

SAMPLE On-site Management Agreement

It is agreed that _____ (Hereinafter called On-site Manager) has an agreement with _____ as the On-site Manager of the building located at _____ in _____. This is to begin _____ and continue on a month-to-month basis.

On-site Manager shall perform all the basic services standard in the industry and receive a \$_____ Rent Credit toward a rent of \$_____ at _____. In addition, On-site Manager will be responsible for electric and phone utilities only. A working telephone must be in-service at all times and have a professional greeting with an answering device.

Make readies shall be completed within _____ days of vacating. This includes wall prep, paint and paint touch up, all cleaning and hauling including stoves and refrigerators, carpet shampooing if necessary, wall plate replacement, light carpentry, window repair, window coverings, small repairs, etc. Capital improvements not mentioned above will be paid out at \$_____ per hour with submitted work order bill. On-site Manager will communicate with _____ on the status of occupancies, apartment availability, ready rent status, repairs needed and other communication needed for leasing.

On-site Manager Duties

- Answer calls, meet and greet residents, prospective residents and property inspectors.
- General office administration.
- Keep accurate up-to-date records of income and expenses from property operations.
- Submit timely expense reports.
- Inspect vacant units for make ready status.
- Synchronize the time clocks, turning backwards and forward as necessary. (This includes indoor and outdoor security lighting and sprinkler system.)
- Check and maintain boiler water levels and oil pump monthly.
- Clean the laundry room, mail room and entryway a minimum of once every week.
- Exterior and common ground care (snow shoveling, plant watering and courtyard care). The sidewalks, landing and stairs will be shoveled when accumulations of snow is one inch or more.
- The trash shall be picked up from grounds regularly.
- The lawn shall be watered, maintained and mowed regularly during the season.
- The common areas shall be cleaned every three days or more often as needed or conditions warrant.
- Common area windows and hall carpets shall be cleaned as needed.
- Coordinate tenant service and maintenance requests.
- Residents will be dealt with in a responsive, positive and direct manner.
- Arrange for carpet layers, plumbers, electricians, appliance deliveries, etc. to get into the apartment units and building to repair items as well as meet with pest control people to spray the building.
- The apartments will be shown to prospective residents, rental applications accepted and faxed, mailed or called into _____. A non-refundable

