



526 S. Houston Lake Road
Warner Robins, GA 31088

478-929-4444
800-329-4445

LETTER OF AGREEMENT

The following defines the responsibilities and authority of Golden Key Realty Property Management to act as rental agent of a single family residence located at _____, Georgia and owned by _____.

Social Security Number: _____
Cell Phone: _____ Work Phone: _____
Home Phone: _____ Emergency Contact : _____
Email Address: _____
Do you prefer to be reached by: ___ Email ___ Text ___ Cell Phone ___ Home Phone ___ Work Phone

Golden Key Realty Property Management will:

- Collect three sets of keys from the owner at the time of signing agreement.
- Be responsible for tenant selection and rent collection.
- Collect \$400 from owner at time of listing to deposit into owner reserve account for expenses (ie: utilities)
- Be responsible for maintenance of the premises by calling maintenance and/or repairman. Payment for repairs will be made from client account in which a \$400.00 balance will be maintained. Golden Key Realty Property Management will not spend **more** than \$400.00 on any single maintenance item unless consent is given by owner. Property Management will pay the bill and withhold the amount from the next rental payment due the Owner.
- If repair is more than \$400.00, Property Management will contact owner for approval of repair work to be done. If no response is received within 24 hours, Property Management will assume lack of response denotes consent is given by owner. Property Management will pay the bill and withhold the amount from the next rental payment due the Owner. ++ In cases of Emergency, Property Management will work in the best interest of the Owner and will approve Emergency Work to be done immediately.
- If Tenant's *Quiet Enjoyment of the Home* is interrupted more than 24 hours due to Emergency Repairs (Such as A/C not working or house is flooded by water) the Owner may be obligated to provide Hotel stay until Emergency repair is completed.
- Should a tenant have a scheduled repair time and misses the appointment, Property Management will bill the tenant the charge for the service call portion of the invoice and the owner billed the balance of invoice.
- Should a repair be caused from neglect on the tenants part, Property Management will bill the invoice to the tenant.
- Property Management will give notice of intent to enter property. Should tenant not be available, ample notice will be given to tenant that Property Management will be entering the property in their absence.
- Maintain tenant security deposit in the Golden Key Realty Property Management Escrow Account at CB&T.
- Deduct 10% (ten percent) or \$100 (whichever is greater) of gross monthly rent as a management fee.
- All late charges collected by Property Management will be divided equally between Owner and Golden Key Realty Property Management.
- Will give Tenant's 60 Day Notice of Non-Renewal per Owner's request, if Owner chooses not to renew lease with current tenant or chooses to sell when lease expires.
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- Owner's Mailing Address:

Golden Key Realty Property Management will rent the above described premises for \$ _____ per month and will secure from tenant: 1. First month's rent of \$ _____ 2. A security deposit equal to one (1) month's rent.

The Owner will:

- Allow Golden Key Realty Property Management to rent the premises for \$ _____ per month.
- Give Agent three sets of all house keys at the time of signing agreement.
- Submit a recent home inspection report if the house is more than 20 years old. If house is less than 20 years old and the property does not meet our standards, it is at the discretion of Golden Key Realty Property Management if home needs a home inspection.
- The Owner will provide a current Mortgage Statement showing that the Mortgage is in good standing, before the property is advertised. If paid in full, a letter must be provided stating that the Mortgage is Paid in Full.
- Allow Property Management to maintain \$400.00 balance in client account for miscellaneous and maintenance expenses and repairs. Owner will also allow Golden Key Realty Property Management to call repairman/serviceman of our choice to service/repair premises and will allow Golden Key Realty Property Management to pay service/repair bill from said \$400.00. When a client's account has been charged during the month for a service/repair call and the balance falls below the established amount of

