



PMI KEY PARTNER

ESTATE MANAGEMENT AGREEMENT

This Agreement is made and entered into this _____ day of _____, 20____ between _____ (Owner) and PMI Key Partner (Manager). Owner employs the services of Manager to provide periodic home minding services as listed on the attached schedule of services.

Liability of Manager. Manager shall not be liable for damage to the property. Owner hereby agrees to defend, indemnify, and hold Manager harmless from any and all claims, charges, debts, demands and lawsuits arising from the condition of the property, or from other causes except those caused solely by manager's negligence. Owner agrees to maintain sufficient and prudent all risks property insurance. Owner shall name Manager as additional insured and provide a copy of insurance policy to the Manager for the Manager's records.

Required Owner's Reserve. Owner agrees to maintain a reserve of the higher of \$1,000 or the total monthly estimate on regular maintenance services for additional services and equipment needed.

Compensation of Manager. Owner agrees to compensate Manager as follows:

1. \$ 400.00 per month
2. To perform *coordination* of regular maintenance
3. Respond promptly and professionally to voice or email communications from owners within 1 business day
4. Actual costs for labor and material of contracted servicers plus 10% oversight fee on servicers' invoices for repairs and other services as needed
5. \$75.00 per visit for Vacant Property visits, as needed, e.g. Owner vacation

Coordination of Regular Maintenance:

1. Maintenance oversight includes:
 - a. Coordinate full-service weekly pool maintenance
 - b. Coordinate lawn-service
 - c. Coordinate Housekeeping services
 - d. Coordinate Boat Deck and/or Boat Maintenance
2. Additional Bills (non-maintenance related) paid on owner's behalf \$5 for each bill, e.g. HOA fees, Utility bills, etc.

Vacant Property Visits Schedule of Services to be included with the \$75.00 fee:

1. Visit property on agreed schedule unless instructed otherwise 24 hours in advance by the owner to provide the following services
 - a. Pick up mail
 - b. Inspect home for security and maintenance issues, water leaks, appliances and HVAC functioning, toilets flushing
 - c. Check that all utilities are functioning
 - d. Check for leaking sprinklers, adjust for weather
 - e. Provide a checklist to owner of services provided with each visit

Term of Agreement. This Agreement shall be effective as of the Effective Date and shall run for one year. This Agreement may also be terminated by mutual agreement of the parties at any time. Unless either of us provides written notice of termination to the other party at least 30 days before the Expiration Date, the term will automatically be extended on a monthly basis until either of us terminate by providing at least 30 days written notice to the other party. Upon termination of this Agreement, Owner shall pay to Manager any fees, and expenses due Manager under terms of this Agreement, which are owing to Manager.

Initial _____



PMI KEY PARTNER

SIGNATURE PAGE

EXECUTION IN DUPLICATE: This Management Agreement may be executed in one or more duplicate originals or counterparts, each of which shall have the force and effect of an original, but all such instruments together shall be deemed to be but one document and shall be fully enforceable as such. This agreement may be executed and shall become binding by electronic facsimile signatures, or PDF files and an originally executed document shall be forthwith delivered thereafter by a nationally recognized overnight courier such as Federal Express.

By signing below, Owner acknowledges that her/she has read and understands that the terms of this Agreement and agrees to abide by them. This is intended to be a legally binding document. If owner does not understand any part of this agreement, Owner should obtain the advice of an attorney prior to execution.

When duly signed by an authorized representative for PMI Key Partner, this agreement becomes binding on all parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date first set forth above.

MANAGER:

OWNER:

Name and Signature of Agent,
As authorized Agent of PMI

(Signature)

Broker

(Printed Name)

OWNER:

(Signature)

(Printed Name)

Initial _____