



Larocque Property Management  
3795 Gregoire Rd. Russell, ON. K4R-0H5  
Tel: (613) 869-6578 Ext #3 (client services)  
ClientServices@LarocquePM.com

## PROPERTY MANAGEMENT AGREEMENT

THIS AGREEMENT made this \_\_\_ day of \_\_\_\_\_, 20\_\_ (“Effective Date”) by and between **Larocque Property Management INC.** 3795 Gregoire Rd. Russell, ON. K4R-0H5. (hereafter referred to as the “AGENT”)

AND;

(Name) \_\_\_\_\_  
(registered owner)

(Address) \_\_\_\_\_

(hereafter referred to as “OWNER”).

### Rental Property Address:

**RENTAL ADDRESS:** \_\_\_\_\_  
**Unit&Street      City      Prov.      Postal Code**

(hereafter referred to as “Rental Property”)

### Recitals

**WHEREAS** the **OWNER(s)** is/are registered owner(s) and holds legal title or other lawful authority for the property and premises of the Rental Property, including authority to enter into this Agreement;

**WHEREAS** the **OWNER** wishes to retain the services of the **AGENT** and the **AGENT** wishes to perform the said services more fully described hereunder, in the manner and upon the terms and conditions hereafter set forth;

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## SECTION A: RENTAL SERVICE

**\*\*Rental Service fee includes\*\***

- 3.1 The **AGENT** shall be responsible for and shall exercise reasonable care and diligence in performing the following Services herein on behalf of the **OWNER**, and shall have all actual, usual and implied authority to:
- (A) ***Advertise the rental property & cover costs related to service***; cover the costs for taking pictures, making virtual tours, undertaking the review process of application for candidates/applicants of the Rental Property, including promoting and advertising of the Rental Property in print and electronic media at the sole discretion of the **AGENT** for the nature and location of the Rental Property;
  - (B) ***Require applicants to complete an application form***: The **AGENT** will review provided employment and residential support documentation, including obtain and review credit history whenever possible for approval of creditworthiness of the applicant by the **AGENT**. The **OWNER** understand and agrees that the **AGENT** does not assumes any liability in the event the tenant ultimately proves to be uncreditworthy or otherwise unsuitable;
  - (C) ***Landlord Member Empowerment & Risk Evaluation Reports*** – The **AGENT** shall provide a full **Tenant Risk Evaluation** for the **OWNER**'s review, to assist should the **OWNER** so desire to participate in the selection process of a successful candidate to sign a lease or rental agreement for the Rental Property based on an ethical process of elimination of unsuitable tenants, by comparison of applicant's interviews, credit scores, proof of income and or references checks.
  - (D) ***Tenant Welcome Kit*** – The **AGENT** shall create a Tenant welcome kit for your rental property detailing MANY important information, including general tenant responsibility list (not in full legal details), reminders to emergency planing and more.
  - (E) ***Rent, lease, sublet*** – The agent shall undertake the renting, leasing, assumption and sublet service, including negotiating the terms of the rental or tenancy agreement with the applicants and or tenants (based on the **OWNER**'s standard form of agreement if **OWNER** has a standard form agreement, or based on the **AGENT**'s standard form of agreement if the **OWNER** does not have one, provided the rent and other terms and conditions are prescribed or approved by the **OWNER** in writing or by e-mail);