



*GPM*  
*Guanacaste Property Management*

Management / Maintenance Agent Agreement

This Agreement is signed on the \_\_\_ of \_\_\_\_\_20\_\_\_. By and between \_\_\_\_\_ (the “owner”) and \_\_\_\_\_ (the “Property Management Agent”). For the property known as \_\_\_\_\_ located at \_\_\_\_\_.

1. Owner hereby appoints property management agent as sole and exclusive of Owner to manage the property described above upon the terms and conditions provided here in. Property Management Agent accepts the appointment and agrees to furnish the services of its organization for the management of the Premises and Owner agrees to pay all expenses in connection with those premises.

2. The term of this agreement shall be for an initial period of one year from the \_\_\_ of \_\_\_\_\_ 20\_\_ to and including the \_\_\_ of \_\_\_\_\_ 20\_\_. Thereafter it shall be automatically renewed from year to year unless terminated as provided herein. Each of said one-year renewal periods is referred to as a “term year”.

3. Property Management Agent shall establish a working account called the Client Master Account separate and apart from Agents corporate account for the deposit of receipt from rentals and monies collected for the payment of Owners personal bills in a bank of Property Management Agent choosing. Property Management Agent shall not be held liable in the event of bankruptcy or failure of the institution. Owner’s portion o funds in the Client Master Account remains the property of Owner subject to disbursement of expenses by Property Management Agent as described in this Agreement.

4. From the Client Master Account, Property Management Agent is hereby authorized to pay or reimburse itself for all expenses and costs of operating the Premises and for all other sums due agree under this Agreement.

5. Owner shall deposit into Client Master Account the amount equal to ( 2 ) months of the estimated operating costs of the Premise which is the sum of \$\_\_\_\_\_. Adjustments to this amount shall be audited after six months and reduced or raised as needed. Should Premises have established history of expenses, this sum shall be equal to the sum of the highest monthly expenses.

6. Agent shall report monthly to Owner and accounting of cash receipts and disbursements from the operation of the Premises during the previous month.

7. Owner shall have the right to request periodic audits of all applicable accounts managed by Property Management Agent, and Owner shall pay the cost of such audits.

8. Property Management Agent is authorized to perform a detail initial inspection of the Property from which a report will be provided to the Owner.

9. The cost of the initial inspection \$ \_\_\_\_\_ will be assumed by the owner. (If applicable)

10. Property Management Agent is authorize to make or cause to be made, through contracted services ordinary repairs and replacements reasonably necessary to preserve the Premises in its present condition and for its operating efficiency.

11. The expense to be incurred for any one of maintenance, alteration, refurbishing, or repair shall not exceed the sum of \$ \_\_\_\_\_, unless such expense is specifically authorized by Owner, or is incurred under such circumstances as Property Management Agent shall reasonably deem to be an emergency.

12. In an emergency where repairs are immediately necessary for the preservation and safety of the Premises, or to avoid danger to life or property, or to comply with local laws, Property Management Agent shall make such emergency repairs at Owner's expense without prior approval. The property manager will contact the owner at the earliest point in time after the incident about the emergency and inform the owner of the reason and cost of the repair

13. As compensation for the services provide by Property Management Agent under this agreement (and exclusive of reimbursement of expenses to which Property Management Agent is entitled). Owner shall pay Property Management Agent as follows:

A. Monthly administration service charge of US \$ 130 per month paid in advance beginning with the signing of this Agreement. Services included with basic management contract:

- a. Payment of all related utility bills (electric, water, Internet, telephone, garbage collection, etc)
- b. Weekly visual inspection of the interior/exterior grounds and structures off the property.
- c. One time per month basic cleaning of the interior of the property.
- d. Written assessment including estimate for cost of any maintenance, repairs, extra cleaning or improvements needed.
- e. Owners with multiple units will receive a 10% discount on the price of the additional units.

B. Other Management Services

- a. *Payment and inspection of third party contractors.* Cost of work plus 10%.
- b. *Other Services.* Services over and above the basic management services that will be subject to a \$10 per hour charge, with a one-hour minimum.
- c. *Extra Interior Cleaning.* Regular house cleaning weekly to include sweeping floors, vacuum, dusting, cleaning the bathrooms, kitchen, clean mirrors and inside windows. Service is provided by GPM staff at the rate of \$5 per hour and cleaning supplies supplied by the homeowner.
- d. *Extra Lawn care.* Lawn care includes mowing the lawn, bagging leaves, trimming of bushes, extra Ornamental Care of Plants & Weeding- Trimming of bushes around the exterior weeding flowerbeds. A third party provides the service; GPM will contract on owner's behalf and supervise. Size and complexity of service required will determine the number of visits needed monthly. GPM will bill owner cost + 10%.
- e. *Extra pool maintenance.* Pool maintenance includes cleaning of the skimmer, vacuum of the pool, check chemicals and add when needed, maintain water level, clean filter system, sweep exterior decks around pool area, and

clean. A third party provides the service; GPM will contract on owner's behalf and supervise. Number of monthly visits required will depend on the needs of the property owner. GPM will bill owner cost + 10%.

C. *Extra Exterior Maintenance.* Outside maintenance of any other furniture in and around the house, general cleaning of the exterior of the house, cleaning of exterior windows, weeding, removal of spider webs, and pest control. A third party provides exterior Maintenance. Size and complexity of service required will determine the number of visits needed monthly. GPM will bill owner cost + 10%.

14. Either Owner or Property Management Agent may terminate this Agreement with or without cause, at the end of the initial term or of any following term year upon the giving of a 30 days written notice prior to be the end of said initial term of following term year.

Owner and Property Management Agent agree on this day to hold one another binding upon said Agreement and sing bellow their signatures entering into this Agreement.

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Owner Date

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Property Manager Agent Date