



Professional Property Management

Dominique V. Higa, Broker



Residential Properties

MAINTENANCE SERVICING CONTRACT

File # _____ Address _____

The Maintenance Servicing Contract is a permanent part of Owner's records. Agent has at Owner's disposal a full service maintenance department. This contract provides Agent with specific parameters regarding the maintenance of Owner's property.

MANDATORY MAINTENANCE:

- Annual carbon monoxide inspection on all gas serviced heater/furnaces.
- Annual chimney inspections on all wood burning fireplaces.
- Annual dryer vent cleaning on all applicable properties.
- Snow removal and de-icing for all properties that are a four-plex or larger.
- Fire extinguisher inspections and maintenance for all properties that include a fire extinguisher.
- Annual inspection for general condition, to replace furnace filters, replace smoke detector batteries and to be aware of preventative maintenance issues.
- Resident turn-over inspections.

ELECTIVE MAINTENANCE:

- Landscape maintenance. Yes No Frequency: Monthly * Quarterly Annually
- Owner has landscaper: Landscapers name & phone number _____
- Landscape drip system semi-annual maintenance. Yes No
- Evaporative cooler semi-annual maintenance. Yes No

DISCLOSURE:

Home/Builder Warranty, Yes No Company Name _____
Telephone # _____ Policy # _____ Effective dates _____

Owner grants permission for Agent to provide maintenance up to the amount of **(minimum \$300.00)**

\$_____ per work order. In the case of a move-out, all resident charged maintenance will be performed regardless of aforementioned amount. However, if required maintenance will exceed the amount of Resident's deposit on hand, Agent will contact Owner, and no work will be performed, which may delay the remarketing of the property.

Owner agrees and understands that Agent may need to perform needed or preventative maintenance on Owner's property. Health and Safety issues/concerns will be handled immediately and Owner grants Agent permission to perform health/safety/emergency maintenance which may be in excess of the aforementioned disclosure amount. Agent will contact Owner regarding such, when feasible.

Owner agrees and understands that this contract is a permanent part of Owner's records. If any changes are to be made to this agreement, a new contract must be filled out, signed by Owner and received by Agent prior to any changes taking effect.

Effective Date: _____

Owner's Signature Date

Owner's Signature Date

Agent's Signature Date

Broker's Signature Date

TNT, Inc.
402 White Spar Road, Prescott, AZ 86303
(928) 445-8000 Fax: (928) 776-7045
Email: homes@tntprescott.com / website: www.tntprescott.com