



Owner _____

Address _____

Date _____

Maple Leaf Property Management LLC

Property Manager _____

Phone _____

Email _____





our reliable service · your peace of mind

Property Management and Leasing Agreement

In consideration of the covenants contained herein: _____ as **Owner** and Maple Leaf Management LLC as **Agent** or **Manager** agrees as follows:

The Owner employs the Agent to exclusively lease and manage the property know as:

Address _____

upon the terms and conditions set forth herein for the period commencing on ____ day of _____ 20____.

Lease Agreement

The Agent agrees to:

- Prepare a rental market analysis and make recommendations to enhance potential.
- Market the home with video marketing, internet exposure and other targeted venues.
- Schedule individual appointments and meet on site.
- Investigate carefully the references of prospective tenants including performing a credit check, criminal check and eviction report on each adult applicant before entering into any rental agreement with said applicant.
- Draft contract to meet terms negotiated. Facilitate signing supply copies to the parties.
- Receive all funds from tenant. Deposit all security deposit collections in a Trust bank account, separate from the Agent's other personal or business bank accounts. All rent collection will go into Agent's business bank account.
- To earnestly obtain for the benefit of the Owner all discounts allowed on purchases of supplies, materials or repairs needed to get the property in best rentable condition.

The Owner Agrees to:

- Reimburse Agent for all expenses incurred relating to the property in a timely manner.
- To hold the Agent harmless from all damage suits in connection with the management of the property and from liability for injuries suffered by any employees or other persons whomsoever, and to carry, at his or her own expense, liability insurance adequate to protect the interests of all parties hereto.
- This agreement shall be binding upon the successors, and assigns of the Owner.

Compensation: Upon the completion of a new lease on said property, Owner agrees to pay to Maple Leaf Management LLC, the Broker in this transaction, a commission equal to 75% of one month's rent or minimum of \$1,500.00, for services rendered and authorizes Agent to deduct said sum from the first month's rent received from Tenant unless otherwise agreed.

Other _____



our reliable service · your peace of mind

Management Agreement

The Agent hereby agrees:

- To accept the management of the above premises and agrees to furnish the services of his organization for the operation and managing of said premises.
- To collect rents and other income as they become due, giving receipts therefore and to render to Owner a monthly and yearly accounting of rents received and expenses paid out; and to remit to Owner all income, less any sums paid out. Owner agrees to keep a \$500.00 reserve in the owners account for expenses.
- Respond to tenant complaints, inquiries, requests for maintenance, and notices of termination.
- To make or cause to be made all decoration, maintenance, alterations and repairs to the property and to hire and supervise all employees and other labor for the accomplishment of the same in a timely manner.
- To pay all operation expenses such as authorized by the Owner in a timely manner. Agent shall authorize all repairs up to \$500.00; anything over \$500.00 will require authorization from the Owner. The exception would be if it is an emergency situation and the Owner can't be reached.
- Agent shall handle all tenant requests and negotiations that may arise and shall make every reasonable action to enforce the terms and conditions of the leases. Agent shall retain the late fees and returned check fees, legal notice charges and tenant application fees.
- To render emergency repairs, when Owner is not readily available, as may be required because of danger to life or property or which are immediately necessary for the preservation and safety of the premises or the safety of the tenants and occupants thereof or are required to avoid the suspension of any necessary services to the premises.
- To establish and maintain complete and orderly files for each tenant containing correspondence, rent Maple Leaf Management records, lease agreements, and all other documents and papers pertaining to the tenancy.
- To sign, renew and cancel rental agreements and leases for the property or any part thereof; sue and recover for rent and for loss or damage to any part of the property and/or furnishing thereof; and, when expedient, to compromise, settle and release any such legal proceedings or lawsuits. Agent is not authorized to practice law, however.
- Agent shall consult with legal advisors as needed in performing his duties on behalf of the owner with the collection of rent or eviction of a tenant. All expenses for attorney's fees shall be borne by the Owner.

The Owner hereby agrees:

- To maintain \$500.00 in Funds in the Agent's Operating Account for each property managed. Agent has the authority to withdraw such funds to pay Agent's fees, repairs, and other property charges against the Fund.
- If expenses are more than rent received, owner shall reimburse the Agent for all such expenditures in a timely manner.
- To obtain and maintain Property and Casualty insurance on said properties.
- To have the home professionally cleaned and the carpets professionally cleaned upon first tenancy. This is also a requirement of our tenants at their cost upon move out.
- To hold the Agent harmless from all damage suits in connection with the management of the property and from liability for injuries suffered by any employees or other persons whomsoever, and to carry, at his or her own expense liability insurance adequate to protect the interests of all parties hereto.



our reliable service · your peace of mind

— Pay the Agent a supervisory fee of \$65.00 an hour for major repairs that are ABOVE AND BEYOND routine maintenance. Such improvements to the home would include but not be limited to capital improvements such as a remodel, new roof or damage from flood or fire.

Example: Normal management to include basic yard cleaning, painting, and carpet cleaning. Anything in addition would be considered above and beyond, such as a remodel to include light fixtures, vanities, update kitchen cabinets, appliances and all flooring.

— This agreement shall be binding upon the successors, and assigns of the Owner.

Compensation: Owner agrees to pay Agent each month for property management the amount of 8% of gross rent collected or \$150.00 per unit whichever is more.

Other _____

Termination of Contract: This contract can be terminated at any time with 30 days' notice. Upon termination Owner shall pay to Manager any fees, commissions and expenses under terms of this Agreement, which is owed to Manager.

Renewal Fee: In the event the Lease is extended for a new one-year or longer lease term after expiration of the original term, and a lease extension is executed with the tenant, owner shall pay to Broker an additional renewal fee of \$250.00. This commission shall be due and payable at the commencement of the extended period. If the new lease extension is shorter than one year, the \$250 will be pro-rated and reduced to reflect the number of months the tenant has agreed to rent the premises.

Monthly Accounting: All rents are collected and expenses paid during the course of the month. The owner's check is then direct deposited on the 25th of the month. Depending on which bank the owner has their account it can take up to three days to process. Owner Statements are forwarded by email to the owners Portal on the 1st of the month. The owners will not receive their first check until all expenses have been paid and there is \$500.00 reserve in their account.

Place additional data
here



our reliable service · your peace of mind

THE UNDERSIGNED PARTIES ACKNOWLEDGE RECEIPT OF A COPY
HEREOF.

Date _____

Owner

Maple Leaf Management

Print Name _____

Print Name _____

Signature _____

Signature _____

Address _____

Address PO Box 75086

Seattle, WA 98175

Phone _____

Phone (206) 250-7367

Cell _____

Cell _____

Email _____

Email _____

For tax reporting purposes (1099 Misc. Income) we need your Social Security number if you report as an individual, or your Tax ID number is you report as an LLC or Corporation.

Owner Direct Deposit

Banking Information Routing Number

Bank Account Number



NOTICE: THE AMOUNT OF RATE OF REAL ESTATE COMMISSIONS IS NOT FIXED BY LAW. IT IS SET BY EACH BROKER INDIVIDUALLY AND MAY BE NEGOTIABLE BETWEEN THE OWNER AND BROKER.



our reliable service · your peace of mind

Guide to Damages and Normal Wear and Tear

Normal wear and tear can be confusing for many. Normal wear and tear is essentially the deterioration of an item that occurs under normal conditions. Damage occurs from accidents or unreasonable use. Even intentional alterations to the premises can be considered damage. Rented premises should be returned to a Landlord in the same condition it was given to the Tenant minus normal wear and tear. NOTE: Damages caused by things beyond tenant’s control (such as building fires, break-ins or natural disasters) may or may not be tenant’s responsibility. This list is not intended to determine fault, but just to distinguish between normal wear and tear and more extensive damage. Examples:

Normal Wear and Tear

- Worn or loose hinges on doors or locks.
- A few small tack or nail holes, minor marks on or nicks in wall.
- Scuffed up wood floors.
- Loose or inoperable faucet or door handles.
- Toilet runs or wobbles.
- Faded, cracked or chipped paint.
- Loose wallpaper.
- Carpeting/curtains showing average wear or fading by sun.
- A rug worn thin by ordinary use.
- Vinyl flooring worn thin.
- Stains on old porcelain fixtures that have lost their protective coating.
- Bathroom mirror beginning to “desilver”.
- Worn gaskets on refrigerator.
- Worn countertop.
- Cabinet doors that will not close.
- Closet door off track.
- Dusty blinds.
- Food odors or smoke, that dissipate over a few hours.

Damages

- Doors with holes. Windows or doors broken. Damage to door or doorframe from forced entry.
- Large or substantial holes or dents in wall.
- Badly scratched or gouged wood floors.
- Broken or missing faucet or door handles.
- Broken toilet seat or tank top.
- Crayon marks, writing on walls, unapproved paint color or excessive dirt requiring more than one coat to cover.
- Ripped, torn or marked up wallpaper.
- Torn, stained or burned carpeting/curtains.
- Stains and odors in rug caused by pets, spills or leaks.
- Vinyl flooring with tears, holes or burn marks.
- Grime-coated bathtub and toilet.
- Mirrors broken, missing or caked with grime.
- Broken refrigerator shelves, trays, bins or bars.
- Burns or cuts in countertop.
- Greasy, sticky or broken cabinets and interiors.
- Damaged or missing closet door.
- Missing, broken or bent slats on blinds.
- Broken windows or torn or missing screens.
- Smoke damage to paint from smoking or burning candles.
- Lost keys.

After determining if an item requires replacement due to Tenant’s abuse or neglect (not normal wear and tear), to calculate Tenant’s responsibility, a Landlord must know: (a) actual cost to replace the item, (b) how long an item would be expected to be useful before it wears out (its “useful life”), (c) current age of the item, and (d) its remaining useful life. Landlord may only charge Tenant for the remaining useful life of the item.

Example:

Cost of new dishwasher: \$400
 Useful life of dishwasher: 10 years
 Age of dishwasher at the end of tenancy: 4 years
 Remaining useful life: 6 years (10 years less 4 years)
 Tenant responsibility: \$400 x .60 = \$240

I understand that this will be the expectation regarding normal wear and tear.

Owner _____ Date _____



our reliable service · your peace of mind

Address _____

Kitchen

- Defrost the refrigerator.
- Thoroughly clean around, under and in oven, oven racks, stove top, knobs, hood and fan per manufacturer’s instructions
- Drip pans must be cleaned. Replace if they do not appear new after cleaning.
- Clean all cabinets/drawers inside and outside, counter tops, sink and faucet.

Bathrooms

- Clean bathtubs, showers, sinks, faucets, fans, medicine cabinets, mirrors, counters, drawers, woodwork, toilets.
- Clean soap dishes and wipe down towel bars.
- Glass door, if applicable, should be cleaned so all of the soap scum is removed.

Bedrooms, Dining & Living Rooms, Family Rooms, Ect

- Clean windows, window sills, tracks, and screens; replace damaged screens and windows.
- Wipe down closets and wipe down shelves.

Miscellaneous

- Remove nails, ect from walls; fill any holes with spackle and wipe clean with damp rag.
- Professionally clean all carpets, drapes, curtains, and blinds; they must not show any water markings, stains, tears, burn holes, damage or other neglect not previously documented.
- Clean all floors, molding, and baseboards; wash tile floors.
- Where applicable; clean and sweep out fireplace or wood stove, hearth, and mantle.
- Pick up and dispose of all miscellaneous waste, debris, garbage, ect.
- Where applicable; mow, weed, and restore yard to its original condition.
- Thoroughly clean the inside, outside, underneath, and top of all appliances; as well as filters where applicable.
- Wipe all walls, ceilings, corners, doors, and doorframes removing any mildew, grease, stains, scum, and cobwebs.
- Clean all wall heaters, vents, and fans on floor or wall.
- Clean all light fixtures and exhaust fans from grease and dirt, electrical wall plates/covers, and replace light bulbs.

Special Notes

- Necessary cleaning and yard work will be charged at the rate of \$50-\$65 per hour depending on vendor.
- Chips and scratches in enameled appliances, sinks, counters, and woodwork will be assessed charges for damages.
- Do not paint or make repairs to sheet rock without approval of property manager.

I understand that this will be the expectation regarding initial cleaning.

Owner _____ Owner _____ Date _____



our reliable service · your peace of mind

Guide to Lawn and Yard Care

You are expected to keep the yard and lawn in good condition all year long.

The Seattle Public Utilities recommends that you water shrubs deeply, but infrequently when the weather starts to get warmer. Most plants do best if the soil is allowed to partially dry out between waterings.

For lawns, a loss of shine or footprints showing indicate that it's time to water. Trees and shrubs usually don't need any watering once their roots are fully established (two to five years), except in very dry years. In Seattle we often let our lawns go dormant in the summer. This is different than letting a lawn die. If you choose to let your lawn go dormant and you have dogs, be aware that this can cause more damage and the lawn may need to be aerated and overseeded in the fall to bring the lawn back to good condition.

Watering – No plants, shrubs or lawns should die due to lack of water. Allowing any plant to die is considered damage and you will be financially responsible for the cost of replacement. **Dormant summer lawns** still require once a month watering. **Annuals and vegetables** need water when showing signs of wilt. **Perennials** need water when they stay droopy even in the evening.

Mowing – Keep all lawns trimmer and edged especially during the growing season (March-October).

Weeding – All planting beds in front and back yards including any parking strip is applicable. Weeding often keeps weeds at bay.

Trimming – Any shrubs smaller than 6' tall are your responsibility to maintain

All yard waste must be disposed of in the provided compost container.

Seattle Public Utilities link to Smart Watering:

http://www.seattle.gov/util/groups/public/@spu/@conservation/documents/webcontent/smartwate_200311261701453.pdf

In your last month of tenancy, the yard will need to be in excellent condition so it shows well when marketing to new tenants, if you choose, Maple Leaf Management can coordinate a yard cleanup for you at your expense.

I understand that this will be the expectation regarding lawn and yard care.

Owner _____ Date _____

Owner _____ Date _____



our reliable service • your peace of mind

Changing Utilities

Electric

If you are living there, please read the meter and call in numbers to close out the account on the last day of your occupancy. If you are not living there, we will take care of changing over the electrical to the new tenant.

- Seattle City Light: 206-684-3000
- PUD: 425-783-1000
- Puget Sound Energy: 888-225-5773

Water/Sewer/Garbage

The Water/Sewer/Garbage stays in your name, but the mailing address will be Maple Leaf Management LLC.

The address should read:

Your Name
c/o Maple Leaf Management PO Box 75086
Seattle, WA 98175

Please have them disable any paperless billing or e-accounts. The account needs to go to **paper billing**. The utility company will not let us change any paperless billing or e-accounts, this can only be done by the owner.

- City of Seattle: 206-684-3000
- Alderwood: 425-787-0220
- City of Edmonds: 425-771-0241
- Northshore: 425-398-4402
- Everett Utilities: 425-257-8999
- Ronald Wastewater: 206-546-2494
- Shoreline Water: 206-362-8100
- Allied Waste: 206-332-7777
- Rubatino (Everett): 425-259-0044
- Sound Disposal: 425-778-2404
- Waste Management: 800-835-2272

Gas

Close out the account as of the first day of new tenants' occupancy.

- Puget Sound Energy: 888-225-5773



our reliable service · your peace of mind

End of the Month & How it Works

The Owner Statement

This statement is just a cash flow statement. It is emailed to you on the last day of the month. It shows all the income or actually "cash" that comes in and all the expenses that go out in order of how it happened during that month. You will see the rent coming in, and the expenses being paid, in order of how things happened. You can see the date that your owner's distribution went into your account (it will always be approximately the 25th of the month). It is meant to be just a report of cash in and cash out and the date that it happened. Those numbers that will be reflected on your 1099 will come from your income statement.

The Cash Flow Statement

This statement is very similar to the Income Statement. While showing everything included on the Income Statement it will also show Prepaid Rent, Owner Distributions, and Cash flow for the current month and year to date. You will also be able to view your beginning and ending balances for the month, similar to a checkbook.

The Income Statement

This statement is the actual income and expense totals on your account for the current month and year to date. The total rent, the total expenses and the net amount at the end of the month. These figures will line up directly with your 1099 and the end of the year. If you only want to see the totals, you just need to go to this report.

Bills and Invoice

Along with these statements is a copy of all the invoices for the month. These are there for you to refer to in case you may have a question and if you should need them for tax purposes.

The Timing

All rents are collected and expenses paid during the course of the month. The owners check is then direct deposited on the 25th of the month. Owner statements are forwarded by email to the Owners Portal on the 1st of the month. The owners will not receive their first check until all expenses have been paid and there is a \$500.00 reserve in their account.

Utility Bills

The first utility bills can be confusing. You will pay the first Water/Sewage/Garbage bill. The bill will be prorated and the tenant will be charged their portion. The tenant's reimbursement will show up as income, but it will offset the original Water/Sewage/Garbage bill giving you a net expense. If these two events happen over the course of two months, it can look confusing; with the expense being paid in one month and the tenant reimburses you in the next.



our reliable service · your peace of mind

Authorization for Utility Billing and Management

Property Address _____

Property Owner _____

Owner Mailing Address _____

Owner Phone _____

I _____ grant Maple Leaf Management LLC permission to access and direct all notices and statements regarding utility billing information for the above named property.

Property Manager Maple Leaf Management
PO Box 75086
Seattle, WA 98175
206-250-7367

Property owner understands and agrees that this direction shall not affect Property Owner's liability for payment of bills.

Owner _____ Date _____

Owner _____ Date _____

Sewer Company _____

Water Company _____

Electric Company _____

Gas Company _____

Garbage Company _____

Recycling Company _____

HOA _____

Please remember to remove all accounts from e-bill and e-pay

Code Compliance

— guidelines on Seattle regulations governing safety and quality of life

Registering Your Rental Property

Effective May 15, 2014

WHAT IS RRIO?

The Rental Registration and Inspection Ordinance (RRIO) was established by the Seattle City Council after an extensive public involvement process. RRIO helps ensure that all rental housing in Seattle is safe and meets basic housing maintenance requirements. Starting in 2014, all rental property owners in Seattle must register their properties with the City. Inspectors will make sure all registered properties comply with minimum housing and safety standards at least once every 10 years.

WHO IS REQUIRED TO REGISTER?

Anyone who owns or manages a rental housing unit in Seattle is required to register unless they qualify for a registration exception. Exceptions include government-owned, government-operated, and institutional rental housing. To find out if your property qualifies for a registration exception visit www.seattle.gov/RRIO and go to the Owners & Managers section.

WHEN DO I NEED TO REGISTER?

You must register your rental properties by the following due dates:

- All properties with 10 or more units must be registered by September 30, 2014.
- All properties with 5–9 units must be registered by March 31, 2015.
- During 2015 and 2016, single-family, duplex, triplex, and fourplex properties with rental units will be registered. We will base specific due dates for these properties on the ZIP code where the property is located. The complete schedule of due dates is available at www.seattle.gov/RRIO.

WHAT DO I NEED TO REGISTER?

To register a property, you will need the following:

- **Parcel number for the rental property.** The parcel number can be found on the King County Assessor's website.
- **Three contact types** for each property registered:
 - Applicant—this is the person filling out the application. This could be the owner or the property manager.
 - Owner(s)—this is the person(s) or organization listed on the title for the rental property.
 - Tenant Contact for Repair—this is the person/company that a tenant would call if a repair needs to be made in a rental housing unit. This is the only contact that will be publicly displayed on the RRIO Certificate of Registration.
- The **number of rental units** on your property.
- **Declaration of Compliance.** You will need to declare that the property and available rental units meet the standards described in the RRIO Checklist. You can find the RRIO Checklist at www.seattle.gov/RRIO in the Owners & Managers section.

HOW MUCH DOES IT COST TO REGISTER?

The RRIO registration fee is good for 5 years from the date you register your rental property. The five-year fee is \$175 for a property and its first rental unit, plus \$2 for each additional unit. For example:

Number of Rental Housing Units	Base Fee (property + 1st unit)	Unit Fee	Total for Five Years
1	\$175	\$0	\$175
2	\$175	\$2	\$177
10	\$175	\$18	\$193
100	\$175	\$198	\$373



HOW TO REGISTER

You can register online. When using the online option, you must pay your registration fee with a credit card. To register online go to www.seattle.gov/RRIO and click on Register My Property under “What Do You Want To Do?” on the right side of the page. You will need to create a sign-in account for the system and then register for the RRIO program.

You can also register by mail or in-person.

1. You can download a mail-in registration form from www.seattle.gov/RRIO. You can also get a form from the 20th floor at Seattle Municipal Tower (700 5th Avenue, Seattle, WA 98104) or by calling (206) 684-4110.

If you are registering by mail, send your completed registration form and payment to:

City of Seattle—Rental Registration
P.O. Box 34234
Seattle, WA 98124-1234

You may pay your registration fee with check, money order, or cashier check—please do not send cash via mail.

2. In person registration is possible on the 20th floor at the Seattle Municipal Tower (700 5th Avenue, Seattle, WA 98124). A paper registration form will be available for you to fill out and sign the declaration. You may pay your registration fee with credit, check, money order, cashier check or cash.

WHERE TO GO FOR HELP

If you need help with your registration or if you have questions about the RRIO program:

- Find more information on our website at www.seattle.gov/RRIO.
- Submit a question through our website by clicking the Send us a RRIO Question link under “Still Need Help?” on the right side of the page.
- Call the RRIO Hotline at (206) 684-4110.
- Visit the walk-in help desk at the following location:
Seattle Municipal Tower
700 Fifth Avenue, 20th floor
Seattle, WA 98104

- Yes, I want Maple Leaf Management to register for me.
- No, I will register the property myself.

Sign

Date

Access to Information

Links to electronic versions of DPD **Tips, Director's Rules**, and the **Seattle Municipal Code** are available on the "Tools & Resources" page of our website at www.seattle.gov/dpd. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.