

Mel & Jay Management, LLC  
PO Box 711  
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**MEL & JAY MANAGEMENT, LLC  
PROPERTY MANAGEMENT CONTRACT**

This Agreement is entered by and between **Mel & Jay Management, LLC**, hereinafter called "**Agent**," and

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

hereinafter called "**Owner**."

**WITNESSETH** that, in order to induce the Agent to enter into this agreement:

**Owner hereby represents to Agent** that Owner holds legal title to the **Property** described below. In consideration of this presentation and the fees to be paid, Agent agrees to act as management agent with respect to this property, subject to and in accordance with the terms and provisions set forth below.

Properties To Be Managed

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**I. AGENT'S DUTIES AND RESPONSIBILITIES:**

- A.** Acquire Tenants, negotiate leases, and collect rents.
- B.** Provide monthly income and expense reports.
- C.** Forward monthly net proceeds
- D.** Monitor the Property and its tenants, communicate with tenants, perform repairs and maintenance, respond to complaints.
- E.** Assess and perform routine, minor and emergency repairs and maintenance.
- F.** Prepare properties for renting.
- G.** Assess major repairs and capital improvements needs and provide estimates to owner when required.
- H.** Work with municipal Code Enforcement on any cited violations pertaining to the Property or renewals of Certificates of Occupancy
- I.** Provide periodic reports to Owner on the general condition of the property.







