ENDEAVOUR REALTY

PROPERTY MANAGEMENT AGREEMENT

This Agreement is made this _____ day of _____, 2026, by and between: _____ _____, (*hereinafter referred to as* "Owner") and Endeavour Realty, (*hereinafter referred to as* "Agent").

1. **APPOINTMENT AND ACCEPTANCE.** Owner hereby appoints Agent as sole and exclusive Agent of Owner to lease and manage the property described in paragraph 2 upon the terms and conditions provided herein. Agent accepts the appointment and agrees to furnish the services of its organization for the leasing and management of the Premises; and Owner agrees to pay all expenses in connection with those services.

2. **DESCRIPTION OF PREMISES.** The property to be managed by Agent under this Agreement (*hereinafter referred to as* "Premises") is known as _____ located in the City of _____ and County of _____ in the State of Alabama and consists of the land, buildings, and other improvements.

3. **TERM.** The term of this Agreement shall be for an initial period of twelve (12) months (*hereinafter referred to as* "initial term") from the _____ day of _____, 20___, and ending on the _____ day of _____, 20___ and thereafter shall be automatically renewed from year to year unless terminated as provided in paragraphs 35, 36, and 37 herein. Each of said one year renewal periods shall hereinafter be referred to as a "term year."

4. **OPERATING ACCOUNT.** Agent shall deposit all operating receipts collected, as herein provided into its Rental Operating Account, separate and apart from Agent's corporate accounts, in a bank or other institution whose deposits are insured by the Federal government. Such depository shall be selected by the Agent. However, Agent shall not be held liable in the event of bankruptcy or failure of a depository. Funds in the Rental Operating Account remain the property of Owner subject to disbursement of expenses by Agent as described in this Agreement.

5. **SECURITY DEPOSIT ACCOUNT.** Agent shall, as required by law, maintain a separate account of tenant security deposits. Such account may be interest bearing and any interest earned is deemed to be that of the Agent's, as dictated by virtue of tenant's lease agreement, as compensation for administering these funds. Such account shall be maintained in accordance with applicable state or local laws.

6. **AGENTS AUTHORITY.** Agent shall collect (and provide receipts for, if necessary) all rents, charges, and other amounts receivable (*hereinafter referred to as* "Receipts") on Owner's account in connection with the management and operation of the Premises. Such receipts (except tenant security deposits, which will be handled as specified in paragraphs 5 and 8 hereof, and special charges, which shall be handled as specified in paragraph 7 hereof) shall be deposited in the Rental Operating Account by the Agent for the Premises.

7. **SPECIAL CHARGES.** If permitted by applicable law, Agent may collect from tenants any or all of the following: an administrative charge for late payment of rent, a charge for returned or non-negotiable checks, a credit report fee, an administrative charge for sublease or fee for other services. Agent need not account to Owner for such charges; except that late fees will be considered monies due to the (X) Owner or ( ) Agent and will be disbursed accordingly.

8. **SECURITY DEPOSITS.** Agent shall collect, deposit, and disburse tenant's security deposit in accordance with the terms of each tenant's lease. Agent shall comply with all applicable state or local laws concerning the responsibility for security deposits. In the event of a dispute between Agent, Owner, and Tenant, regarding the disbursement of

said security deposit, Agent may (1) continue to hold said security deposit in escrow until a settlement between all parties is reached (2) inter-plead the security deposit into the local courts for disbursement or (3) disburse security deposit as Agent deems appropriate. In the event that this Agreement is terminated prior to the expiration of a Tenant's Lease Contract, the security deposit will be refunded to the Tenant unless the Tenant consents to the disbursement of the security deposit to Owner.

9. **OPERATING EXPENSES.** From the Rental Operating account, Agent is hereby authorized to pay or reimburse itself and others for all expenses and costs of operating the Premises and for all other sums due Agent under this Agreement.

10. **DEBT SERVICE AND OTHER PAYMENTS.** Agent shall not be responsible to make any payments for mortgage indebtedness, general taxes, HOA dues, fines or special assessments, or insurance premiums; these payments are the sole responsibility of the Owner.

11. **NET PROCEEDS.** To the extent that funds are available, Agent shall render to the Owner, monthly statements of receipts and expenses and transmit cash balances to Owner between the 7th day and 20th day of each month. Such periodic cash balances shall be remitted to the Owner by electronic funds transfer unless specifically requested to be mailed to the following address:

_____
Name

_____
Address

_____
Address

_____
Phone/Email

12. **AGENT NOT REQUIRED TO ADVANCE FUNDS.** In the event that the balance in the Rental Operating Account for the said Premises is at any time insufficient to pay expenses and disbursements due, Owner shall, immediately upon notice, remit to Agent sufficient funds to cover the deficiency. In no event shall Agent be required to use its own funds to pay such expenses and disbursements. Nor shall Agent be required to advance any monies to Owner, to the Security Deposit Account, or to the Rental Operating Account. If Agent elects to advance any money in connection with the Premises to pay any expense for Owner, such advance shall be considered a loan subject to repayment with interest, and Owner hereby agrees to reimburse Agent, including compound interest at the rate of 10% per month, and hereby authorizes Agent to deduct such amounts from any monies due Owner.

13. **ADVERTISING.** Agent is authorized to advertise the Premises, or portion thereof, for rent. Agent is authorized to place signs on the Premises, provided such signs comply with applicable laws.

14. **AGENT'S AUTHORITY TO LEASE PREMISES.** Agent shall use all reasonable efforts to keep the Premises rented by procuring tenants for the Premises. Agent is authorized to negotiate and prepare all leases, including all renewals and extensions of leases and to cancel and modify existing leases. Agent shall execute all leases as Agent for the Owner. The minimum acceptable lease term is _____ months; no original lease term shall be in excess of three years. The minimum acceptable rent is $_____. Owner has accepted the form of the standard lease agreement used by Agent. Owner has accepted the form of the standard Lease Agreement used by Agent. All Properties are **non-smoking**.

15. **NO OTHER RENTAL AGENT.** During the term of this Agreement, Owner shall not authorize any other person, firm or corporation to negotiate or act as leasing or rental agent. Owner agrees to promptly forward all inquiries about lease to Agent.

16. **OWNER NONINTERFERENCE AND TENANT CONTACT.** Owner acknowledges that Broker/Agent has been granted exclusive authority to manage the Property and to act as the sole point of contact with tenants during the term of this Agreement. Accordingly, Owner agrees that they shall not directly or indirectly contact, communicate with, solicit, or interact with any tenant or occupant of the Property without the prior written consent of Agent.

    This restriction includes, but is not limited to: (a) appearing at or entering the Property for any reason without proper notice and prior coordination through Broker/Agent; (b) attempting to obtain or use tenant contact information, including phone numbers, email addresses, or personal details; (c) communicating with tenants regarding rent, sale of the property, maintenance, inspections, renewals,

complaints, or any lease-related matter; and (d) appearing at the Property unannounced or engaging tenants in person, whether inside or outside the Property.

Owner understands that unauthorized contact may interfere with tenant quiet enjoyment, violate applicable landlord-tenant laws, and materially disrupt Agent's ability to perform its duties. Any such unauthorized contact shall constitute a material breach of this Agreement. Broker/Agent reserves the right, upon such breach, to take appropriate corrective action, including issuing written notice to Owner, charging administrative fees associated with addressing the interference, and/or terminating this Agreement in accordance with its termination provisions. Owner agrees to indemnify and hold Broker/Agent harmless from any claims, damages, or liabilities arising from Owner's unauthorized contact with tenants.

17. **RENTAL RATES.** Agent is authorized to establish and change or revise all rents, fees, or deposits, and any other charges chargeable with respect to the Premises.

18. **ENFORCEMENT OF LEASES.** Agent is authorized to institute, on Owner's behalf and/or name, all legal actions or proceedings for the enforcement of any lease term, for the collection of rent or other income from the premises, or for the evicting or dispossessing of tenants or other persons from the Premises. Agent is authorized, when expedient, to settle, compromise, and release such legal actions or suits or reinstate such tenancies. Agent may select the attorney of its choice to handle such litigation. Attorney's fees, filing fees, court costs, and other necessary expenses incurred in connection with such actions shall be paid out of Rental Operating Account.

19. **AGENT'S AUTHORITY TO HIRE.** Agent is authorized to hire, supervise, discharge, and pay all employees, contractors, or other personnel necessary to be employed in the management, maintenance, and operation of the Premises. All employees, contractors, and others shall be deemed employees, contractors, and others of the Owner, and Agent shall not be liable to Owner or others for any act or omission on the part of such employees, contractors and others. All wages and fringe benefits payable to such employees, contractors and others shall be paid by Agent out of the Rental Operating Account and shall be treated as operating expenses. All employees, contractors, and other personnel must have Worker's Compensation Insurance and meet other local, state and Federal requirements in order to perform work or services in connection with said Premises. Agent shall not be liable to such employees, contractors and others for their wages or compensation.

20. **MAINTENANCE AND REPAIR.** Agent is authorized to make or cause to be made, through contracted services or otherwise, all ordinary repairs and replacements reasonably necessary to preserve the Premises in its present condition and for the operating efficiency of the Premises, and all alterations required to comply with lease requirements, governmental regulations, or insurance requirements. Said expenses shall be paid out of the Rental Operating Account.

21. **APPROVAL FOR EXCEPTIONAL MAINTENACE EXPENSES.** The expense to be incurred for any one item of maintenance, alteration, refurbishing, or repair shall not exceed the sum of seven hundred fifty dollars ($750.00) unless such expense is specifically authorized by Owner, or is incurred under such circumstances as Agent shall reasonably deem to be an emergency. In an emergency where repairs are immediately necessary for the preservation and safety of the premises, or to avoid danger to life or property, or to comply with Federal, state, or local laws, such emergency repairs shall be made by Agent at Owner's expense without prior approval.

22. **ESTIMATES.** Whenever estimates are required in advance and there is a fee for procuring said estimate, such expense will be treated as an operating expense to the Owner and will be paid from their Rental Operating Account. For any repairs, decorations, replacements or alterations in excess of seven hundred fifty dollars ($750.00) Agent may obtain bids.

23. **CONTRACTS, UTILITIES AND SERVICES.** Agent is authorized to negotiate contracts, not to exceed three hundred dollars ($300.00) unless approved by Owner, for all necessary utilities and services. Agent shall, at Owner's expense and on Owner's behalf, make contracts for pest control, electricity, gas, fuel, or water as Agent shall deem

necessary or prudent for the operation of the Premises. All utility deposits and connection fees shall be the Owner's responsibility, except that Agent may pay the same from the Rental Operating Account. Agent may deem that it is in the best interests of the Owner and the Premises to leave utility services connected during periods of vacancy.

24. **RELATIONSHIP OF AGENT TO OWNER.** The relationship of the parties to this Agreement shall be that of Principal and Agent, and all duties to be performed by Agent under this Agreement shall be acting only as Agent for Owner, and nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship between the parties to this Agreement except that of Principal and Agent, or as requiring Agent to bear any portion of losses arising out of or connected with the ownership or operation of the premises. Nor shall Agent at any time during the period of this agreement be considered a direct employee of Owner. Neither party shall have the power to bind or obligate the other except as expressly set forth in this Agreement, except that Agent is authorized to act with such additional authority and power as may be necessary to carry out the spirit and intent of this Agreement.

25. **HOLD HARMLESS.** Owner shall indemnify, defend, and save Agent harmless from all loss, damage, cost, expense (including attorney's fees), liability, or claims for personal injury or property damage incurred or occurring in, on, or about the Premises.

26. **LIABILITY INSURANCE.** Owner shall obtain and keep in force adequate insurance against physical damage (e.g. fire with extended coverage endorsement, etc.) and against liability or loss, damage, or injury to property or persons which might arise out of the occupancy, management, operation or maintenance of the Premises. The amounts and types of insurance shall be acceptable to both Owner and Agent, and any deductible required under such insurance policies shall be covered as an additional insured and all liability insurance maintained with respect to the Premises. Liability insurance shall be adequate to protect the interests of both Owner and Agent and in form, substance, and amounts reasonably satisfactory to Agent. Owner agrees to furnish Agent with certificates evidencing such insurance or with duplicate copies of such policies within fifteen (15) days of execution of this Agreement. If owner fails to do so, Agent may, but shall not be obligated to, place said insurance and charge the cost thereof to the Rental Operating Account. Said policies shall provide that notice of default or cancellation shall be sent to Agent as well as Owner.

27. **AGENT ASSUMES NO LIABILITY.** Agent assumes no liability whatsoever for any acts or omissions of Owner, or any previous Owners of the Premises, or any previous management or other Agent of either. Agent assumes no liability for any failure of or default by any tenant in the payment of any rent or other charges due Owner. Agent assumes no liability for damage done to the Premises by tenants, vendors, or third parties. Agent assumes no liability for previously unknown violations of environmental or other regulations which may become known during the period this Agreement is in effect. Any such regulatory violations or hazards discovered by Agent shall be brought to the attention of the Owner in writing, and Owner shall promptly correct them.

28. **OWNER RESPONSIBLE FOR ALL EXPENSES OF LITIGATION.** Owner shall pay all expenses incurred by Agent, including but not limited to, reasonable attorney's fees and Agent's costs and time, and any liability, fines, penalties or the like, in connection with any claim, proceeding, or suit involving an alleged violation by Agent or Owner, or both, of any law pertaining to fair employment, fair debt collection practices, fair credit reporting, environmental protection, rent control, taxes, or Fair Housing, illegal discrimination on the basis of race, sex, color, religion, national origin, familial status or mental or physical handicap.

    Owner **SHALL NOT** be responsible to Agent for any such expenses for violations Agent is adjudged to have personally, and not in a representative capacity, committed. Nothing contained in this Agreement shall obligate Agent to employ legal counsel to represent Owner in any such proceeding or suit.

29. **FEES FOR LEGAL ADVICE.** Owner shall pay reasonable expenses incurred by Agent in obtaining legal advice regarding compliance with any law affecting the premises or activities related to them. If such expenditure also benefits others for whom Agent in this Agreement acts in a similar capacity, Owner agrees to pay an apportioned amount of such expense.

30. **AGENT'S COMPENSATION AND EXPENSES.** As compensation for the services provided by Agent

under this agreement (and exclusive of reimbursement of expenses to which Agent is entitled hereunder), Owner shall pay Agent as follows: For Management services, **10%** of the total monthly gross receipts from the Premises, payable by deducting said payment as expense from Rental Operating Account at the time of disbursement of Owner's funds. Management fees are collected at the first of each month in arrears for the prior month.

The term "gross receipts" shall be deemed to include all rents and other income and charges from the normal operation of the Premises, included but not limited to rents, late charges, pet fees, deposits retained and/or forfeited if applied to rental payments owed and other fees and miscellaneous charges as provided per the Fee Sheet Addendum. Gross receipts shall **not** be deemed to include income arising out of the sale of real property, or the settlement of fire or other casualty losses and items of a similar nature.

31. **VACANCY.** During periods of vacancy, if the property remains vacant for more than sixty (60) days, Owner shall be responsible for paying Agent a flat fee of $100 per month for each month of continued vacancy beyond the initial sixty (60) days.

32. **INTEREST ON UNPAID SUMS.** Any sums due to Agent under any provision of this Agreement and not paid within fifteen (15) days after such sums have become due, shall bear compounding interest at the rate of 10% per month.

33. **REPRESENTATIONS.** Owner represents and warrants: that Owner has full power and authority to enter this Agreement; that there are no written or oral agreements affecting the Premises other than tenant leases, copies of which have been furnished to Agent; restrictions, reservations, or rights of way which adversely affect the use of the Premises for the purposes intended under this Agreement; that to the best of Owner's knowledge, the property is zoned for the intended use; that the building and its construction and operation do not violate any applicable statutes, laws, ordinances, rules, regulations, orders, or the like (including, but not limited to, those pertaining to hazardous or toxic substances); that the building does not contain any asbestos, urea, formaldehyde, radon, or other toxic or hazardous substance, and that no unsafe condition exists.

34. **STRUCTURAL CHANGES.** Owner expressly withholds from Agent any power or authority to make any structural changes in any building, or to make any other major alterations or additions in or to any such building or to any equipment in any such building, or to incur any expense chargeable to Owner other than expenses related to exercising the express powers vested in Agent through this Agreement, without the prior written consent of Owner.

35. **BUILDING COMPLIANCE.** Agent does not assume and is given no responsibility for compliance of the Premises or any building thereon or any equipment therein with the requirements of any building codes or with any statute, ordinance, law or regulation of any governmental body or of any public authority or official thereof having jurisdiction, except to notify Owner promptly or forward to Owner promptly any complaints, warnings, notices, or summons received by Agent relating to such matters. Owner represents that to the best of Owner's knowledge the premises and all such equipment comply with all such requirements, and Owner authorizes Agent to disclose the ownership of the premises to any such officials and agrees to indemnify and hold Agent, its representatives, servants, and employees harmless of and from all loss, cost, expense and liability whatsoever which may be imposed by reason of any present or future violation of such laws, ordinances, statutes, or regulations.

36. **TERMINATION.** This Agreement may be terminated by either Owner or Agent, with or without cause, upon giving the party sixty (60) days written notice, by the Agent. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notification to the Owner, and all obligations of the parties hereunder shall cease, upon the occurrence of a breach of agreement, fundamental breakdown in communication, or excessive damage to the Premises.

37. **TERMINATION FEE.** If Owner terminates this Agreement for any reason other than for a breach by Agent, under paragraph 34 above, Owner shall be obligated to pay Agent, as liquidated damages, a termination fee. If the Agreement is terminated within the first six (6) months of its term, the termination fee shall be **$1,000**. If the Agreement is terminated after six (6) months, the termination fee shall be equal to the total remaining management fees that would have

been earned under the Agreement, but shall not exceed **$500**. Upon termination or withdrawal from this Agreement, Owner shall assume the obligations of any contract(s) or outstanding bill(s) executed by Agent under this Agreement. Agent may withhold any funds for sixty (60) days after termination in order to pay bills previously incurred but not yet invoiced and to close accounts. After sixty (60) days, Agent shall deliver to Owner a final accounting of monies, any balance of monies due to Owner, and the tenant's security deposit (provided the tenant gives written permission to do so), along with copies of all records, contracts, leases, and other documents pertaining to the Premises not previously provided.

38. **NON-RENEWAL FEE.** If Owner elects not to renew this Agreement for any reason, Owner shall be obligated to pay Agent a non-renewal fee amount equal to $250. Upon non-renewal from this Agreement, Owner shall assume the obligations of any contract(s) or outstanding bill(s) executed by Agent under this Agreement. Agent may withhold any funds for sixty (60) days after the non-renewal of this Agreement, in order to pay bills previously incurred but not yet invoiced and to close accounts. After sixty (60) days, Agent shall deliver to Owner a final accounting of monies, any balance of monies due to Owner and tenant's security deposit providing tenant gives written permission to do so, which were held by Agent; copies of all records, contracts, leases, and other papers or documents which pertain to Premises not previously provided.

39. **INDEMNIFICATION SURVIVES TERMINATION.** All representations and warranties of the parties contained herein shall survive the termination of this Agreement. All provisions of this Agreement that require Owner to have insured or to defend, reimburse, or indemnify Agent shall survive any termination; and if Agent is or becomes involved in any proceeding or litigation by reason of having been Owner's Agent, such provision shall apply as if this Agreement were still in effect.

40. **SPECIAL CLAUSES.** Property owner to maintain a minimum of $750 property reserve fund in the rent account for maintenance, repairs, and ongoing management expenses.

41. **COMPLETE AGREEMENT.** This Agreement, including any specified attachments, constitutes the entire agreement between Owner and Agent with respect to the management and operation of the Premises and supersedes and replaces any and all previous management agreements. No change to this Agreement shall be valid unless made by supplemental written agreement executed and approved by Owner and Agent. Except as otherwise provided herein, any and all amendments, additions, or deletions to this Agreement shall be null and void unless approved by Owner and Agent in writing.

42. **CONTINGENT UPON PROPERTY INSPECTION AND REQUIRED REPAIRS.** This Agreement is expressly contingent upon Agent's completion of an initial property inspection and the Owner's approval and completion of all repairs, corrections, and improvements recommended by Agent that are deemed necessary to ensure the Property is safe, habitable, marketable, and compliant with applicable federal, state, and local laws, codes, and regulations. Upon completion of the initial property inspection, a professional home inspection by a licensed home inspector may be required at Owner's expense.

    Owner acknowledges that Agent shall have the sole discretion to determine which recommended repairs are required for management, leasing, or continued occupancy of the Property, including but not limited to items affecting habitability, health and safety, structural integrity, mechanical systems, and risk mitigation. Owner agrees to complete all required repairs within the timeframe specified by Agent or to authorize Agent, in writing, to coordinate such repairs at Owner's expense. If Owner authorizes Agent to coordinate or conduct repairs, the parties shall enter into a separate written agreement governing the scope and terms of project management for such repairs.

    Failure or refusal by Owner to approve or complete required repairs shall constitute a material condition failure, and Agent may, at its sole option, suspend services, decline to place or retain tenants, or terminate this Agreement without penalty upon written notice. Agent shall not be responsible for delays in leasing, loss of rental income, or tenant claims arising from Owner's failure to complete required repairs.

43. **RIGHTS CUMULATIVE; NO WAIVER.** No right of remedy herein conferred upon or reserved to either of the parties to this Agreement is intended to be exclusive of any other right or remedy, and each and every right and remedy shall be cumulative and in addition to any other right or remedy given under this Agreement or now or hereafter legally existing upon the occurrence of an event of default under this Agreement. The failure of either party to this Agreement to insist at any time upon the strict observance or performance of any of the provisions of this Agreement, or to exercise any right or remedy as provided in this Agreement, shall not impair such right or remedy or be construed as a waiver or relinquishment of such right or remedy with respect to subsequent defaults. Every right and remedy given by this Agreement to the parties to it may be exercised from time to time and as often as may be deemed expedient by those parties.

44. **NOTICES.** For the purpose of this Agreement, any notices, demands, consents and reports necessary or provided for under this Agreement, shall be in writing and mailed by United States Post Office to each party as follows:

TO AGENT:
Endeavour Realty
7800 Madison Blvd., Suite 307
Huntsville, AL 35806

TO OWNER:

_____

_____

_____

45. **AGREEMENT BINDING UPON SUCCESSORS AND ASSIGNS.** This Agreement shall be binding upon the parties hereto and their respective personal representatives, heirs, administrators, executors, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have affixed or caused to be affixed their respective signatures this ____ day of _____, 2026.

_____
Agent

_____
Company Name

_____
Date

_____
Owner

_____
Date

_____
Owner

_____
Date

****The remainder of this Agreement has been intentionally left blank. ****

FOR YOUR PROTECTION, GET A HOME INSPECTION

Why a Landlord Needs a Home Inspection

A home inspection gives the homeowner more detailed information about the overall condition of the home prior to tenancy. In a professional, independent home inspection, a licensed and qualified inspector takes an in-depth, unbiased look at your property to:

- Evaluate the physical condition including structure, construction, mechanical systems, appliances, roof, attic, and crawlspace
- Identify items that need to be repaired or replaced; and
- Estimate the remaining useful life of the major systems, equipment, structure, and finishes

A home inspection costs approximately $350-$500 depending on the size and scope of the home.

Appraisals Are NOT Home Inspections

An appraisal is different from a home inspection. Appraisals are for lenders; home inspections are for buyers/home owners. An appraisal is required to:

- Estimate the market value of a house
- Make sure that the house meets FHA/VA minimum property standards/requirements; and
- Make sure that the house is marketable.

Radon Gas Testing

The United States Environmental Protection Agency and Surgeon General of the United States have recommended that all houses should be tested for radon. For more information on radon testing, call the toll free National Radon Information Line at 1-800-767-7236. As with a home inspection, if you decide to test for radon, you may do so before signing your property management agreement, or you may do so after signing the property management agreement.

You may conduct a radon test using a home kit which consists of a raw material such as coal, which is left out in a central location of the home for a few days (see instructions of your kit). You would then mail your kit back to the manufacturer for testing to receive results.

The professional home inspector can also conduct a radon test using specialized equipment that detects radon in the home over a period of 2-3 days providing immediate results upon completion of testing. The cost is approximately $150 in addition to the home inspection.

I/we understand the importance of getting an independent and professional home inspection. I/we have considered this before signing a contract with the property manager. Furthermore, I/we have carefully read this notice and fully understand that the property manager has no detailed or in-depth knowledge of the structural or mechanical condition of the home, including major material defects, without a home inspection.

 I/We choose to have a home inspection performed.

 I/We choose NOT to have a home inspection performed.

…….. ……...

Home Owner Home Owner

ADDENDUM TO PROPERTY MANAGEMENT AGREEMENT:
Fee Sheet 2026

CHARGED TO PROPERTY OWNER:

Management Fee	10% of property income
Onboarding Consultation	$199; $250 if inspection is required for property data
Marketing Package (optional)	Includes Professional Photography, HGTV style Walk-Thru Video, Virtual Staging up to 4-5 main rooms, 2-D floorplan, 1 Open House - $1000
New Tenant Placement Fee	$500 (move out inspection, schedule maintenance/repairs, listing, realtor compensation, new tenant processing)
Utility Account Management Fee	$150 set-up, 10% markup; deposits for utility establishment are separate
1099 Tax Filing (Annual)	$35
Outdoor Faucet Covers	$10 per faucet
Lock Change	$100 labor, $30 per lock; $25 smart lock; $125 digital/wifi locks
Battery/Light Bulb/Air Filter Change	$50 Labor + Materials
Portable HVAC Rental: Air or Heat	$150 Installation plus $50/day
Lease Renewal Processing	(Market review, comparative market analysis, recommendation, lease negotiation) $195
Postage/ Shipping (keys, official docs, etc.)	Cost + $25
Attorney Consultation	At Cost
Eviction Filing including Money Judgment and/or unusual fact pattern	$1200
Separation Fee or Termination Fee	$1000 per unit

CHARGED TO TENANT:

Application Fee	$79 (PM)
Administrative Fee	$199 (PM)
Pet Fees	$350/$500 (90% due to owner)
Pet Rent	$10/per pet per month (90% due to owner)
Late Fees	$175 one time, $15/day each day late (90% due to owner)
NSF	$50 (PM)
Resident Benefit Kit (optional)	$45/month, Includes renter's insurance + more! (PM)
Default Notice Placement	$25 per notice (PM)
Smoking Violation	$500 (90% to Owner)
Ozone Treatment	$150 (PM)
Other Lease Violations (pets, damage, noise, lawn, HOA, etc.)	$150 (PM)

_____
Property Owner

_____
Property Owner

* This list includes the most common expenses for tenants and owners and is not an all-inclusive list of potential charges. Other potential expenses may include paint, cleaning, plumbing, roofing, HVAC, electrical, pest control, etc. See service manager or property management agreement for further details.

ADDENDUM TO PROPERTY MANAGEMENT AGREEMENT:
Data Sheet 2025

1. **PROPERTY OWNER POINT OF CONTACT & RENTAL OWNER PORTAL LOGIN**:
    a) Name:_____
    b) Phone Number: _____
    c) Email:_____
    d) Alternative Email: _____

The property owner hereby agrees to opt-in to text messaging via our property management software platform: Buildium. Tasks including maintenance requests, progress of repairs, and inspections will be shared via the owner's portal, email and/or text for faster, consistent communication. The owner is welcome to call the office at any time for further clarification of ongoing tasks. It is the responsibility of the property owner to communicate with the property manager if any of the above contact information has changed.

2. LISTING

Additional Specific Listing Description Details (this is in addition to the basic details of the home):

Does your property have a unique feature that we shouldn't overlook? Oceanfront view, EV Charger in the garage, rooftop solar-powered panels, membership to a community pool, heated towel bar in the bathroom, etc. We want to make sure to point out every important detail to any potential renter both during showings and in the listing description.

3. PROPERTY DETAILS

a) Bedrooms: _____
b) Bathrooms: _____
c) Square Footage: _____
d) Year Built: _____
e) Pool: _____
- ☐ • Community / HOA Managed
- ☐ • On property / Managed by owner/manager

4. UTILITIES

a. Which utility company provides ELECTRICITY for the property? i.
b. Which utility company provides WATER for the property? i.
c. Which utility company provides SEWER for the property? i.
d. Does the property have a SEPTIC tank?
    ◯ Yes ◯ No
e. If yes to 3.d., when was the SEPTIC tank last serviced? i.
    **If you do not know, or if it has never been serviced, we recommend pumping the septic system before tenant occupancy.*
f. Which utility company provides TRASH/RECYCLING for the

property? i.

g. Which utility company provides GAS for the property? i.

ii. What runs on gas in the home?

☐ HVAC ☐ Oven ☐ Cooktop ☐ Fireplace ☐ Water Heater ☐ None

5. Is this property located in an **HOA**?

☐ Yes ☐ □ No

a. If yes, you MUST provide a copy of the covenants & restrictions (C&R's) to us so that we can provide the tenant with those details. Please email to contracts@endeavourhsv.com or upload the documents in PDF format to your rental owner portal. The property manager will include the HOA documents provided by the property owner as an attachment to the tenant's lease along with an HOA addendum. If we do not receive your HOA documents, they will NOT be shared with the tenant.

b. Who is responsible for paying HOA dues?

i. Our standard procedure is that owners are responsible for paying their own HOA dues.

6. Is the property manager permitted to lease the property to tenants with **PETS**?

☐ Yes ☐ □ No

a. THIS QUESTION IS NOT RELATED TO SERVICE ANIMALS/EMOTIONAL SUPPORT ANIMALS (ESA) AS THEY ARE NOT PETS.

b. WE LEGALLY CANNOT AND WILL NOT REFUSE A TENANT WITH A SERVICE ANIMAL or ESA based on that fact alone.

c. DISCLOSURE: We use a third-party screening company recommended by our landlord attorney called PetScreening.com to review and confirm tenant's documentation regarding their service animal/ESA at no cost to us or the tenant.

d. Opinion of the Property Manager regarding pets: It is important that we inform you that rental homes statistically take longer to rent because many renters do have pets. It is possible to not permit pets and the home may sit vacant as an active listing longer, and could still be rented to a tenant with a service animal or ESA.

MAINTENANCE & REPAIRS

7. Do you have a **PREFERRED CONTRACTOR** you'd like us to use for any or all repairs/maintenance?

☐ Yes ☐ No

a. If yes, property owner agrees to provide the name, phone number, and address of your preferred contractor. The property manager requires any and all preferred contractors to be licensed and insured before hiring for any maintenance/repairs. The property manager will contact them FIRST when/if maintenance is needed in their specific fields. In the event of an emergency, the property manager may have to contact a different contractor if the preferred contractor is not available.

b. If no, property manager will select the contractor.

Preferred Contractors: _____

8. Does the home have a **HOME WARRANTY**? ☐ Yes ☐ No

If yes, the property owner is responsible for providing a copy of the policy by emailing it to contracts@endeavourhsv.com or uploading a copy in pdf format to the rental owner portal. If we do not receive a copy of your policy, we will not be able to utilize it.

9. What **APPLIANCES** are included on the property and in the rent?

☐ Refrigerator ☐ Dishwasher ☐ Stove/Oven ☐ Disposal ☐ Microwave ☐ Washer ☐ Dryer

☐ Other (Ice Machine, wine cooler, whole home vacuum system, etc.) _____

a. These are the appliances the property manager will inspect, maintain, repair or replace as needed. All repair costs will be charged to the rent account and deducted from the next owner

draw unless the tenant is found to have caused damage.

10. Is there an **ALARM** System with the home?
    - ☐ Yes ☐ No
    a. If yes, the property owner is responsible for providing the property manager with any and all information about the alarm system in order to properly maintain the equipment and to provide the tenant with operating instructions. Email instructions to contracts@endeavourhsv.com. If the property owner does not provide the property manager operational instructions and access to the alarm system, this feature will not be advertised in the listing description/features and the tenant will be notified that the alarm system in the home is in as-is condition and will not be maintained by the landlord.

11. **Air Filter** Size (List all if there is more than one)
    a.
        i. Tenants are responsible for changing their own air filters, light bulbs, and smoke detector batteries. During periodic or move-in/move-out inspections, the property manager may replace the above-mentioned items as needed and will charge the rent account as outlined on the fee sheet attached.

12. Are there any **WINDOW COVERINGS** included in the home such as shades, blinds, or drapes?
    - ☐ Yes ☐ No
    a. If yes, these will be maintained by the property manager as a general maintenance item and will be repaired/replaced when /if needed. If damaged by resident, repair/replacements will be charged to the resident.

13. Who will be responsible for **LAWNCARE** including mowing, weed control, watering, trimming shrubs, fire ants, etc.?
    - ☐ Tenant ☐ HOA ☐ Property Owner

RENT ACCOUNT

14. **Property Reserve Fund**
    a. The minimum required property reserve fund is $750. This is held in the rent account and used for property maintenance/repair expenses or other expenses. When rent is paid the following cycle, any
    repair expense will be deducted from the owner disbursement and the reserve fund is replenished. You do not have to fund your account upfront. We will deduct the PROPERTY RESERVE from your first initial disbursement. If you would like additional funds available on reserve, please indicate below:
    - ☐ $750 (minimum) ☐ $1000

15. **Method of Payment** Disbursement
    a. Rental Owner Draw is processed the following business day AFTER the rental payment from the tenant has CLEARED. Electronic Payment may take 3 business days or more to clear your account, depending on your bank's processing time.
    b. How would you like to receive your payment?

        a. ROUTING: _____

        b. ACCOUNT:_____

16. Please provide your SSN or EIN number for tax filing purposes. WE CANNOT DISPERSE FUNDS without a **TAX ID** number.

NAME _____

EIN _____

SSN _____

Birthday _____