



PROPERTY MANAGEMENT AGREEMENT

物業管理協議

This Agreement is made and entered into this dy/mth/yr, between _____ (Owner), and RE/MAX Paradise Properties situated at St Christopher Club Commercial Center, in Frigate Bay St. Kitts W.I.

此協議訂制于____年__月__日, 是由_____(業主)及位于在聖基茨 Frigate 灣內聖·克
里斯托弗商務會所的 RE/MAX Paradise 物業管理之間簽訂。

Owner hereby employs the services of Vicki Blake, to manage the following described property: Vista Villas, Frigate Bay, St.Kitts.

業權人在此雇用 Vicki Blake 的服務, 用作管理以下物業: 聖基茨 Frigate 灣 Vista 別墅區,

Responsibilities of Manager; 管理人員責任

Owner hereby appoints Manager as his lawful agent and attorney-in-fact with full authority to do any and all lawful things necessary for the fulfillment of this Agreement, including the following:
業權人在此任命管理人員為其合法代理人及全權代理人行駛任何及全部有法定需要的行為去履行此合約, 包括以下事項:

1. Inspect unit with the owner before take over and together make an inventory of all contents.
在接收單位前與業主共同檢驗單位及盤點所有驗收物件。
2. To collect all rents as they become due, giving receipts therefore and to render to Owner a monthly accounting of rents received and expenses paid out; and to remit to Owner all income, less any sums paid out.
收集到期租金, 開具收據及提交每月帳戶收支帳; 及扣除支出總額後匯款至業主。
3. To refer or cause to refer all decorating, maintenance, alterations and repairs to said property to owner and seek Owner's permission before carrying out any of the stated.
涉及或導致涉及及所述業主物業的所有裝飾, 維護, 改建, 維修, 必需在事前尋求得到業主的批准。
4. Inspect unit at end of each lease for any discrepancies, report discrepancies to owner and seek Owner's advice.
在每份租約期滿時驗收單位出有所差異, 必需將差異匯報至業主及尋求解決建議。

5. To sign, renew and cancel rental agreements and leases for the property or any part thereof; to sue at Owner's expense and recover for rent and for loss or damage to any part of the property and/or furnishings thereof; and, when expedient, to compromise, settle and release any such legal proceedings or lawsuits.

在簽約, 續約, 取消租務協議及租賃合同任何部份; 業主的自費起訴并收回租金和損失或損害的任何部分的財產和/或家具; 及當合宜, 妥協及發佈任何此類法律程序或訴訟。

Vacant Condo: Manager's duties will include the following:

空置公寓: 管理人員的職責將包括如下:

Weekly visits 每周視察

1. Open up condo
入屋巡查.
2. Check all plumbing leaks/flush toilets
檢查喉管滲漏/馬桶沖水.
3. Check all appliances and electrical outlets
檢查所有電器及電插座.
4. Ensure unit is secured windows/doors etc.
確保單位門窗等安全.
5. Follow any special instructions by owner
按照業主特別指示.

Once a month 每月一次

1. Run A/C's for 1 hour
運行空調一小時
2. Test all appliances
所有電器全面測試
3. Follow any special instruction by owner
按照業主特別指示
4. If required pay bills on behalf of the owner as well as forward a copy to owner
如要求代業主繳付帳單並交予業主副本.
5. Pay HOA fees if required
如要求可代付業主協會費用.
6. Report to owner
匯報業主.

Notice: all out of pocket expenses are at the owner expense with prior written approval.

注意: 所有有關業主實際開支必需事先得到業主書面批准。

Liability of Manager: 管理人員責任

Owner hereby agrees to hold Manager harmless from any and all claims, charges, debts, demands and lawsuits, including attorney's fees related to his management of the herein-described property, and from any liability for injury on or about the property which may be suffered by any employee, tenant or guest upon the property. 業主在此同意擔任管理人員免受任何及所有有關在此所述管理物業的索賠，費用，債務，要求和訴訟，包括律師費，並由此物業內任何雇員，承租人或客人造成及引致的任何人身傷害的任何責任。

Management Fees; 管理費

Owner agrees to pay a standard monthly charge of \$100.00.
業主同意每月家期繳付 100 美元的定額費用。

Rental Commission; 租賃佣金

A rental commission of 10% of value of the lease will be paid to the agent when new tenants are placed. 當簽訂每張新租賃合同時，需繳付租賃合約總額的百分之十作為租賃佣金。

Term of Agreement; 協議條款

This Agreement shall be effective as of the dy/mth/yr, and shall expire on the dy/mth/yr.

此協議生效日期由 日 月 年至 日 月 年為止。

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 90 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 Owner shall pay to Manager any fees, commissions and expenses

當以上日期屆滿時，此協議將自動續期至同等時限，除非有任何一方在到期續約前 90 天以書面通知對方。此協議亦可在雙方同意下隨時中止。當合約終止時，業主應付給管理人員所有費用，佣金及開銷。

This document represents the entire Agreement between the parties hereto.

本文件代表了協議雙方之間的全部協議。

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

以资证明,双方特此执行本协议上面首次写明的日期。

Owners Contact information

業主聯絡資料

ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
COUNTRY _____ TELEPHONE _____ E-MAIL _____

