_ Sewer: \_\_\_\_\_

Water: \_\_\_\_\_

Power: Florida Power and Light

Trash/recycling: \_\_\_\_\_

Gas: \_\_\_\_\_

### Pets:

\_\_\_ Yes – restrictions: \_\_\_\_\_      \_\_\_ No pets allowed

### Amenities:

\_\_\_ Sprinkler System      \_\_\_ Fenced in backyard      \_\_\_ Garage Opener      \_\_\_ Alarm System

\_\_\_ Pool/ Jacuzzi- \_\_\_\_\_      \_\_\_ Lawn Service- \_\_\_\_\_

Provider ↗

Provider ↗

**Special Instructions/ Home Warranty:** \_\_\_\_\_

\_\_\_\_\_

Owner Initial \_\_\_\_\_

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