

SINCERE PROPERTY MANAGEMENT COMPANY MANAGEMENT AGREEMENT

I. THE PARTIES

This Management Agreement is made effective as of (___/___/___), by and between (___) [Owner], with a mailing address of (_____, _____, _____), and (Agent) **Sincere Property Management Company**, with a mailing address of **[14209 N. Santa Fe Ave, Unit A, Edmond, OK, 73013]**.

II. APPOINTMENT OF AGENT

The (___) [Owner], hereby appoints **Sincere Property Management Company** as the exclusive Agent to rent, lease, operate, and manage the properties underneath entity (___) located at (_____, _____, _____). Or properties listed below:

- Property 1:** _____, _____, _____, _____
- Property 2:** _____, _____, _____, _____
- Property 3:** _____, _____, _____, _____
- Property 4:** _____, _____, _____, _____
- Property 5:** _____, _____, _____, _____
- Property 6:** _____, _____, _____, _____
- Property 7:** _____, _____, _____, _____
- Property 8:** _____, _____, _____, _____
- Property 9:** _____, _____, _____, _____
- Property 10:** _____, _____, _____, _____

III. TERM

This Agreement shall commence on (___/___/___) and shall continue until (___/___/___) unless sooner terminated as provided herein.

IV. FEE STRUCTURE

Management Fee: As agreed upon by (___) [Owner], ___% of the monthly rent, payable monthly.

Tenant Placement Fee: \$250.00 per tenant placed in the Property by the Agent.

Start-up Fee: \$10.00 per unit, payable upon signing this Agreement.

Optional Preventative Maintenance Package: \$10.00 per month, including biannual property walkthroughs and filter changes.

If agreed upon by (___) [Owner].

If declined by (___) [Owner].

Agreement of [Agent] **Sincere Property Management Company** _____

Lease Renewal Fee: \$50.00 per lease renewal.

Notice to Vacate Posting Fee: \$75.00 for posting a notice to vacate if the tenant was not placed by the Agent.

V. EVICTION PROCESS

In the event of an eviction, the Agent will manage the process. Attorney and court costs will be the responsibility of the Owner if the tenant was not placed by the Agent.

VI. USE OF SELF SHOWING SOFTWARE

As agreed upon by () [Owner]. The [Agent] **Sincere Property Management Company**, will use automated self-showing software with electronic lockboxes to expedite the process of filling vacancies.

VII. RENTAL AGREEMENTS AND SECURITY DEPOSITS

As agreed upon by () [Owner]. The [Agent] **Sincere Property Management Company** is authorized to negotiate, execute, and renew rental agreements and to collect security deposits in compliance with Oklahoma law.

VIII. REPAIRS AND MAINTENANCE

As agreed upon by () [Owner]. The [Agent] **Sincere Property Management Company** is authorized to oversee repairs and maintenance, with expenditures over \$[] requiring the Owner's prior approval, except in emergencies.

IX. FINANCIAL REPORTING

As agreed upon by () [Owner]. The [Agent] **Sincere Property Management Company**, shall provide monthly statements to the Owner detailing income and expenses related to the Property.

X. LEGAL AND REGULATORY COMPLIANCE

The [Agent] **Sincere Property Management Company**, agrees to comply with all federal, state, and local laws in the management of the Property, including fair housing regulations.

XI. INSURANCE AND LIABILITY

() [Owner], shall maintain adequate insurance coverage for the Property. The [Agent] **Sincere Property Management Company**, shall be added as an additional insured party, complying with all legally required and remain in compliance with Oklahoma State Laws.

XII. TERMINATION OF AGREEMENT

As agreed upon by () [Owner] & [Agent] **Sincere Property Management Company**. This Agreement may be terminated by either party with **[60] days written notice**.

XIII. GOVERNING LAW

[Agent] **Sincere Property Management Agreement** certifies this agreement shall be governed by and remain in compliance with the laws of the State of Oklahoma.

XIV. ENTIRE AGREEMENT

This Agreement by () [Owner] & [Agent] **Sincere Property Management Company** constitutes the entire agreement between the Parties and **supersedes all prior agreements and understandings, whether written or oral.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

[Owner's Signature] _____ Date: _____

[Agent's Signature] _____ Date: _____

[Witness Signature] _____ Date: _____

Please review this draft and make any necessary adjustments to ensure it accurately reflects the terms and conditions you desire. It's also advisable to have this agreement reviewed by a legal professional to ensure compliance with Oklahoma law and to address any specific legal concerns you might have.