

Property Management Agreement

Beach Arcology
941 S. Linwood Beach Road

This Agreement is made and entered into on _____ between

_Paul_Pham_ (General Manager, on behalf of Owners) and

_Alyse_Schian_ (Property Manager).

General Manager employs the services of Property Manager to manage, operate, control, rent and lease the real property at 941 S. Linwood Beach Road, Linwood, Michigan, 48634.

Communication

General Manager, with email address of paulpham@yahoo.com and Property Manager with email address of alyseschian@gmail.com agree to CC each other on emails or texts sent to the tenant. General Manager will update progress on tasks and tasks to be done in the [House Manual](#). Utility bills will be added to the House Log and Manual.

Responsibilities of Property Manager

Property Manager is responsible for the following duties, to be described in more detail in their own section below:

- Interact with tenant by text or email to receive repair requests, alerts of problems with house, or if tenant makes self repairs.
- Meet at the house when necessary to interact with tenant or oversee repairs with contractors.
- Managing approved repairs to house and major appliances
- Cleaning or managing a cleaner in between tenants
- Conducting a walk-through of the property to inventory furnishings, working fixtures, and damage
- Transfer keys and garage door opener, including temporary lockbox
- Advertise and screen new potential tenants
- Give house tours, show house to potential tenants.
- Charging half utility payments and agreed upon rent to tenant via Stripe email invoice.
- Following up with tenant and charging late fees in case rent is not paid on time.

Responsibilities of General Manager

The General Manager is ultimately responsible for the property and will provide guidance and supervision to the Property Manager as needed for the above duties. For completeness, the General Manager's duties are listed below, which are NOT the duties of the Property Manager.

- Paying incoming utility payments from the house account.
- Paying property taxes
- Paying property manager on the last day of each month.

Indemnity of Property Manager

General Manager hereby agrees to hold Property Manager harmless from, and to defend Manager against, any and all claims, charges, debts, demands and lawsuits. Owner agrees to pay Manager's attorney's fees related to Manager's management of the herein-described property and any liability for injury on or about the property which may be suffered by any employee, tenant or guest upon the property. General Manager agrees to maintain sufficient and prudent all risks property insurance. General Manager shall provide a copy of such insurance policy to the Manager for the Manager's records.

Compensation of Property Manager

General Manager agrees to compensate Property Manager monthly by the amount of 12 (12%) percent of the total amount due and collected from the tenant, including rent only (not utilities or fees). For a \$2200 rent, this amount is \$264.00 to be paid in one monthly check mailed to 2524 N Gera Rd, Reese MI 48757.

Term of Agreement

This Agreement shall be effective as of the date 8 July 2025

and shall expire on the date 1 July 2026. Upon expiration of the above initial term, this Agreement shall automatically be renewed and extended for a like period of time unless terminated in writing by either party by providing written notice 20 days prior to the date for such renewal. This Agreement may also be terminated by mutual agreement of the parties at any time. Upon termination General Manager shall pay to Property Manager any fees, commissions and expenses due Property Manager under terms of this Agreement, which are owing to Property Manager. In the event of the premises not renting within a 30-day period of entering into this agreement, or of a vacancy continuing for a period of longer than 30 days, General Manager reserves the right to declare this agreement void.

This document represents the entire Agreement between the parties hereto.

IN WITNESS WHEREOF, the parties hereto hereby execute this Agreement on the date first above Written.

General Manager, on behalf of the Owners
Paul Pham

Property Manager
Alyse Schian