



PROPERTY MANAGEMENT SERVICE AGREEMENT

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|--|---------------|------------------|
| <input type="checkbox"/> Annual Agreement | Weekly | Bi-Weekly |
| <input type="checkbox"/> Month-to-Month | Weekly | Bi-Weekly |

This Property Management Service Agreement ("Agreement") is entered into as of _____ ("Effective Date") by and between:

PROPERTY OWNER ("Owner"):

Name: _____
Mailing Address: _____
City, State, ZIP: _____
Email: _____ Phone: _____

SUBJECT PROPERTY ("Property"):

Property Address: _____
City, State, ZIP: _____
Property Type: Single Family Vacation Home Lakefront Other: _____

PROPERTY MANAGEMENT COMPANY ("Manager"):

Lake Country Neighbor
Address: 147 Florence Rd.
City, State, ZIP: Milledgeville, GA 31061
Email: julian@lakecountryproperty.com Phone: 678-429-6676

1. SCOPE OF SERVICES

Manager agrees to provide _____ (weekly or bi-weekly) property inspection and monitoring services for the Property, including but not limited to:

Exterior

- Doors/windows locked, check for damage/repairs needed
- Signs of forced entry or vandalism
- Gutters and roof visible condition
- Note outdoor items/safety (railings, concrete, etc.)
- Check pool/spa water level and clarity



- Check landscape for overgrowth, limbs, and irrigation issues (irrigation issues or drainage/erosion issues?)
- Check for pest/insect activity outdoors at entry points
- Check outdoor lights
- Standing water, outdoor furniture, irrigation
- Dock/boat check
- Water outdoor pots
- Photos obtained outdoor
- Record propane level, if external monitor

Interior

- Wi-Fi working functionality (if we have your network name and password)
- Electricity functionality
- General condition; visible damage, stains on walls/ceilings and signs of moisture
- Alarm status
- Thermostat setting (if instructed for certain temperature)
- Water shutoff position (if owner wants it off)
- Visible leaks, toilets and sinks, water heaters
- Refrigerator/freezers
- Signs of pests
- Mildew
- Tripped breakers
- Smoke/CO detector beeps
- Any unusual odors or noises.
- Plants: water per pre-agreed schedule and instructions.

Services NOT included: This Agreement does not include lawn care, housekeeping, pool maintenance, or routine repairs unless specifically requested and approved by Owner and documented. Additional services may be arranged at additional cost.

2. VISIT SCHEDULE AND REPORTING

Manager will conduct property visits on a **weekly basis**, typically on the same day each week, weather and access permitting. Following each visit, Manager will provide Owner with a written report via email within 24 hours, including:

- Date and time of visit
- Observations and property condition assessment based on above list
- Photographs documenting property status
- Any issues identified requiring Owner attention
- Recommended actions or follow-up items



If Manager is unable to access the Property or complete a scheduled visit due to circumstances beyond Manager's control, Owner will be notified promptly, and visual inspection will be done to the best of the manager's ability.

3. TERM AND TERMINATION

Initial Term: This Agreement shall commence on the Effective Date and continue for a period of 1 year. After completion of the initial term the Agreement may be extended on a **month-to-month basis** until terminated by either party.

Termination Notice: Either party may terminate this Agreement after the initial term by providing **thirty (30) days' written notice and the 30 day period will begin on the first day of the next month if the notice does not come on the 1st** to the other party. Written notice may be delivered via email or certified mail to the addresses listed above. Agreement may be terminated during the initial term by providing thirty (30) days written notice and the 30 day period will begin on the first day of the next month if the notice does not come on the 1st to the other party. If the agreement is terminated by Property Owner, the Property Owner will pay an additional seventy-five (\$75.00) dollars per month for the months that the agreement was in place.

Effect of Termination: Upon termination, Manager will return all keys, access codes, and property-related materials to Owner. Owner shall pay Manager for all services rendered through the termination date on a prorated basis.

4. COMPENSATION AND PAYMENT TERMS

Monthly Service Fee: Owner agrees to pay Manager a monthly fee of \$ _____ ("Monthly Fee") for the weekly property inspection services described herein.

Payment Schedule: Payment is due on the **day of your first payment** and is payable in advance. Payment is made through STRIPE in the Owner Portal. You may set up payment to automatically be charged to your credit card or you may run your payment at your will before the day of your agreement beginning.

Late Payment: If payment is not received within ten (10) days of the due date, a late fee of **\$25 or 5% of the Monthly Fee** (whichever is greater) will be assessed. If a payment is not received by 30 days after the due date we will provide a **Pause Services Notice**, until the account is current.

Additional Services: Any services beyond the scope described in Section 1 will be billed separately at Manager's then-current rates and require Owner's prior approval in messaging on the de.[MISSING SOMETHING]

5. PROPERTY ACCESS

Owner will provide Manager with:

- Keys or access codes necessary to enter the Property
- Security system codes and instructions (if applicable), including phone number if paid service is used upon alarm and the passcode word.
- Gate or community access credentials (if applicable)
- Contact information for emergency services and preferred vendors, if you would like to provide, otherwise we will provide a list of potential vendors.



Owner authorizes Manager to enter the Property during scheduled visits and in emergency situations requiring immediate attention. Manager will make reasonable efforts to secure the Property after each visit.

6. EMERGENCY PROCEDURES

In the event of an emergency situation (including but not limited to fire, flood, severe weather damage, break-in, or major system failure), Manager will:

1. Contact Owner immediately via phone and email
2. Take reasonable steps to mitigate damage or secure the Property
3. Contact emergency services (police, fire, utilities) if necessary [I think this should be first]
4. Document the situation with photographs and detailed notes
5. Coordinate with vendors for emergency repairs with Owner approval

7. LIABILITY AND INSURANCE

Manager's Responsibility: Manager agrees to perform services with reasonable care and diligence. Manager shall maintain general liability insurance in the amount of at least \$1,000,000 and will provide proof of insurance upon request.

Owner's Responsibility: Owner maintains full responsibility for the Property and acknowledges that Manager provides inspection and monitoring services only. Manager is not responsible for:

- Pre-existing conditions or defects not identified during inspections
- Damage caused by natural disasters, acts of God, or events beyond Manager's control
- System failures occurring between scheduled visits
- Damage resulting from defective equipment, materials, or construction
- Losses due to theft, vandalism, or criminal activity
- We will hire reputable vendors if required and approved. In most cases we have vetted them by using them for services or obtaining references. The vendor is responsible for their work and warranties. We will do our best on a limited basis to negotiate a solution if an issue arises.

Property Insurance: Owner represents that the Property is adequately insured and that such insurance remains in full force throughout the term of this Agreement. Owner's insurance shall be primary, and Manager shall not be liable for losses covered by Owner's insurance policy.

Indemnification: Owner agrees to indemnify and hold harmless Manager from any claims, damages, losses, or expenses arising from Owner's Property or Manager's authorized performance of services

Authorized Property Owner: _____ Date: _____

Authorized Manager: _____ Date: _____