



CLEAN DRAFT - For use during 2/18/16 SFC meeting

Property Management Contract
Hawaii Association of REALTORS Standard Form
Revised For Release from subcommittee 2/5/16



COPYRIGHT AND TRADEMARK NOTICE: This copyrighted Hawaii Association of REALTORS Standard Form is licensed for use by the entire real estate industry on condition that there shall be no alteration of the printed portions, pagination, or paragraph numbers or breaks. The use of this form is not intended to identify the real estate licensee as a REALTOR. REALTOR is a registered collective membership mark which may be used only by real estate licensees who are members of the National Association of REALTORS and who subscribe to its Code of Ethics.

Licensee in Brokerage Firm is [ ] is not [ ] a REALTOR and member of the National Association of REALTORS. Owner is aware that the National Association of REALTORS holds its members accountable for their actions through a strict Professional Code of Ethics, which includes a grievance system to address complaints. Non-members are not required to participate in the grievance system.

Property Reference or Address: \_\_\_\_\_

Tax Map Key: Div. \_\_\_\_/Zone \_\_\_\_/Sec. \_\_\_\_/Plat \_\_\_\_/Parcel \_\_\_\_/CPR \_\_\_\_ (if applicable).

Brokerage Firm \_\_\_\_\_

State License No. \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Real Estate Licensee \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_

Owner's Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_

Owner's Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Title \_\_\_\_\_

Owner SSN or FEIN to be used for 1099 \_\_\_\_\_

GE Tax ID Number: \_\_\_\_\_

If not owner, then Authorized Representative hereby represents and warrants that he/she is fully authorized to execute this Property Management Contract on behalf of Owner(s) and to bind Owner(s) on all actions of Agent as approved, in writing or verbally, by Authorized Representative. In addition, Authorized Representative shall provide Agent satisfactory written evidence of such authorization.

"Hawaii General Excise Tax must be paid on the gross rents collected by any person renting real property in the State of Hawaii. A copy of the first page of this Contract or of the Federal Internal Revenue Service Form 1099 stating the amount of the rents collected shall be filed with the Hawaii Department of Taxation." Hawaii Revised Statutes Section 237

The Owner and Brokerage Firm named above mutually agree as follows:

SECTION A: AGENCY

Owner exclusively appoints Agent to manage on the Owner's behalf the property described on page one. Owner warrants that Owner is the sole owner of the Property or has unconditional authority to execute this Contract on behalf of any co-owner and the Property is not subject to current legal action or foreclosure. Agent accepts this exclusive agency appointment subject to the terms and conditions set forth in this Property Management Contract (hereinafter "Contract").

BROKER'S INITIALS & DATE

OWNER'S INITIALS & DATE



**SECTION B: RENTAL CONSIDERATION**

Agent shall determine the lease terms and rent schedule and will attempt to obtain the maximum rent available in the current rental market. The Owner acknowledges that actual rents and lease periods will vary depending on the current rental market. Agent will notify the Owner if desired rents or lease periods do not reflect current rental market conditions.

Desired Monthly Rental Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Minimum Desired Lease Term: \_\_\_\_\_

Maximum Desired Lease Term: \_\_\_\_\_

Are you willing to allow pets: \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Negotiable

If yes, specify type allowed, indoor/outdoor, association weight limit, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: Leases are subject to the provisions of Owner Association By-Laws and House Rules, City Ordinances, and State and Federal Laws.*

**Section C: TERM**

The term of this Contract is for a period of \_\_\_\_\_ months/year [one (1) year if left blank] commencing on \_\_\_\_\_ and thereafter shall automatically continue unless terminated by owner or by agent with \_\_\_\_\_ days [sixty (60) days if left blank] prior written notice. Termination of this Contract does NOT invalidate any existing rental agreements made by Agent on the owner's behalf. All legal provisions of the Landlord Tenant Code must be met if the Owner decides to sell, exchange, or occupy the property. If either party to this Contract takes actions or fails to take action resulting in a violation of any State or Federal Law, then the other party may immediately terminate this contract by providing written notice. In the event this Contract is terminated by Owner prior to the expiration of the initial term, Owner agrees to pay Agent a termination fee of \_\_\_\_\_. After the expiration of the initial term, should owner terminate this Contract for any reason other than to sell, trade, or to occupy the property on a permanent basis, it is mutually agreed that the Owner shall pay the agent \_\_\_\_\_.

Examples: Balance of commissions due for remaining lease term or flat fee.

**Section D: AGENT DUTIES**

(a) Rentals and Collections: Agent shall use its best efforts to obtain renters for the property and to collect all rents and deposits as documented in the Lease. Agent is authorized to advertise the unit for rent by any means it deems proper and advisable. Agent shall investigate each prospective tenant carefully. Agent may accept payment by money order, personal checks, or electronic fund transfer, but shall not be held liable to the Owner for any payment returned for insufficient funds, or other reasons. Agent shall not be held responsible for any loss sustained by the Owner due to unpaid rent, repairs, and utilities if the tenant is evicted, abandons the property, breaks the lease, or moves from the property and fails to pay the remaining balance due.

(b) Deposit of Funds: Agent shall deposit all funds collected for the Owner into Agent's client trust account in a federally insured bank in Hawaii; Agent shall not be responsible for any loss resulting from the insolvency of such depository. The client trust account funds will not be comingled with any funds associated with Agent's business operations.

(c) Distribution of Income to Owner: On a \_\_\_\_\_ (monthly if left blank) basis, net proceeds of rent collected will be transmitted to Owner via \_\_\_\_\_. Agent shall deduct from gross rental income, Agent's fees and reimbursements for authorized expenditures.

(d) Financial Reporting to Owner: On a \_\_\_\_\_ (monthly if left blank) basis Agent will make available to Owner an itemized statement of income and expenses. An annual (calendar or fiscal) statement and 1099 shall be issued.

(e) Maintenance and Repairs:

1. Agent is authorized to make all ordinary repairs and replacements reasonably necessary to preserve and maintain the Property, through contracted services or otherwise. Such maintenance and repairs are the financial responsibility of the owner.

2. Should Agent have reasonable expectation that any single expenditure for replacement and/or repair shall exceed \$ \_\_\_\_\_, Agent shall contact Owner for Owner's authorization. Owner agrees that an exception to the above would be in the case of an emergency or repair/replacement considered a matter of habitability and/or pertaining to law.

3. Owner agrees that the following list of improvements are to be cleaned or maintained professionally at a time which is designated by Agent and charged to Owner. Examples: Garage door rails, gutters, air conditioner systems \_\_\_\_\_

4. Agent shall not be required to perform any act or duty involving the expenditure of money unless the Owner has sufficient funds available to cover costs. Agent shall not be responsible for loss sustained by the Owner for non-payment or late payment of any expenses when sufficient funds are not available.

5. Additional Services: Any additional services not listed herein, which Owner may request Agent to perform shall be by mutual agreement with appropriate compensation at a minimum of \_\_\_\_\_ per hour or \_\_\_\_\_% of total job cost.

6. Other Services: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
BROKER'S INITIALS & DATE

\_\_\_\_\_  
OWNER'S INITIALS & DATE

(f) Security Deposits: Agent shall collect and hold security deposits on the tenant's behalf. The Security Deposit will be applied towards any balance due from the tenants as allowed in the Landlord Tenant Code. Agent will retain interest, if any, generated by the Security Deposit Account.

(g) Residential Landlord Tenant Code: Agent shall comply with the provisions of Hawaii's Residential Landlord Tenant Code concerning the rights, obligations, and remedies of landlords and tenants.

(h) Fees: Agent agrees not to collect or charge any undisclosed fees, rebates, or discounts. All fees charged to the Owner must be specified in this Contract. Late fees shall be retained by Agent or \_\_\_\_\_

(i) Mail: Agent may open and accept mail which is addressed to Owner in Agent care or at the Property address.

#### Section E: AGENT FEES AND EXPENSES

a. Agent Fees: The Owner shall Pay Agent as compensation:

1. \_\_\_\_ % of the monthly gross income collected or \$ \_\_\_\_\_ per month.
2. \_\_\_\_ % of the monthly gross income for finding a new tenant (leasing fee/re-renting fee) or \$ \_\_\_\_\_ per new lease.
3. \_\_\_\_% of the monthly gross income for Lease Renewal or \$ \_\_\_\_\_ each renewal.
4. \_\_\_\_\_.
5. \_\_\_\_\_.

b. Insufficient Funds: Agent may bill the Owner directly or collect money from future rental proceeds if the funds in the account are insufficient to pay all fees and expenses for any given month. Agent shall not be obligated to make any advance payments or incur any liability for Owner's account. Agent shall not be liable for loss sustained by Owner by reason of insufficient funds in Owner's account. In the event Agent shall advance its own funds for Owner's obligations, Owner shall promptly reimburse Agent such advances within \_\_\_\_ ( ) calendar days of receipt of billing for such advances by Agent. Additionally, Owner shall pay interest at the rate of \_\_\_\_% per month for such funds advanced by Agent from the \_\_\_\_day advances remain unpaid.

#### Section F: OWNER DUTIES

A. Minimum Balance in Owner Account: Owner shall maintain on deposit with Agent the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), which Agent may apply against authorized expenditures. If the balance in the Owner's Account is less than the Minimum Balance, the owner shall replace the funds or restore the deposit from future rental proceeds.

B. Inventory List: The Owner shall provide to Agent a complete inventory of furnishings and fixtures in the property.

C. House Rules/Manuals: The Owner shall provide one copy of all Association Rules/House Rules and service contracts. Owner shall provide any manuals, if available.

D. Keys: The Owner shall furnish \_\_\_\_\_ (three (3) if left blank) complete sets of keys to the property. If the property has additional security measures (i.e. key fobs, remote controls, etc.), then the Owner shall furnish \_\_\_\_\_ complete sets.

E. INSURANCE: Nothing in this Contract shall be construed as rendering Agent liable for any act, omission, or occurrence resulting from or in any manner arising out of the performance of Agent's duties and obligations hereunder, or the exercise by Agent of any of the powers or authority herein or hereafter granted to Agent by Owner, or the use of any lease or rental agreement. Owner, at Owner's expense, shall maintain, in full force and effect:

1. Fire and extended coverage for all casualties and hazards customarily covered by casualty insurance in the State of Hawaii for the full insurable value of the Property, containing endorsements that contemplate the leasing of the Property by Owner and vacancies between lease terms.
2. Liability insurance with a minimum coverage of \$ \_\_\_\_\_ naming Agent, as additional insured/additional interest. Note: Owner's Insurance agent should be consulted to determine this coverage.
3. If the property is in a condominium association, it is the owner's responsibility to confirm minimum insurance requirements. Example: loss assessment, condominium insurance deductible, etc.
4. Within \_\_\_\_ ( ) days from the effective date, Owner must provide Agent a copy of a certificate of insurance evidencing the required coverage. If the insurance coverage changes in the manner or degree at any time this Contract is in effect, Owner must provide Agent a copy of the insurance certificate evidencing any changes within \_\_\_\_ ( ) days.
5. Owner agrees to indemnify, defend and hold Agent harmless from all claims, investigation, and lawsuits by third parties related to Unit, and the management and leasing, whether occurring during the term of this Contract or after its termination, and from any claim or liability for damage to property, or injuries or death of any person.
6. Agent shall not be liable for any willful neglect, abuse or damage to Unit by tenants, vandals, or others nor loss or damage to any personal property of Owner.
7. If at any time during or after the term of this Contract, Unit is found to be contaminated with hazardous waste, Owner agrees to indemnify and hold Agent harmless from all claims, demands, actions, liabilities, costs, expenses, damages and obligation of any nature arising from or as a result of said hazardous waste. The foregoing indemnification shall survive the termination or expiration of this Contract.
8. Owner shall save and hold Agent harmless on account of any damage to the Property or from loss of or damage to any furniture, fixtures and other articles therein and from any and all injury to any person or persons whomsoever, from any cause whatsoever, in or about said property.
9. **SEX OFFENDER REGISTRATION ("MEGAN'S LAW)**: Hawaii has enacted a law requiring sex offenders to register with the Attorney General's office. Owner and Agent make no representation as to whether or not the public has access to this information. As per current Hawaii State law, neither Owner nor Agent is required to obtain information regarding sex offenders.
10. **BINDING EFFECT**: This Contract shall be binding upon the parties hereto and their respective personal representatives, heirs, administrators, executors, successors and assigns. Should any Section of any part of this Contract be rendered void, invalid, or unenforceable by any

\_\_\_\_\_  
BROKER'S INITIALS & DATE

\_\_\_\_\_  
OWNER'S INITIALS & DATE

reason by any court of law, such a determination shall not render void, invalid, or unenforceable any other Section or any part of this Contract. This Contract embodies the entire understanding of the parties, and there are no further or other agreements or understanding, written or oral, in effect.

11. **POWER OF ATTORNEY:** Owner hereby appoints Agent his true and lawful attorney in fact, with full power of substitution, with authority to sign and acknowledge on Owner's behalf any lease of the premises and to take any action necessary to enforce compliance with such lease, including eviction of any tenant. This is a special power of attorney coupled with an interest, is irrevocable during the term of this Contract, and shall survive the incapacity or death of Owner.

12. **NOTICES:** For purposes of routine and official notification, all mailed materials for the Owner or Agent will be sent to current address of record.

13. **PROPERTY INFORMATION:**

1. Type of Dwelling: \_\_\_\_\_ Condo \_\_\_\_\_ Townhouse \_\_\_\_\_ House \_\_\_\_\_ Apartment Building

2. Number of Rooms/units:  
\_\_\_\_ Bedrooms                      \_\_\_\_\_ Garage/Carport (circle one)  
\_\_\_\_ Baths                              \_\_\_\_\_ Open parking (stall(s) # \_\_\_\_\_)

If apartment building:  
\_\_\_\_ Number of studios                      \_\_\_\_\_ Number of one bedrooms  
\_\_\_\_ Number of two bedrooms              \_\_\_\_\_ Number of three bedrooms  
\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_ Number of parking stalls for tenants  
\_\_\_\_ Guest parking

3. Keys - List Number and Description:  
\_\_\_\_ Door \_\_\_\_\_ Example: Front, Security Screen, Storage, etc.  
\_\_\_\_ Mail \_\_\_\_\_  
\_\_\_\_ Security \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_ Garage Door Openers \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_ Key Pad Code \_\_\_\_\_ Other \_\_\_\_\_

4. Appliance Warranties:  
1. \_\_\_\_\_ Model # \_\_\_\_\_ Serial # \_\_\_\_\_  
2. \_\_\_\_\_ Model # \_\_\_\_\_ Serial # \_\_\_\_\_  
3. \_\_\_\_\_ Model # \_\_\_\_\_ Serial # \_\_\_\_\_  
4. \_\_\_\_\_ Model # \_\_\_\_\_ Serial # \_\_\_\_\_  
5. \_\_\_\_\_ Model # \_\_\_\_\_ Serial # \_\_\_\_\_

Attach all warranties

5. Tenant or Owner to pay for the following services: Mark "T" for tenant & "O" for owner  
Electricity \_\_\_\_\_ Gas \_\_\_\_\_ Yard Service \_\_\_\_\_  
Water \_\_\_\_\_ Sewer \_\_\_\_\_ Cable \_\_\_\_\_ Internet \_\_\_\_\_  
Refuse \_\_\_\_\_ Other: \_\_\_\_\_

6. Insurance:  
Fire Insurance Company \_\_\_\_\_ Agent \_\_\_\_\_  
Phone # \_\_\_\_\_ Policy # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Liability Insurance Company \_\_\_\_\_ Agent \_\_\_\_\_  
Phone # \_\_\_\_\_ Policy # \_\_\_\_\_ Exp. Date \_\_\_\_\_

7. Person to notify in case of emergency:  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

8. Estimated date of re-occupancy by Owner: \_\_\_\_\_

9. Property Contacts:  
Association Manager: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Resident Manager: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Security: \_\_\_\_\_ Telephone: \_\_\_\_\_

10. Misc: Existing problems or comments  
\_\_\_\_\_  
\_\_\_\_\_

14. **ADDENDA:** The following addenda (forms), if checked, are attached to and made a part of this Property Management Contract. Fill in all blanks. Write "NA" if not applicable. Each attached addendum must be properly signed and initialed (as applicable).

- ( ) W-9 Federal Form
- ( ) Lead Based Paint
- ( ) Association Transfer of Privileges Authorization
- ( ) ACH Bank Authorization
- ( ) Association Authorization to receive notices/fines

\_\_\_\_\_  
BROKER'S INITIALS & DATE

\_\_\_\_\_  
OWNER'S INITIALS & DATE

15. **OTHER TERMS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. **ENTIRE CONTRACT:** This Contract contains the entire agreement between the Agent and the Owner and may be modified only in writing and signed by the parties. This Contract shall be binding upon and inure to the benefit of the successors and assigns of Agent and the heirs, administrators, executors, successors and assigns of the Owner.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_. Each party acknowledges receipt of a copy of this Agreement.

**The complete Property Management Contract has been Reviewed and Accepted by:**

**OWNER:**

Owner Signature \_\_\_\_\_ Owner Print \_\_\_\_\_

Owner Phone # \_\_\_\_\_

Owner Email Address \_\_\_\_\_

Owner Signature \_\_\_\_\_ Owner Print \_\_\_\_\_

Owner Phone # \_\_\_\_\_

Owner Email Address \_\_\_\_\_

**AGENT:**

Agent's Signature (Principal Broker or Broker In Charge) \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Phone Number (s) \_\_\_\_\_

Company Website \_\_\_\_\_

Company Email \_\_\_\_\_

Owner acknowledges receipt of an executed copy of this Property Management Contract.

\_\_\_\_\_  
OWNER'S INITIALS

**NOTE:** THERE IS NO WARRANTY ON PLAIN LANGUAGE. An effort has been made to put this agreement into plain language, but there is no promise that it is in plain language. In legal terms, THERE IS NO WARRANTY, EXPRESSED OR IMPLIED, THAT THIS AGREEMENT COMPLIES WITH CHAPTER 487A OF THE HAWAII REVISED STATUTES, AS AMENDED. This means that the Hawaii Association of REALTORS® is not liable to any Seller, or other person who uses this form for any damages or penalty because of any violation of Chapter 487A. People are cautioned to see their own attorneys about Chapter 487A (and other laws that may apply).

\_\_\_\_\_  
BROKER'S INITIALS & DATE

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OWNER'S INITIALS & DATE