

## FORBES PROPERTY MANAGEMENT – PROPERTY RENTAL MANAGEMENT AGREEMENT

<b>NAME</b>	<b>EMAIL/PHONE</b>
<b>PROPERTY ADDRESS</b>	<b>TARGETED GROSS MONTHLY RENT</b> \$
<b>RENTAL INCOME CHOICES</b>	<input type="checkbox"/> We wish to receive our targeted monthly rent and understand this may result in vacancy. <input type="checkbox"/> We are open to rental price adjustments to ensure our property is rented 100% of the rental term.
<b>TERM OF PROPERTY MANAGEMENT</b>	From _____ To _____

The owner hereby gives Forbes Property Management the exclusive authority and discretion to enter lease agreements on his/her behalf for the Property specified above. Such leases may cover part or all of the term specified above.

The Owner and/or Forbes Property Management may terminate this agreement upon ninety (90) days written notice - from the first of the month - for any reason. If this notice is not provided the Owner will immediately pay three months of the most recent monthly property management fee to Forbes Property Management as a termination penalty and absorb the relocation of the guest in residence and any and all other costs as a result of an early termination of and breach of this Agreement.

By initialing in the box to the right, I acknowledge that I have read and agree to the above.

**TERMS AND CONDITIONS FOR PROPERTY OWNER**

I Acknowledge The Following By:

- Checking Off Each Box
- Affixing my signature at the bottom of the page

- The Owner agrees to engage Forbes Property Management as the exclusive property manager for the term of this Agreement.
- The Owner agrees to assume the obligations of any contract properly entered into by Forbes Property Management regarding the Property.
- The Owner agrees to indemnify and save harmless Forbes Property Manager from non-negligent performance and pay all claims, charges, debts, demands and/or costs of or against any lawsuit which may arise as a result of the non-negligent performance of the management of the property. The Owner agrees to maintain sufficient and prudent all risks property insurance. Owner shall provide a copy of such insurance policy to FPM upon request.
- The Owner agrees to discuss the rental of their property with their homeowner insurer and if necessary and applicable secure Landlord Insurance for the period that the Owner has agreed to enter into this Property Management Agreement with Forbes Property Management.
- The Owner understands that it may be necessary to add Forbes Property Management as an “additional insured” to their homeowner’s insurance policy. This should be discussed with the homeowner insurer. This measure is a standard practice when engaging a property management firm. The Homeowner further agrees to provide proof of this insurance prior to the start date of property management services.
- The Owner certifies that there is proper and adequate insurance coverage of the building and that this is the sole responsibility of the owner.
- The Owner agrees that all utilities are the responsibility of the Owner and will be paid on a timely basis. The Owner agrees to provide additional funds if required for payment of accounts.
- The Owner understands that they are providing a furnished home and furnished guest rooms to a quality standard discussed and agreed to with Forbes Property Management. If home is not already furnished, the Owner will provide funds to furnish the property to a standard that meets Forbes’ portfolio of luxury furnished properties.
- The Owner agrees and understands that guests in the property will be paying one fee which includes access to and use of all furniture and furnishings in the kitchen, living room, dining room, lounge, bathrooms, laundry room driveway, exterior yards, as well as electricity, heat, water, upgraded cable television and unlimited wireless internet.
- The Owner agrees to provide a clean and damage free property for rental. If there are any repairs necessary during the life of the agreement the Owner understands they are responsible for the cost of the repairs. If the property requires cleaning at the

time of the first guest installation the Owner understands they will be responsible for this cost.

The Owner agrees to provide Forbes Property Management with a schedule of the regular maintenance required at the property such as furnace filter changes, water softener salt additions, etc.

The Owner agrees to provide Forbes Property Management with an emergency contact as well as a list of all service providers contracted to or responsible for the repair and maintenance of items on or at the property.

The Owner agrees and understands they are responsible to arrange and pay for winter snow removal of the driveway and pathways and summer landscaping of the lawn and gardens.

The Owner agrees to provide parking for a minimum of one automobile at the property.

If the Owner wishes to return to the property while a guest is in residence and before the guest's rental confirmation expires it is the responsibility of the Owner to relocate the guest to a property of similar style and experience at the Owner's cost.

**DECISIONS OF THE PROPERTY OWNER**

Please circle

Two sets of white cotton bed linens per bed (mattress cover, fitted sheet, flat sheet, four pillows (two down feather and two alternative pillows) and four pillowcases (QS & Double beds) two pillows and two pillowcases (Twin & Single beds), and duvet cover of equal or greater thread count of 300 and a duvet of either feather or hypoallergenic quality or a combination will be provided by:

**LINENS**

Owner purchases or authorizes purchase

Forbes Property Management at \$30/room per month

Bath towel sets comprised of two bath towels, two hand towels, and two facecloths for each guest room will be provided by:

Owner purchases or authorizes purchase

Forbes Property Management at \$20/room per month

The Owner understands and agrees that pillows will be replaced on an annual cycle \*

The Owner understands that items experiencing normal wear and tear will be replaced and recovered from the Owner. \*

Yes

Yes

**NORMAL WEAR AND TEAR**

Normal Wear and Tear

The Owner understands and agrees that pillows will be replaced on an annual cycle

Yes

The Owner understands that items experiencing normal wear and tear will be replaced and recovered from the Owner

Yes

**FEES PAYABLE**

**Fees**

Property Preparatory Fee - Cost to integrate the Property to Forbes Property Management portfolio \$300 plus HST

Property Management Fees - 20% (twenty percent) plus HST of the gross rental income received from the rental property. Residual funds will be paid to the Homeowner within 10 (ten) days of guest payment

Property Mileage Recovery - Fee per property visit for any business related to the property - \$0.63/km

**FEES PAYABLE**

**Property Preparatory Fee**

Forbes Property Management will invoice The Owner a three hundred dollar (\$300) plus HST fee which pertains to the following services:

- 3 hours of staging or Re-design of Client property for short-term rental purposes
- Photos of Client property for advertising purposes
- Design of property webpage on Forbes Property Management website

Redesign or staging time to prepare the property for photographs beyond 3 hours will be charged at \$30.00 per hour. This amount is due and payable and will be invoiced upon uploading of the pictures and advertising information to the Forbes Property Management website.

**Property Management Fee and Description of Services – Option A or Option B**

**Option A – 25% of gross monthly rental income plus HST including small maintenance items**

The Homeowner understands the Property Management Fee of 25% (twenty percent) comprises the following services:

- Advertise for guests on a variety of media including the
- Forbes Property Management website
- Respond to guest leasing inquiries within 2 (two) hours
- Schedule property viewings
- Conduct property viewings
- Collect rental applications from guests
- Conduct rental verification of guest information
- Prepare rental confirmations
- Manage the deposit collection process
- Manage the rent collection process
- Manage the arrival and departure process
- Prepare a property guide for guests
- Manage any changes to the internet or cable packages as required
- Maintain the property calendar on the website
- Collect follow up income (parking, cable upgrades, etc)
- Troubleshoot all property issues with the guest
- Manage the property cleaning process in between guests
- Manage the cleaning of the property bed and bath linens in between guests
- Advise the Homeowner of issues requiring remedy at the property
- Prepare monthly income/expense reports for the Homeowner
- Transfer residual (after payments and fees) to Homeowner via Interac transfer, direct bank transfer or other method as the client wishes within ten (10) days of receipt of rental income from the guest
- Attend to small maintenance items such as air filter, light bulb, battery replacement

**Option B – 20% of gross monthly rental income plus HST with light maintenance recovered on an hourly basis**

The Homeowner understands the Property Management Fee of 20% (twenty percent) comprises all of the above services with small maintenance items recovered on an hourly plus HST basis.

**Other Costs**

Other costs outside that will be paid on behalf of the Homeowner by Forbes Property Management - and recovered from the Homeowner as/if they occur:

- Advertising - Cost of supplementary paid advertising if the property is empty
- Bank or other related financial fees that arise from payment from the guest, payment to the homeowner or payment to third parties for services including wire transfer costs, credit card commissions etc
- Small repairs - if done by Forbes Property Management @ \$45/hour plus HST
- Large repairs - external service providers based on their hourly rate
- Property preparation time beyond 3 hours @ \$30/hour plus HST
- House inventory or supplies purchase time @ \$30/hour plus HST
- Expense recovery is based on the cost of the item (Supplies, replacement linens, etc, etc, etc) including HST. Expenses will be recovered with carrying costs – ie interest - if applicable.
- Landscaping services \$30/hour plus HST or billed at cost
- Property cleaning by external service - based on cost as billed
- Property cleaning by Forbes Property Management - if cleaning has to be done by any agent of Forbes Property Management for any reason will be billed @ \$40/hour plus HST
- Contractor or other service provider oversight @ \$30/hour plus HST

Forbes Property Management has comprehensive Property Management Insurance – Errors and Omissions and General Liability – with Intact Insurance Canada Policy 5 01309671. The Homeowner property will be included in our insurance portfolio.

**I acknowledge that** I have read and comply with the Terms and Conditions and Pricing as quoted above

- That fees and services are subject to change. Notice of any fee or service change will be provided 60(sixty) days in advance and the Homeowner will have the choice to terminate the Property Management Agreement
- My name and date typed in the box below (Homeowner Signature and Date) acts as my formal signature and agreement to this Property Management Agreement, and is considered as legally binding to this contract in the Province of Ontario.

**Client(s) Printed Name**

**Client Signature(s) & Date**

Forbes Property Management