



Phoenix Realty of Wake County Inc.
Vacant Property Management Agreement

Property Address: _____

Please select one of the following choices regarding the management of your property while it is vacant:

(initials) 1. I elect to have Phoenix manage my property while it is vacant at a rate of \$25 per month including all the utilities. Once the property is re-rented, the monthly fee will revert to the standard management fee as outlined in the management agreement. I agree to provide additional funds to Phoenix as requested to cover bills that need to be paid.

(initials) 2. I elect to have Phoenix continue to manage my property while it is vacant at a rate of \$25 per month. However, I will manage all the utilities, lawn care, HOA dues, and incoming bills. I will arrange for all utilities (electric, water/sewer, and gas) to be connected as soon as the property becomes vacant and I will pay all the utility invoices directly. Once the property is re-rented, the monthly fee will revert to the standard management fee as outlined in the management agreement.

(initials) 3. I elect to handle the management of the property until the property is occupied again. I will arrange for all the utilities to be connected as soon as the property becomes vacant. I will also arrange for lawn care, payment of HOA dues, and all other scheduled payments. I will arrange to have the property made ready for the next tenant. I will notify Phoenix when the unit is ready and available to show prospective tenants. I acknowledge that Phoenix will cease management on the date that the lease expires except for marketing the unit to a new tenant and will resume management on the beginning date of the new Rental Contract.

Owner Initials _____ Agent Initials _____

ver. 1.2012