



ADDENDUM TO PROPERTY MANAGEMENT AGREEMENT OWNER INFORMATION

Property Address:			
Owner:			
SSN:			
Statement Mailing Address:			
Email Address(es):			
Phone Numbers:	(H)	(W)	(C)
	(H)	(W)	(C)
Emergency Contact:	Name:		Relationship:
Phone(s):			Email:

1. INSURANCE

Initials: ____ / ____

Both Owner and Agent agree that the Owner shall maintain Homeowner's Insurance for the above mentioned property so long as RE/MAX Alliance manages this home on behalf of the Owner. In addition, the Owner will include RE/MAX Alliance as an additional insured under the Liability portion of this policy with a minimum limit of liability of no less than \$500,000. Policies shall be written to protect RE/MAX Alliance in the same manner and to the same extent as the Owner. Owner shall provide RE/MAX Alliance evidence of insurance naming RE/MAX Alliance as additional insured within 15 days of the date of this agreement and at time of each renewal.

Insurance Company Name: _____
Policy Number: _____ Member Number: _____
Claims Phone Number: _____ Deductable: _____
Insurance Agent: _____

In the event Owner fails to obtain such insurance, RE/MAX Alliance may, but shall not be obligated to, obtain such a policy from the company of its choice and the cost there of shall be borne by the Owner.

Owner agrees to notify insurance company if property is vacant more than 30 days.

2. Wood Destroying Insect (WDI) / Moisture Policy

Initials: ____ / ____

Owner agrees and requests the following of the Agent:

- ____ A. Have the property inspected by a licensed WDI / moisture inspector of owner's choice _____; notify the Owner of such condition with an estimate for treatment, if needed.
____ B. Have the same put under contract and continue contract until otherwise notified.
____ C. Owner has property under WDI / moisture contract with _____.
Last Inspection: ____/____/____ Renewal date & Contact person: _____.
____ D. Do nothing concerning WDI / moisture or inspections.

3. UTILITIES

Initials: ____ / ____

Owner authorizes Agent to transfer utilities to Owner's account upon vacancy of the above mentioned property if necessary. See attached Revert to Owner form(s).

4. VACANCY

Initials: ____ / ____

If the property is vacant, all liability and financial obligation reverts back to Owner. Owner understands agent will take action to maintain and/or secure property as necessary.

5. PROPERTY INFORMATION

Initials: ____ / ____

Homeowner Association Name: _____

Fee: _____ Fee includes: _____

Contact (Phone/Email/Fax) _____

Condo Association Name: _____

Fee: _____ Fee includes: _____

Contact (Phone/Email/Fax) _____

Other (pool keys/passes, mailbox location, parking location, sign & pet restrictions, water meter, trash etc.) _____

Is Owner required to request permission to rent from Condo/POA Assoc: ____ **NO** ____ **YES**
Date requested: _____ Date approved: _____

Owner will provide copy of association documents within 15 days of signed Property Management Agreement and provide changes to association documents during this agreement. Owner will contact association and provide property manager contact information. Initials: ____ / ____

Association dues/fees to be paid as follows (initial one):

_____ Owner to pay association

_____ RE/MAX Alliance to pay association*

*Owner acknowledges that Agent will remit association fees/dues on an annual basis. This may require owner to increase minimum reserve to accommodate payment. If Owner fails to maintain association's dues/fees, Owner authorizes agent to remit dues/fees on owner's behalf. RE/MAX Alliance shall not be held responsible for any negligence on the part of the above association.

6. SALE OF PREMISES

Initials: ____ / ____

If Owner decides to sell the Premises at any time during the term of the Agreement, Owner shall grant Agent a listing to sell the Premises and enter into An Exclusive Right to Sell Listing Agreement with the following terms:

Commission: _____

Term of Listing: _____ days

The Sales Commission, if Owner sells any of the Premises to any Tenant procured by Agent, whether during or after the Term and whether or not Agent was involved in the negotiations for the sale, payable at the time of settlement on the sale not to exceed 24 months.

7. Pets Allowed (circle one): YES NO CASE BY CASE BASIS

Initials: ____ / ____

Number of pets allowed: _____ Weight Restrictions: _____

Insurance restrictions on aggressive breeds: _____

Other: _____

8. Smoking Allowed (circle one): Yes No Outside Only

Initials: ____ / ____

9. Section 8 (circle one):**YES NO**

Initials: ____ / ____

10. REPAIRS AND MAINTENANCE:

Initials: ____ / ____

Owner authorizes Agent to provide repair and maintenance services and/or contract with another company, whether affiliated with Agent or not, to provide these services. All repairs to be done by a licensed, insured vendor while tenants are in the property. Owners are not permitted to perform maintenance and repairs while occupied by tenants. _____

11. PREFERRED VENDORS SELECTED BY OWNERS:

Initials: ____ / ____

A. Any preferred vendors selected by the owner must be licensed and insured. Vendors must provide a current W-9 and certificate of insurance prior to utilization of vendor services. **All preferred vendors must be readily accessible, present a professional image, make repairs in a timely manner; not to exceed 48 hours or sooner in the event of an emergency.** If unable to do so, the owner authorizes the agent to select vendor of Agent's choice.

HEATING / COOLING: _____

Phone: _____

Contract (circle): YES NO

Maintenance Check up (circle one):

Semi-annual

Annual

PLUMBER: _____

Phone: _____

HANDYMAN: _____

Phone: _____

ELECTRICIAN: _____

Phone: _____

SECURITY SYSTEM: _____

Phone: _____

Contract(circle): YES NO Contract # _____ Expires: _____ Pass Code: _____

LANDSCAPING: _____

Phone: _____

HOME WARRANTY: _____

Owner to contact warranty company to list RE/MAX Alliance as owner's authorized representative and change mailing address to property manager's mailing address. If warranty company can't make repairs in a timely manner under an emergency situation, owner authorizes agent to make necessary repairs.

Phone: _____

Expire: _____

Warranty Plan/Contract # _____

Service Fee: _____

Dryer Vent / Fireplace: _____

Phone: _____

Gutter Cleaning/ Maintenance: _____

Phone: _____

Sprinkler: _____

Phone: _____

Air Ducts: _____

Phone: _____

Appliance Warranty: _____

Phone: _____

Appliance Warranty: _____

Phone: _____

Appliance Warranty: _____

Phone: _____

Appliance Warranty: _____

Phone: _____

12. POOL AND SPA

Initials: ____ / ____

1. ☐ Tenant ☐ Landlord will be responsible for normal maintenance on the pool and/or spa, to include the purchase of chemicals and other equipment necessary for normal use.

2. ☐ Tenant ☐ Landlord will arrange for and bear costs of opening and closing pool and all chemical needed to perform opening and closing services.

3. All repairs to the pool or spa shall be the responsibility of the Landlord, except when such repairs are due to negligence or misuse by the Tenant.

4. Pool/Spa Vendor: _____ Phone: _____

5. Owner has met all obligations with city code and contacted insurance company to advise this is an investment property and to insure adequate coverage. Agent shall be held harmless against any inquires or death.

13. MOISTURE AND MOLD REMEDIATION:

Initials: ____ / ____

Except as specifically set forth below, Agent shall have no maintenance obligations with respect to the Dwelling Unit or the Premises relating to the accumulation of moisture or the presence of mold or other fungus. Agent will notify Owner in writing of any mold condition in the Dwelling Unit or the Premises of which Agent has actual knowledge. However, Agent will have no obligation to inspect for such condition except as set forth below.

Agent Obligations: _____

It is expressly agreed that Agent will hire a contractor to address any mold or moisture condition in the Dwelling Unit or the Premises. Owner agrees to indemnify and hold Agent harmless from and against any and all loss, cost, expense, claim, suit, and liability whatsoever which may be imposed on Agent by reason of Owner's failure to perform any maintenance of the Dwelling Unit or the Premises that is required to prevent harm or injury to any Tenant or the property of any Tenant from mold or other fungus, unless Agent has assumed in this Agreement the obligation to perform such maintenance. Owners are advised to consult with their insurance agent regarding mold.

Mold: § 55-248.11:2 Disclosure of mold in dwelling units.

Initials: ____ / ____

As part of the written report of the move-in inspection required by § 55-248.11:1, the landlord shall disclose whether there is any visible evidence of mold in the dwelling unit. If the landlord's written disclosure states that there is no visible evidence of mold in the dwelling unit, this written statement shall be deemed correct unless the tenant objects thereto in writing within five days after receiving the report. If the landlord's written disclosure states that there is visible evidence of mold in the dwelling unit, the tenant shall have the option to terminate the tenancy or to accept the dwelling unit in an "as is" condition. For purposes of this chapter, "visible evidence of mold" means the existence of mold in the dwelling unit that is visible to the naked eye of the landlord or tenant at the time of the move-in inspection.

14. Coordination of Initial Services**Specify the party who will be coordinating services and method of payment:****Services:****Coordinated by:****Paid by:**

Coordinate utility disconnect	____ Owner ____ Agent	____ Owner ____ Agent
Termite/Moisture Inspection	____ Owner ____ Agent	____ Owner ____ Agent
Cleaning Service	____ Owner ____ Agent	____ Owner ____ Agent
Chimney Cleaning	____ Owner ____ Agent	____ Owner ____ Agent
Dryer Vent Cleaning	____ Owner ____ Agent	____ Owner ____ Agent
Cut and Edge Grass	____ Owner ____ Agent	____ Owner ____ Agent
Weed and Mulch Beds	____ Owner ____ Agent	____ Owner ____ Agent
Gutter Cleaning	____ Owner ____ Agent	____ Owner ____ Agent
Siding Cleaning	____ Owner ____ Agent	____ Owner ____ Agent
Carpet Cleaning	____ Owner ____ Agent	____ Owner ____ Agent
Pool/Spa Servicing	____ Owner ____ Agent	____ Owner ____ Agent
Paint: _____	____ Owner ____ Agent	____ Owner ____ Agent
New Home Warranty	____ Owner ____ Agent	____ Owner ____ Agent
Locksmith Services	____ Owner ____ Agent	____ Owner ____ Agent
OP Inspection	____ Owner ____ Agent	____ Owner ____ Agent
Flea / Bug Treatment	____ Owner ____ Agent	____ Owner ____ Agent
Ozone Treatment	____ Owner ____ Agent	____ Owner ____ Agent
Other: _____	____ Owner ____ Agent	____ Owner ____ Agent
Other: _____	____ Owner ____ Agent	____ Owner ____ Agent

15. Other Provisions/Instructions:

Initials: ____ / ____

16. The following required attached addenda become an integral part of the Management Agreement:

- A. ACH DIRECT DEPOSIT FOR PROPERTY OWNERS
- B. W-9 Tax Form
- C. R-5 Tax Form
- D. Rental Residential Disclosure
- E. AICUZ Disclosure
- F. Lead Based Paint Addendum – Year Built _____
- G. Owner's Inventory
- H. Revert to Owner- Electric, Gas

Initials: ____ ____
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Initials: ____ ____
Initials: ____ ____
Initials: ____ ____

(Owner)

(Owner)

____/____/____
(Date)

Agent for Owner / Property Manager:
_____(Print)
_____(Sign)
Tidewater Real Estate Alliance Inc.
t/a RE/MAX Alliance
____/____/____
(Date)