



**All County® Lehigh Valley Property Management**  
**Exclusive Rental Management Agreement**

1 W Broad St, Floor 11, Bethlehem, PA 18018 Phone: 484-261-6800  
info@allcountylv.com

Fax: 484-261-6801

**1. PARTIES:** This agreement between \_\_\_\_\_, the owner or legally appointed representative of the premises, hereafter called LANDLORD and ALL COUNTY® LEHIGH VALLEY, hereafter called the BROKER, whereby the LANDLORD appoints the BROKER, its agents, successors, and assigns EXCLUSIVE AGENT to rent, lease, operate, control and manage their properties.

**2. EXCLUSIVE RIGHT TO RENT, LEASE AND MANAGE:** Owner hereby employs BROKER exclusively, giving BROKER the exclusive right to rent, lease and manage LANDLORD'S property known as:

**SEE LIST BELOW IN SECTION 15 ON PAGE 5**

under the terms and conditions herein set forth. The property includes the entire premises in full UNLESS any areas such as shed(s), storage closet(s), garage, attics, crawl spaces, other storage areas, sheds, or rooms are specifically excluded by LANDLORD in writing. BROKER agrees to accept the management of the property, to the extent, for the period, and upon the terms herein provided and agrees to furnish the services of his organization for the renting, leasing, and management of the property. LANDLORD invests with BROKER with full power and authority to do and perform all and every lawful act and things necessary for the purposes of eviction and/or collection of rents and/or other monies due and any other lawful act deemed necessary or prudent in BROKER'S judgment in regard to said property. BROKER may do so in the name of the LANDLORD, in BROKER'S name alone, or in the names of both.

**3. TERM:** It is mutually agreed by and between the parties that this Management Agreement shall be binding upon the parties, successors, estate and assigns and shall remain in full force and effect until termination pursuant to the terms of paragraph 14. The term shall begin on \_\_\_\_\_ and will be in effect for one year and will automatically renew for successive year periods at the anniversary date so long as there has not been at least a thirty (30) day written notice prior to the next term given by either party to terminate.

**4. MANAGEMENT AUTHORITY AND BROKER RESPONSIBILITIES:** LANDLORD expressly grants to BROKER the following authority, powers and rights.

- A.** BROKER will use his best efforts to lease or rent with the following terms: FIRST MONTH'S RENT AND SECURITY DEPOSIT WILL BE COLLECTED BEFORE OCCUPANCY. AN ADDITIONAL SECURITY DEPOSIT MAY BE COLLECTED AT BROKERS DISCRETION. Any deviation from these terms must be agreed upon by all parties in writing. LANDLORD agrees to hold BROKER harmless for any failure to secure tenant(s) for the LANDLORD, any cancellation by the tenant(s), and/or failure to collect any rents or monies due from the Tenant for any reason.
- B.** Full management and control of the property with authority to collect all rent and other monies and securities from Tenants in the property, and issue receipts for same.
- C.** To prepare and negotiate new leases and renewals of existing leases in which BROKER is authorized to execute.
- D.** BROKER is granted by the LANDLORD the right to manage the property as the BROKER deems necessary, to collect all rental and other funds that may be due to LANDLORD, to cooperate with other BROKER'S or assign or sell the management account as BROKER may see fit, to require releases from all parties in the event of a controversy before disbursing funds and to do all those things BROKER deems necessary for the efficient management of the property with the exception of authority or responsibilities expressly retained by LANDLORD in writing.
- E.** To change locks on the property between tenancies for safety and security reasons.
- F.** To place "For Rent" signs on the property unless prohibited by applicable HOA bylaws or local ordinances.
- G.** To place a lock box on the property unless prohibited by applicable bylaws or local ordinances.

- H. BROKER is given the Exclusive Right to screen and approve or disapprove prospective tenant(s), to deliver, on LANDLORD'S behalf, any default notices to tenant(s) as may be necessary.
- I. LANDLORD agrees that any legal notices or institution of eviction or damage proceedings against tenant(s), through the courts or otherwise, must be taken by the LANDLORD individually or, with the permission of LANDLORD, BROKER shall hire an attorney to perform the eviction. Costs and attorney's fees to evict tenant(s) or otherwise will be paid by LANDLORD in advance and LANDLORD agrees to hold BROKER harmless for same.
- J. In the event tenant(s) vacate voluntarily or involuntarily owing rent monies due under the terms of the lease or any renewals, and, if these monies are collected in whole or part in the future, LANDLORD agrees that BROKER is entitled to a commission on any monies received in the percentage as set forth below and agrees to remit same to BROKER.
- K. To have repairs made, to purchase necessary supplies, to provide for all negotiating and contractual arrangements by suppliers or other independent contractors for all improvements, maintenance or repair services deemed necessary by LANDLORD and/or BROKER or to comply with applicable building housing, and health codes, and to determine that such services were performed in a proper and prescribed manner. LANDLORD'S approval shall be obtained on each improvement, maintenance or repair item that shall exceed two hundred dollars (\$200.00) in cost, except for emergency repairs. In case of emergency, i.e. air conditioning, heat, refrigerator, range or plumbing or any other repair the BROKER deems an emergency and or necessary in Broker's sole judgment for the safety of the tenant(s) or the welfare of the property, BROKER has authority to institute repairs, even if over the aforementioned limit.
- L. To collect from applicants or tenants any or all of the following: administrative fee, application fees, late rent fees, non-sufficient fund bank fees, re-leasing fees, lease modification fees, default notice fees, or any other fees that may now or in the future become a tenant(s) obligation. All such fees shall belong to BROKER to offset BROKER'S extra time and expense for handling additional work and responsibilities related to such fees need not account for such fees to LANDLORD, except late fees are split 50% between BROKER and LANDLORD. Funds collected from tenant(s) each month shall be applied to tenant(s) obligations chronologically beginning with the earliest obligation incurred.
- M. To receive interest on any BROKER trust accounts, and interest received, if any, shall belong to BROKER to offset BROKER'S time and expense of maintaining such accounts, and agent need not account for such interest earned to LANDLORD.
- N. To render monthly statements to LANDLORD of income and expenses and to disburse to LANDLORD the net proceeds of such accounting. Statements and financial disbursements will be made monthly-customarily between the 15<sup>th</sup> and 20<sup>th</sup> of each month, but in no case, will disbursements be made until tenant(s) funds have cleared BROKER'S bank. In the event disbursements should be made in excess of income collected, LANDLORD shall pay back such excess promptly to BROKER.
- O. In the event a Tenant is sent to a collection agency or a prospective tenant places a good faith or holding deposit with BROKER and fails to take possession, said deposit/fee or portion thereof, if retained, shall be disbursed 50% to LANDLORD and 50% to BROKER. BROKER retains the sole and exclusive right to refund this deposit to prospective Tenant in full or part upon the advice of BROKER'S legal counsel and LANDLORD agrees to hold BROKER harmless for same.

##### **5. LANDLORD ASSURANCES AND RESPONSIBILITIES:**

- A. LANDLORD warrants that the property to be managed is a legal rental unit and rental of same will not be in violation of any ordinances. LANDLORD warrants that he/she/they constitute all of the owners of the property and will provide a copy of the deed if requested by BROKER. LANDLORD assures that he/she/they have full power and authority to hire BROKER and have the right to receive income proceeds from the property and that this power, authority, and right have not been assigned, or transferred to others.
- B. LANDLORD shall place in reserve with BROKER Five Hundred (**\$500.00**) per property, for the purpose of maintenance, repairs, or other expenses that may arise, and authorizes BROKER to replenish this reserve from rents collected.
- C. To cooperate fully with BROKER with all applicable building, housing, and health codes, as well as fair housing regulations. The property shall be rented without regard to race, creed, color, religion, sex, national origin, age, disability, marital status, familial status, or sexual preferences.
- D. To indemnify, defend, and save BROKER harmless to all costs, expenses, suits, claims, liabilities, damages, proceedings, or attorney's fees, including but not limited to those arising out of any injury or death to any person or persons or damage to any property of any kind whatsoever and to whomsoever belonging, including LANDLORD, in any way relating to the rental, leasing, and management of the property or the performance or exercise of any of the duties, obligations, powers, rights or authority granted to BROKER.

**6. INSURANCE/FEES/TAXES/CHARGES:** LANDLORD shall pay direct any condominium maintenance fees, taxes, insurance, mortgages, and other charges. LANDLORD agrees that they shall maintain public liability insurance coverage on the property at all times in an amount not less than \$100,000.00 per person and \$300,000.00 per occurrence and shall furnish BROKER with proof of insurance and a copy of the declaration page within 14 days of the execution of this agreement. LANDLORD agrees to name BROKER as an additional insured on all policies. LANDLORD agrees to pay BROKER an annual fee of \$50.00 if said insurance declaration page is not provided to BROKER. LANDLORD agrees to and does hereby indemnify and hold harmless BROKER, it's employees, agents and assigns, from any and all claims, suits, damages costs, losses and expenses arising from the management of the property and from any injury to persons and/or property occurring on or about the premises. LANDLORD agrees to indemnify BROKER for any damages suffered as a result of any lapse in or failure by LANDLORD to maintain insurance coverage.

**7. UTILITIES:** If allowed by law and unless otherwise agreed to by the parties, Tenant(s) are required to have telephone service, cable, electric service, water service and all other utilities in their own name. In any lease where the tenant(s) shall have use of the LANDLORD's utilities and be responsible for all or part of the bill(s), LANDLORD shall pay the entire bill in a timely manner and forward copies to this office for reimbursement. Under no circumstances shall LANDLORD cause the termination of these services and LANDLORD agrees to indemnify BROKER for any damages or litigation fees/cost incurred by BROKER if LANDLORD improperly terminates a utility service. BROKER will deduct bills to the extent of funds available and LANDLORD agrees that BROKER shall be in no way responsible for nonpayment of or theft of any utility service by tenant(s). If BROKER collects laundry money on behalf of an owner, a 50% fee of monies collected will be paid to the BROKER by the LANDLORD. If BROKER collects laundry money on behalf of the LANDLORD, a 50% fee of monies collected will be due to the BROKER by the LANDLORD.

**8. CONDOMINIUM/HOMEOWNERS ASSOCIATIONS:** In a condominium unit, the lease shall be subject to the Declaration of Condominium pertaining thereto and the rules and regulations of the Association and Board of Directors there under and, further, the LANDLORD shall be responsible for providing BROKER with all current rules and regulations, and for payment of any recreation, land, and/or other fees, fines levied by the association, or assessments and LANDLORD agrees to indemnify BROKER for payment of same. In the event the tenant(s) fail to comply with the rules and regulations and the association or board levies fines or assessments against the LANDLORD, LANDLORD agrees that BROKER is in no way liable for the payment of any fees, fines, or assessments.

**9. FURNISHINGS/WARRANTIES:** The LANDLORD shall deliver a copy of the furnishings inventory if furnished or, in the alternate, pay the BROKER \$30.00 to provide same. (The \$30.00 fee is subject to change with notification by first class mail). It is LANDLORD's responsibility to keep the inventory current. LANDLORD is also to deliver copies to BROKER of any Service Contracts or Warranties that exist, if any. If no Warranties or Service Contracts are received at the time this agreement is executed, BROKER shall assume none exist. LANDLORD will provide four (4) full sets of keys plus two (2) mail keys (if applicable) to the BROKER. In unfurnished units, LANDLORD will provide window treatments/basic blinds and screens for windows and doors (if applicable) and their hardware or authorize BROKER to purchase and install same.

**10. DAMAGES or MISSING ITEMS:** BROKER is not responsible for damage to the premises or items missing, switched out, lost or damaged under any circumstances, including but not limited to, theft, vandalism or negligence of tenant(s) or their guests. In furnished units, an inventory will be checked by BROKER at departure. In the event tenant(s) damage the premises or owes any monies to the LANDLORD, BROKER is given the exclusive authority to determine in its professional judgment the amount due, charge the Tenant accordingly and/or settle with the tenant(s) upon advice of BROKER'S legal counsel. Broker is given the power to make claims upon the security deposit on behalf of Landlord and Broker shall not be held liable for any failure to make claim(s) on any damages which were not readily apparent to Broker.

**11. OFFICE SERVICES AT OPTION TO LANDLORD:** Broker provides direct deposit free of charge to deposit funds into LANDLORD'S account. LANDLORD may request a paper check mailed at \$10 per check. BROKER provides online statements free of charge with a specific log-in ID, which are to be run from the 16<sup>th</sup> to the 15<sup>th</sup> of the months. Documents available and older than 3 months may be emailed for \$1 per document page or mailed at \$5 per document page.

**12. BROKER COMPENSATION:** BROKER shall be entitled to a rental commission from all rent monies collected and shall retain any charges deemed "additional rent" or fees in the lease agreement.

**A. START UP FEE:** There is no start-up fee with All County.

**B. FOR LEASING (with management services):**

a. **LEASING:** Upon BROKER filling a vacancy with an approved tenant, a one-time Leasing fee of a full

month's rent or a minimum of \$400, whichever is greater. THIS IS A ONE-TIME MANDATORY FEE, which covers a wide variety of services such as advertising, showing vacant unit(s), fully computerized system, arranging for and supervising repairs, inspections, collection and payment of applicable local and state taxes from funds received from tenant(s), preparation of Federal Form # 1099, etc.

- b. **LEASE EXTENSIONS:** In the event there is a new lease entered into by a current tenant, a Lease Renewal fee of **\$175** is due upon execution. In the event LANDLORD agrees to any lease with a contracted term over 1 year, an additional Lease Extension fee of \$175 is due upon execution above and beyond Leasing or Renewal Fee.
- c. **LEASE GUARANTEE:** If a tenant has been qualified by BROKER and defaults within the first 6 months of original lease term, BROKER agrees not to charge a leasing fee. If a tenant has been qualified by BROKER and defaults within 7 to 9 months of original lease term, BROKER agrees to reduce leasing fee by one half (1/2) when re-leasing property.

**C. FOR MANAGEMENT:** The management fee will be 10% of all rents received or a minimum of \$99 per month, whichever is greater. This fee is collected ONLY when rents are collected that month, so if no money is collected, no fees are charged. This 10% fee is collected also on any money received by tenants to pay for charges such as utilities, repair damages, concessions to the tenant for hotel, etc.

**D. MAINTENANCE SURCHARGES:** There is no mark-up of any bill paid on behalf of the LANDLORD by BROKER.

**E. COMPETITOR MATCH:** We will match our competitors' contracts within 25 miles of our office. Subject to verification & prudence.

**F. PRE-EXISTING CONDITION COORDINATION:** As BROKER typically does not receive any compensation while a unit is vacant, in the event the property requires extensive amount of effort prior to placing the property on the market, either due to pre-existing conditions or from damages caused by a tenant BROKER did not procure, LANDLORD agrees to pay BROKER a one-time fee based on the following schedule:

Up to 2 contractor bids: Free. (Example: Minor handyman items, paint, and carpet).

For 3 or up to 4 contractor bids: 1/2 on one full month's rent or a minimum of \$400, whichever is greater. Handling the eviction legal paperwork (of the courts and an attorney) of any tenant not procured by BROKER, LANDLORD agrees to pay BROKER a flat fee of \$300.

BROKER will not place a tenant using government assisted housing vouchers on a vacancy, unless LANDLORD explicitly requests it, and if so LANDLORD agrees to pay BROKER a fee of \$250 for handling paperwork and inspections with the government assisted housing authority. An additional fee of \$150 will be charged to the LANDLORD for lease renewals for government assisted housing in addition to the lease extension/renewal fee.

**G. IF BROKER IS LEASING ONLY, NOT MANAGING (aka: EARLY TERMINATION OPTION)**

- a. A **\$250 advertising fee** must be paid to BROKER upfront, before advertising will start.
- b. Upon BROKER filling a vacancy with an approved tenant, a one-time leasing fee of a full month's rent will be due from LANDLORD. This will cover a wide variety of services such as showing the vacant unit, collecting applications, screening all prospects, full lease execution, confirmation of utility transfers, collection of security deposit, closing out of the account.

**H. TRANSACTIONAL SALE:** In the event the property, in part or whole, shall be offered for sale to a tenant or buyer procured by BROKER at any time, even after tenancy has been terminated and even after the management agreement has been terminated and for the following 12 months of such, LANDLORD agrees to pay BROKER a commission equal to 6% of the gross sales price of the property upon closing of any such sale.

**13. POWER OF ATTORNEY:** LANDLORD(s) hereby grant Broker, its agents, successors and assigns the authority and power of attorney to sign leases and other documents pertaining to the management of the property on behalf of and in place of LANDLORD(s). LANDLORD(s) hereby agree that they will be bound by such signature of BROKER, its agents, successors and assigns as if LANDLORD had signed the lease or other pertaining documents. LANDLORD(s) signature on this agreement authorizes BROKER to assume power of attorney.

**14. TERMINATION:** Termination by LANDLORD is effective 30 days after when actually physically received by BROKER. In the event this agreement is terminated by LANDLORD or BROKER, the BROKER's rights provided for in paragraph 13 shall survive such termination for a period not to exceed 30 days (termination period). BROKER reserves the right to cancel the management agreement immediately with written or verbal notice. All monies expended by BROKER shall be paid to BROKER prior to this cancellation and BROKER is authorized to withhold any sums owed to BROKER from monies held prior to the final disbursement to LANDLORD. For any lease that is executed within 120 days of termination, LANDLORD shall pay to BROKER an amount equal to one full month's rent plus a \$250 advertising fee. LANDLORD agrees to pay a \$250 cancellation fee if no tenant is placed in a property within four (4) months of the execution date of this agreement.

**15. NOTICES:** Whenever any notice is required in this agreement or desire to communicate formally or legally by LANDLORD to BROKER, notice must be in writing and mailed certified or return receipt requested to the address as indicated hereafter, and deemed delivered upon actual physical receipt thereof, not date of mailing.

BROKER: All County Lehigh Valley  
 1 W Broad St, Floor 11 Ph: 484-261-6800  
 Bethlehem, PA 18018 Fax: 484-261-6801  
 Email: info@allcountylv.com

LANDLORD: \_\_\_\_\_  
 Print Name Owner name (Printed) Tax ID # \_\_\_\_\_  
 \_\_\_\_\_  
 Owner name (Printed) Tax ID# \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**List of Properties per Section 2:**

Address	City	County	State	Zip
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**16. ADDITIONAL TERMS**

**A. RECOVERY FUND** Pennsylvania has a Real Estate Recovery Fund (the Fund) to repay any person who has received a final court ruling (civil judgment) against a Pennsylvania real estate licensee because of fraud, misrepresentation, or deceit in a real estate transaction. The Fund repays persons who have not been able to collect the judgment after trying all lawful ways to do so. For complete details about the Fund, call (717) 783-3658

**B. GOVERNING LAW, VENUE, AND PERSONAL JURISDICTION**

- (A) The validity and construction of this Agreement, and the rights and duties of the parties, will be governed in accordance with the laws of the Commonwealth of Pennsylvania.
- (B) The parties agree that any dispute, controversy or claim arising under or in connection with this Agreement or its performance by either party submitted to a court shall be filed exclusively by and in the state or federal courts sitting in the Commonwealth of Pennsylvania.

**C. MEDIATION** LANDLORD and BROKER will submit all disputes or claims that arise from this Agreement to mediation. Mediation fees, contained in the mediator's fee schedule, will be divided equally among the parties and will be paid before the mediation conference. This mediation process must be concluded before any party to the dispute may initiate legal proceedings in any courtroom, with the exception of filing a summons if it is necessary to stop any statute of limitations from expiring. Any agreement reached through mediation and signed by the parties will be binding. Any agreement to mediate disputes or claims arising from this Agreement will survive termination.

#### **D. NOTICE TO PERSONS OFFERING TO SELL OR RENT HOUSING IN PENNSYLVANIA**

- (A) Your attention is directed to the provisions of the Pennsylvania Human Relations Act, as amended (43 P.S. §951, et seq.). This law prohibits discrimination because of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals in the selling, leasing or financing of residential housing. All housing offered for sale is subject to the provisions of the law. In the rental of housing, the provisions of the law apply to all residences except (1) single or two-unit buildings in which one of the units is occupied by the LANDLORD or lessee, and (2) rooms in a landlord-occupied rooming house with a common entrance. The only general category of housing which is exempt from the provisions of the law is housing owned by religious, charitable, educational, private or fraternal organizations, and used to promote the religious principles or the aims, purposes or fraternal principles for which such organizations were established. Note: an amendment to the Real Estate Brokers License Act of May 1, 1929, Act of October 11, 1967, makes it unlawful for a real estate broker or salesperson to accept a listing with an understanding that illegal discrimination in the sale or rental of housing is to be practiced. The rules and regulations of the Pennsylvania Human Relations Commission (16 Pa. Code §43.21) require that all licensed brokers or salespersons with whom you list your property for sale or rent shall give you a copy of this notice. The purpose of this notice is to help you comply with the fair housing provisions of the Pennsylvania Law.
- (B) The municipality in which the Property is located may have enacted an ordinance or other law that extends the protections for access to housing to additional classes of individuals, such as gay, lesbian, bisexual and transgender individuals and couples. BROKER and LANDLORD are advised to check with the local municipality, a representative from the Pennsylvania Human Relations Commission, or their own attorneys for further guidance.

#### **E. LEAD PAINT**

- (A) The Residential Lead-Based Paint Hazard Reduction Act says that any landlord of property built before 1978 must give the tenant an EPA pamphlet titled "Protect Your Family From Lead in Your Home." The landlord also must tell the tenant and the broker what the landlord knows about lead-based paint and lead-based paint hazards that are in or on the property being rented. The landlord must tell the tenant how the landlord knows that lead-based paint and lead-based paint hazards are on the property, where the lead-based paint and lead-based paint hazards are, the condition of the painted surfaces, and any other information the landlord knows about lead-based paint and lead-based paint hazards on the property. Any landlord of a pre-1978 structure must also give the tenant any records and reports that the landlord has or can get about lead-based paint or lead-based paint hazards in or around the property being rented, the common areas, or other dwellings in multi-family housing. The Act does not require the landlord to inspect for lead paint hazards or to correct lead paint hazards on the property. The Act does not apply to housing built in 1978 or later.
- (B) **Landlord has no knowledge** of the presence of lead-based paint or lead-based paint hazards in or about the Property, **unless checked**.  
 Landlord has knowledge of the presence of lead-based paint or lead-based paint hazards in or about the Property.  
**Landlord has no reports or records** about lead-based paint or lead-based paint hazards on the Property **unless stated below**:
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#### **F. MISCELLANEOUS**

- (A) Landlord has received the Lead-Based Paint Hazards Disclosure Form and agrees to complete and return to Broker in a timely manner, if required.
- (B) Landlord has read the Consumer Notice as adopted by the State Real Estate Commission at 49 Pa. Code §35.336.
- (C) Broker and Landlord acknowledge receipt of a copy of this Agreement at the time of signing.
- (D) This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and which counterparts together shall constitute one and the same Agreement of the Parties.
- (E) Return of this Agreement, and any addenda and amendments, including return by electronic transmission, bearing the signatures of all parties, constitutes acceptance by the parties.
- (F) Landlord gives permission for Broker to send information about this transaction to the fax number(s) and/or e-mail address(es) listed.

**17. MODIFICATION OF THIS AGREEMENT:** BROKER may change the terms of this agreement by giving 60 days written notice to LANDLORD. The 60 days shall be counted from the date notice was mailed. Should no written objection be forthcoming from LANDLORD within 60-day period, LANDLORD'S acceptance of said changes shall be presumed.

FACSIMILE SIGNATURES: THE PARTIES AGREE THAT THIS AGREEMENT MAY BE EXECUTED BY FACSIMILE AND SUCH FACSIMILES SHALL BE BINDING AS IF ORIGINALS.

\*\*\*IMPORTANT NOTICE \*\*\*

IN COMPLIANCE WITH THE FEDERAL FAIR HOUSING ACT, please do not ask or expect us to place any restrictions on your property based on a prospective tenant(s) race, color, national origin, religion, sex, disability, familial status. FEDERAL AND STATE LAWS prohibit us from placing any such restrictions on the properties we handle for rent.

EXECUTED on \_\_\_\_\_.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
All County Lehigh Valley Agent

\_\_\_\_\_  
Owner Signature