



## **Owner Information Packet & Management Agreement**

### **“Great People Great Properties”**

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# Advantages to using West Property Management

## Detailed Tenant Screening

Screening is the most important service a property manager provides. A problem tenant can be very costly in terms of time, money, and frustration. While no background check can completely eliminate risk, our extensive screening process will substantially lower the possibility of future problems. Once a potential tenant completes the application, we perform the following:

- Verification of photo ID (on applicants over 18)
- National and state background check
- Sex offender, terrorist, and criminal check
- Credit report check, including score and full payment history
- Review of any accounts in collections or judgments filed
- Check for past evictions
- Contact current employer for income verification or
- Procure copies of tax return and current bank statement if self-employed
- Confirmation of rental history
- Contact previous landlords about payment history, property conditions, and nuisance issues

While it is illegal to discriminate on the basis of ethnicity, religion, gender, age, or familial status, it is absolutely acceptable to turn down applicants for poor credit or rental history.

## Professionally Trained Member of NARPM

The National Association of Residential Property Managers (NARPM) is a group of real-estate professionals with first-hand knowledge of the unique challenges associated with managing residential properties. NARPM is the premier professional association of residential property managers, currently representing over 2,500 members consisting of real estate agents, brokers, managers, and their employees. Members of NARPM adhere to a professional code of ethics.

## We Are Very Competitive with Our Fees

Our pricing is affordable and owner friendly. Because we make money when your property makes money, we are motivated to find good, long-term tenants, as shown by our fee structure below.

Set up Fee	None
Leasing Fee	None
Leasing Set-up Fee	None
Hidden Fees	None
Maintenance Mark-ups	None
18 Point Tenant Screening Process	Included
Website Syndication for maximum exposure	Included
Monthly Detailed Owner Statement	Included
Electronic Rent Collection	Included
24/7 Maintenance Emergency Response Team	Included
Posting of Legal Notices	Included
Online Portals for our Owners & Residents	Included
Adjustable Maintenance Spending Limit	Included
Resident Management	Included
Maintenance Management	Included
Monthly owner ACH Payments	Included
Tenant Move in Inspection	Included
Inspections Refer to Management Agreement	\$48.00 Each
Eviction Protection Plan	\$118.68 Annually
Premium Marketing with Video Tour	\$195.00
Lease Renewals	\$145.00
Year End Statement/Schedule E Form	\$48.00
Management Fee	10%

Again, we make money when you make money.

**We simply save you money, and increase your bottom line.**

Turnover and vacancy can be the biggest expenses for property owners, and while some property management companies profit from turnover and vacancy, we profit from long-term tenants who renew their leases. Why hire someone who will profit from your loss?

**\*We offer discounts to investors with multi-unit properties**

**\*We offer discounts for active military families.**

## Contract & Guarantee

Either party in our management agreement can cancel the contract, with or without cause, with 30-day notice. We want our customers to use our services because they want to and it works for them, not because they are bound to a contract.

We require our management team to provide prompt and exceptional service. We encourage you to contact us at any time with questions or concerns. If for some reason, you are not satisfied with our service, you are free to cancel the agreement.

Guaranteed Rent Payments – West Property Management guarantees that a tenant we place in your property will pay their rent, every month, or you pay nothing for our management services for that month.

## How We Implement Pricing

To determine rental price, we run comparisons for properties in your area and use that information to establish a starting price. We then keep track of showings, number of inquiry calls, and applications, and make adjustments as needed.

An important factor when determining pricing is the market. If your property is listed too high, it will take longer to rent. Money lost during vacancy is often more substantial than what would have been realized with higher rent.

We work hard to rent your property quickly and at a good, current market price. We want your experience to be as profitable as possible

## Electronic Payments & Online Account Access

We collect payments each month from the tenant and provide you with a detailed statement of all payments and expenses for your property. All money is deposited into a trust account. After deducting our management fee and any authorized expenses, the remaining funds are available to you through direct deposit.

We post statements and process payments each month. Statements will be e-mailed to you and available for access through your web portal. Owners can access custom reports and previous statements at any time online.

## We Work Hard to Rent Your Property Quickly

Our management team focuses on any vacant properties. Typically, if a property is not rented within 30 days, it is due to rent, show ability, or marketing. In order for us to manage the vacancy issue with the property we go over these details:

- **Price:** We will review comparable properties in the current market and recommend a rental price based on that information. We also track the number of calls, showings, and applications, and adjust the price as needed.
- **Desirability:** We will make recommendations based on our experience as well as feedback from showings. If the property needs improvements such as cleaning or repairs that will aid presentation, we will discuss these items with you.
- **Marketing:** Our management program offers extensive exposure through many vehicles. In addition to using internet sites, including our own top-ranked website, we use local media, a tenant-referral program, and yard signs. For even more exposure, ask about our premium marketing plan, which we highly recommend. More exposure gives us time for extensive screening, increasing the bottom line.

We do not make money on vacant properties. Most owners who have switched to our system have seen a decline in their vacancy rates. We will do everything in our power to make sure your property is rented in a timely manner at the best possible rate.

## Lease Renewal Strategy

Owners save time and money in vacancy and turnover costs when good tenants renew their leases. We begin offering renewal incentives to tenants whose lease will be expiring within 60 days. We may also raise the rent at this time, depending on the market, time of year and the property.

Tenants are required to give advance notice when planning to vacate, and we begin marketing your property at that time. As part of our re-rental program, we may offer vacating tenants an incentive for allowing us to show the property as we find qualified replacement tenants. Our re-rental program helps reduce vacancy rates and turnover costs.

## How We Achieve Low – Vacancy Rate

When possible, we target leases to end in spring or summer, when the market is the best, rents are higher and homes spend less time vacant. For homeowners who plan on eventually selling their property, a lease expiration date at this time will allow them plenty of opportunity to evaluate the market and put their house up for sale.

## Property Inspections

Our comprehensive inspection program protects your investment and holds the tenant accountable for damages and lease violations. Even good tenants can sometimes unintentionally let a small problem, like a drip under the sink, get out of hand. If small problems are not addressed, they can become expensive.

Regular inspections are essential to identifying potential problems before they progress. We have found that routine maintenance can save thousands of dollars. Our property inspection program consists of:

- Spring, summer and fall inspections or quarterly depending on the owner
- Full inspection before and after each tenant
- Additional inspections as needed or upon reasonable request

For a small fee of just \$48 dollars, a preventative maintenance survey can be performed during the spring, summer and fall inspections, or more often as requested. We highly recommend this optional service and have received positive feedback from our homeowners. Items like a drip can lead to expensive sub-floor and cabinet damage, our inspections help in keeping costs down.

Tenants are given three days following inspection to repair any damages found (including lawn care and other exterior maintenance issues.) If they do not comply, we can line up the repair and bill the tenant.

## Maintenance - and Yes, It Is Owner Approved

Our maintenance-approval amount is flexible, depending on what an owner prefers. Some owners like to be contacted concerning small maintenance issues, while others prefer to be contacted only for major items.

The standard maintenance-approval amount, which can be adjusted, starts at \$250 to 1,500. If the repair is under this amount, we take care of the issue and provide details on your statement. If the repair is more than this amount, we will contact you to discuss options and obtain approval. Our volume allows us to negotiate better prices and our vendors are trained to save you money, they will look for warranties when possible. In some cases, we do not know the cost to repair an item until diagnosed. Once we collect that information, we will contact you with the details and costs related to it.

## Tenant and Utilities

Ideally, tenants should be responsible for paying utilities. Before a tenant can occupy your home, we verify that utilities are in their name. If there are certain utilities that must remain in your name, we can take care of making the payment arrangements, if you would like.

You will see these payments on your monthly and year-end statements.

## Rent Collection Process

Rent is due on the 1st of each month, with a grace period until the 5th. If rent is not received by then, we adhere to the following procedure:

- On the 6th we inform the tenant that legal action will be taken within 48 hours
- If no response or payment is received within 48 hours of notice, tenants are served a “three-day-pay-or-quit” notice, prepared by an attorney (the majority of tenants pay following receipt of this notice)
- If no response or payment is received within three days of this notice, a court date is scheduled within 12 days, at which time they are evicted
- Tenant is given detailed move-out instructions including consequences of leaving property in less than satisfactory condition
- Any unpaid charges not covered by security deposit will be pursued through a professional collection agency

We have designed a firm collection system because a tenant who falls behind in rent by more than one month is rarely able to get caught up. We can help tenants with legitimate problems or special circumstances find assistance from various organizations, but if they cannot pay rent, we will find a tenant who can.

\*Please note that eviction rate is less than three percent. Our in-depth screening process prevents most of these types of situations. If a tenant runs into an unforeseen problem during the lease, such as job-loss or divorce, because we do our best to only rent to good, honest people, they almost always leave the property in good condition.

## What About Pets

Whether or not to allow pets is your decision. We have found that over 30 percent of renters don't have pets and 70 percent do. If you choose not to allow pets, please understand that it may take longer to rent the property. Conversely, by not allowing pets, you lower the risk of damages. If you decide to allow pets, we recommend that you set a limit of two pets and set weight restrictions according to your property size. Our policy is to collect a \$300-\$500 pet deposit per animal depending on the weight. Our inspection process always includes a careful search for pet damage and smell. Generally speaking, good, clean people have good, clean pets.

\*We are obligated by the Fair Housing Act to allow a tenant with proper documentation to have a companion or service animal regardless of if pets are allowed; however, the tenant is responsible for any damages caused by the animal.

# Turn over Process, and How We Protect Your Property

A tenant is required to give 30-day, written notice prior to vacating the property. Upon receipt of notice, we send a move-out packet with detailed instructions concerning:

- Cleaning checklist
- Key and utilities instructions
- Charges for any necessary cleaning or repairs
- Deposit return procedures

Tenant security deposits are held in a trust account. Once a tenant moves out, we perform a full inspection and return the deposit to the tenant, minus any charges for damages or cleaning. We love when we can return the full deposit back to the tenants. This means that the property has been restored to its full rent ready condition.

## Getting Started

- Once we have talked with you about your property and determined if our system will work for you, we will send you a management agreement. We are able to input most properties into our marketing system within 24 hours of receiving a signed agreement.
- You will need to fill out a property data addendum, which will be provided to you with the management agreement. If you would prefer, your property manager can assist you in collecting some information, however signatures are required.
- We advise you on any issues that might limit the potential rental of your property.
- If you are changing management companies, we coordinate all the specifics for you, including notifying the tenants and gathering all necessary information.
- We collect keys, current tenant paperwork, and contact information from you.
- We begin showing your property.
- You will need to keep the utilities in your name. Especially in the winter months. We need to ensure that the gas is on and that the pipes keep from freezing.



## Getting Your Property Ready to Rent

Good, clean tenants are drawn to good, clean properties. Here is a list of what you can do to make sure your property is appealing and ready-to-rent. If you have any questions or need help coordinating any of these items, please let us know.

- Your entire home should be clean, inside and out, and ready for someone to move in
- Your carpets should be professionally cleaned
- There should be no unusual odors
- All plumbing fixtures should be operative with no leaks or drips
- Any cracks or gaps around plumbing fixtures should be caulked
- Window treatments should function properly and be clean
- All appliances should be functioning properly
- House should be empty of all furniture
- All electrical outlets and switches should have cover plates
- Heating system should have new filter
- Smoke alarms and light fixtures should be working
- All personal items and trash should be removed from the house, including the storage areas and attic
- Exterior door locks should function properly and have keys available
- Lawn should be in good condition
- Trees should be trimmed away from the property

## Preventative Maintenance

Regular inspections are important to identify maintenance issues before they progress. A preventive maintenance survey is performed for a nominal fee of \$48.00. Some of the things we do as part of this service include:

- Check every room of the property for Lease violations and/or damage.
- Check furnace filters are being replaced/maintained
- Inspect smoke detectors and make sure residents are maintaining the batteries
- Check plumbing for leaks
- Identify any outstanding maintenance issues
- Detailed report documenting property condition
- Document any pet damage or odor, and hold resident accountable

This service is highly recommended. Residents are given three to ten days following inspection to repair any damage found (including lawn care and other maintenance issues.) If they do not comply, we may line up the repair and bill the residents. If repairs are required and paid for, you will see the notes and billing on your monthly statement.

**This service is performed 3 times a year. I want this done Quarterly**

# Premium Marketing Plan & Video Tours

Our owners want to maximize their marketing efforts.

The average owner experiences a loss of approximately \$250 each week their property is vacant. To reduce vacancy rates and keep advertising costs low, we have developed a marketing plan for our owners. We use software that allows us to advertise vacant units on over 15 high-traffic rental websites. With the premium marketing plan we are able to leverage our volume and pass the savings on to our owners.

## The Premium Marketing Plan Includes:

- A Video Tour of the entire property posted online
- Property advertised on over 15 high-traffic rental websites (such as rentbits.com, hotpads.com, zillow.com, trulia.com, rentalhouses.com, ksl.com and many more)
- Referral bonuses for current tenants who assist with marketing the property
- Increased exposure to out-of-state prospective tenants
- Potential tenants can view videos and submit applications before the current tenant moves out—this means less vacancy time between tenants

**Rent your property faster with increased exposure!**

I acknowledge the need for the Premium Marketing Plan for each time my property is rented. I understand that I will be charged \$195 once the property is rented, which covers all advertising for my vacant property and custom video tour. In the future when the current tenants provide their notice to vacate this feature will be launched, increasing exposure and bringing in applications even before it's ever vacant.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

## Eviction Protection Plan

In response to customer requests, West Property Management now offers an Eviction Protection Plan. Our screening process eliminates most evictions, but unfortunately situations like job loss, divorce and other life changing events happen to even the best residents. Currently, attorney fees and court costs range from \$600.00 to \$1,500.00 per eviction.

### ■ **Yes, I would like to participate in the Eviction Protection Plan**

- Plan covers all attorney fees, service fees, court costs, court appearances, West Property Management court appearance fee and sheriff lock out charges (Maximum coverage is \$ 1,200.00 per case).
- Cost for the Eviction Protection Program is \$9.89 per month per unit. If you subscribe to the program there will be an annual billing of \$118.68 on your January Statement for the calendar year. Coverage remains in Place until December 31st, after which time coverage renews annually until cancelled inwriting.
- The Eviction Protection Plan shall only be valid while the management agreement is in effect. If the unit is currently occupied by a tenant not placed by West Property Management, the benefits of the Eviction Protection Plan will not be in effect until we have managed the unit for one hundred eighty (180) days.

### □ **No, I do not want to participate in the Eviction Protection Plan**

- Owner chooses to opt-out of the Eviction Protection Plan. The Owner will be responsible for all cost related to an eviction. Funds to complete the eviction will be required prior to initiating the eviction proceedings and any balance will be due at the conclusion of the proceedings.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

# Property Management Agreement

This management agreement ("Agreement") is made by and between West Property Management ("Manager") and Name \_\_\_\_\_ ("Owners").

**Appointment:** Owner hereby appoints Manager as the sole and exclusive renting and Management Company of the Owners property ("Property") situated at:

Address (Address, City, State, Zip) \_\_\_\_\_

**1.TERM AND FINAL SETTLEMENT:** This Agreement shall become effective upon execution date and is anticipated to continue in force for twelve months unless terminated earlier as provided elsewhere herein. Thereafter, this Agreement shall continue from month to month, unless either party gives the other a notice of termination ("Termination Notice") personally or by certified mail, return receipt requested. such Termination Notice shall take effect as of 11:59 p.m. on the last day of the first full calendar month following such notice. As soon as practical after expiration or termination of this Agreement, Manager shall provide Owner a final accounting of the matters subject to this Agreement. If such accounting shows that Manager is owed any amount, Owner shall pay the same within 30 days of receiving the Manager's accounting.

**2.RENTAL:** Manager shall use commercially reasonable efforts to keep the Property rented to desirable tenants. Manager may collect and retain application fees for the screening of applicants.

**3.TENANT CHARGES:** Additional fees may be charged to tenants and may be collected and retained by manager. These charges include but are not limited to: service of notice fees, returned check fees, lease initiation, violation, obligation, and late fees, collection/attorney's fees, and lock-out service fees.

**4.ADVERTISEMENT:** Manager shall arrange to advertise the Property on the Manager's website and obtain and post rental signs on the Property at no additional cost to Owner. Out of pocket costs for advertising in newspapers and other forms of advertising shall be subject to Owner's prior approval (see "Additional Options" page of this agreement).

**5.GENERAL AGENT POWERS OF MANAGER:** All inquiries received by Owner concerning leases or renewals or agreements for the rental or operation of the Property shall be referred to Manager. Any negotiations connected therewith shall be conducted solely by or under the direction of Manager. Manager is authorized, in the name of and at the expense of Owner, to make all necessary contracts for utility and other services necessary for the protection and proper management of the Property. Manager shall have such other general authority and power as may be necessary or advisable to carry out the purposes of this Agreement. This agreement is expressly assignable to another qualified property manager at the discretion of the Manger.

**6.COLLECTIONS and LITIGATION:** Manager shall use commercially reasonable efforts and due diligence in the collection of rents and other income from the Property. Manager may, after consultation with Owner, in the name of and at the expense of Owner, institute and manage any and all legal actions or proceedings for the collection of rents or other income from the Property or the eviction of tenants from the Property. The expenses permitted in connection therewith include attorney fees and court costs. Upon termination of this management agreement by either party, Owner grants, assigns, transfers to West Property Management his entire right, title and interest in and to any past due amounts from former tenant accounts in which WPM managed at the time the

tenant(s) vacated whether voluntarily or involuntarily. Owner acknowledges that WPM may assign such accounts to a law office or licensed collection agencies; Owner further acknowledges that collection on such accounts is uncertain but that in the event any monies are collected on such accounts that Owner waives any right to such monies and hereby assigns the account to WPM in consideration of services performed on the account and collection efforts for such.

**7.REIMBURSEMENT OF MANAGER:** Owner shall reimburse Manager for moneys that Manager may elect to advance for the account of Owner. However, nothing herein obligates agent to make any such advances.

**8.ORDINARY REPAIRS:** Manager is authorized, in the name of and at the expense of Owner, to make or cause to be made all ordinary maintenance, repairs and alterations to the Property as may be necessary and to purchase any supplies therefore as may be necessary. The expense incurred for any one repair or alteration shall not exceed the sum of \$250, unless specifically authorized by Owner, except under such circumstances as Manager deems to be an emergency.

**9.COMPENSATION:** Owner shall pay Manager the following compensation in addition to any reimbursement or indemnification to which Manager is otherwise entitled pursuant to this Agreement:

- a.10% of all amounts collected as operating income
- b.\$145 for Lease renewals

**c.\$0 Initial set up and leasing fee**

**10.PERIODIC STATEMENTS: ELECTRONIC TRANSMISSION:** Manager shall render to Owner monthly statements of receipts and disbursements, remitting any balance shown to be due to Owner. Such disbursements shall include the compensation of Manager on the basis provided in this Agreement. Owner agrees to manager retaining a reserve (account minimum) for the Property in the amount of \$250for each property, said reserve to be used to pay expenses incurred in maintaining said Property, to replace monies paid to Owner from tenants' rent checks which are drawn on accounts subsequently deemed to have insufficient funds, or any other costs incurred in the leasing and management of Property. Electronic transmission (e-mail, online portal access, and fax) of agreements, statements, receipts, invoices, notices, and other documents shall be the same as delivery of an original. Owner shall provide a current e-mail address, phone number, and mailing address to Manager.

**11.BANK DEPOSITS:** All money received by agent for or on behalf of Owner shall be deposited in a federally insured financial institution in a segregated interest-bearing or non-interest bearing account maintained by Manager for the deposit of Owner's money. Owner authorizes and directs that all interest shall accrue to the benefit of Manager. Any processing fee required by the Manager, and all costs of setting up, maintaining, and closing the account shall be paid by Manager. Such money shall not include any sums properly deducted by Manager pursuant to any provision of this Agreement.

**12.RELEASE AND INDEMNIFICATION OF MANAGER:** Owner releases Manager from liability for injury to person or damage, destruction or loss of Owner property, including the Property, occurring while Manager is carrying out the provisions of this Agreement or acting under the express or implied directions of Owner. Owner shall further defend and indemnify Manager with respect to liability for injury to third persons or damage, destruction or loss of property of third parties, occurring while Manager is carrying out the provisions of this Agreement or acting under the express or implied directions of Owner. Notwithstanding any other provisions to the contrary, Manager shall under no circumstances have any liability greater than the amount of the real estate commission or fees paid hereunder to Manager(excluding any commission amount, paid to cooperating real estate broker, if any). Owner's insurance shall be primary and without right to contribution in any case in which both parities' insurance applies. 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 and its employees. Agent does not markup invoices and charges to owners and therefore, agent retains all available discounts, gratuities, and rebates. Agent shall always award vendor contracts and otherwise deal with vendors based upon price, availability, workmanship, and industry reputation.

**13.INSURANCE:** Owner shall secure and maintain property insurance in an amount of not less than the full replacement cost of the Property with a deductible of not more than \$5,000. Such insurance policy shall either permit Owner's release of Manager as provided above and/or affirmatively waive the insurer's right to subrogate against Manager (i.e. recover from Manager payments to or for the benefit of Owner made on account of a covered loss). In addition, Owner shall secure and maintain public liability insurance with respect to the Property naming Manager as an additional insured. Owner shall further secure such other insurance as may be necessary for the protection of the interests of both Owner and Manager. Subject to the minimum requirements stated above, the insurer and the amount of coverage in each policy shall be mutually agreed upon by Owner and Manager, and a certificate of each policy issued by such insurer shall be delivered to Manager by Owner upon request.

**14.DISPOSITION OF PROPERTY:** If the Property is sold, demolished or condemned beyond the cost of restoring the Property to an economically viable rental property, this Agreement shall automatically terminate on the date of closing, demolition, or transfer of title to the condemning authority. If Owner fails to comply with any governmental rule, order, ordinance or law applicable to the Property, Manager may terminate this Agreement by written notice. Such termination shall be effective as of the giving of such notice.

**15.TERMINATION FOR CONVENIENCE:** Notwithstanding the anticipated Term provided herein, either party may terminate this Agreement without cause at any time during the Term for that party's convenience by giving the other party notice ("Notice of Termination for Convenience") personally, by email, or by certified mail, return receipt requested. Such Notice of Termination for Convenience shall take effect on the last day of the first full calendar month following such notice. If Owner is terminating this Agreement due to the sale of the property or within the first six months of this agreement, Owner shall promptly pay Manager a commission of Eight percent for all unexpired leases procured by Manager prorated from the date of termination through the expiration of each of such leases. Manager shall distribute owner's proceeds after termination, unless outstanding Manager or third-party obligations remain, in which case distribution shall be accomplished in reasonable time after the last such obligation is satisfied.

**16.FORECLOSURE:** Owner certifies that all mortgage obligations, property taxes, association fees, (and/or any other obligations which could lead to a foreclosure action against the property) are current at this time and further agrees to keep them current and paid in full as required. Should manager be notified in any manner that a foreclosure, bankruptcy, or similar action has been initiated against the subject property, Owner authorizes manager to freeze all funds related to that property and manager will make no further disbursement to Owner. Owner has 30 days to cure the default that initiated the foreclosure action or provide evidence that the foreclosure was initiated erroneously by the lending institution. Should Owner fail to cure the default, Owner authorizes manager to refund the security deposit to Tenant and to deduct from any Owner's funds on hand with manager all amounts due to manager or Tenant including, but not limited to, any refund to Tenant of prorated rent, commissions or expenses. Owner and manager agree that nothing in this paragraph shall limit Agent's other legal remedies to collect from Owner any unpaid fees due to manager. Furthermore, manager shall charge a monthly per unit foreclosure management fee of one hundred dollars to owner in addition to regular management fees, while property is in default.

**17.BINDING EFFECT; CONTROLLING LAW; VENUE:** This agreement supersedes all previous management agreements, both verbal and written. This Agreement shall be binding on the parties and their respective heirs, executors, administrators, successors, and assigns. This Agreement shall be deemed to have been made in the state the property is located and that state's law shall apply exclusive of its conflict of law's provisions. Venue for any dispute regarding this Agreement shall lie exclusively in courts sitting in the county and state the property is located. The unsuccessful party in litigation to enforce the terms and conditions of this Management Agreement shall pay the reasonable attorney fees and costs of the successful party.

**18.Assignment:** This Agreement may be assigned by Manager to another real estate Broker/Manager licensed in the State of Utah upon notice to Owner. Any assignee shall fulfill all the terms and conditions of this Agreement.

**In Witness Whereof** the parties have executed this Agreement

Property Owner Signature \_\_\_\_\_ Date\_\_\_\_\_

Property Owner Signature\_\_\_\_\_ Date\_\_\_\_\_

Property Manager Signature \_\_\_\_\_ Date\_\_\_\_\_

### Contact/Accounting Information

First and Last Name
Address, City, State, Zip
Cell phone number
Alternative phone number
Email Address
Required SSN or Tax ID (for E-Payments/Year End Statements)
Is the property in a Business Name (yes or no)
If yes, what is the Business Name
Preferred name on Statements (if different)
Name of Spouse
Spouse Cell phone number
Notes:

Thank you for choosing West Property Management