



# HOUSE MANAGER AGREEMENT

Castle Property LLC

206 South Avenue, Harrisonburg, VA 22801 (540) 564 - 2659  
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This Agreement adds additional rights and responsibilities for the House Manager and their Co-Signer listed below.

House Manager Name: \_\_\_\_\_

Co-Signer: \_\_\_\_\_

Property Location: \_\_\_\_\_

Agreement Date: \_\_\_\_\_

### All Tenants and Co-signers have agreed on page 3 of the lease to the following:

- 1: Allow the House Manager (HM) to set the move-in, move-out, and all inspections for the property.
- 2: Contact the HM directly for all non-emergency service work, maintenance, or repair requests at the property.
- 3: Allow the HM to determine how all common area utility bills, repairs, damages, fines, or cleaning charges should be divided.
- 4: Repay the HM in a timely manner for their portion of any common area charges paid directly by the HM for the group.
- 5: Allow the House Manager to object to a replacement Tenant seeking to occupy any individual bedroom in the property either by sublease or by signing a replacement lease. A majority vote of the remaining Tenants can overrule the HM objection.

### HM RESPONSIBILITIES:

- 1: To schedule and attend the move-in, move-out, and all periodic inspections with Castle Property LLC.
- 2: To obtain sufficient trash cans to meet the Tenant's and to oversee the weekly pickup.
- 3: To supply a snow shovel and make arrangements for snow removal for the entire lease term including breaks.
- 4: To monitor outside trash daily and deposit any loose trash into trash cans.
- 5: To monitor daily inside trash, cleaning, and dirty dishes to limit the likelihood of rodent or pest infestation.
- 6: To monitor that garbage and trash is contained inside interior cans or taken outside to the outside cans on a weekly basis.
- 7: HM will promptly notify CP about any damages that occur, or repairs that are needed at the property.
- 8: HM risks termination of this agreement if there is a past due account balance longer than 15 days.
- 9: HM will perform the above listed duties, assign to roommates, or hire outside labor to complete these tasks.
- 10: To make arrangements for Tenant requested telephone, cable TV, and, internet services.

### HM COMPENSATION:

House Manager will receive a monthly discount of \$\_\_\_\_\_ at the beginning of each payment month to compensate for the additional responsibility and work. If the House Manager Agreement is terminated at any time during the term, the previous month's compensation will be refunded to CP and the terminated HM will not receive further compensation. Any new HM will begin receiving compensation the month after taking on the responsibilities.

### TERMINATION OF HM AGREEMENT:

**Termination by House Manager or their Co-Signer** can be done at any time by sending written notice to Castle Property.

Termination will be effective the day notice is received. CP would become the HM for the remainder of the lease term.

**Termination by the other Tenants at the Property** can be done if the majority of the Tenants are not pleased with how the HM is performing the assigned responsibilities. Written notice to Castle Property should include the names of all the Tenants choosing to remove the HM. CP would become the HM for the remainder of the lease term.

**Termination by Castle Property** can be done if Castle Property determines that the HM is not performing the assigned responsibilities or if HM's account is delinquent for 30 days. CP would become the HM for the remainder of the lease term.

### HOUSE MANAGER chooses these options for the lease term (HM and HM Co-Signer have discussed and agree):

The HM may choose at any time in writing to change the options for the agreement. The HM would be responsible for the cost of the clerical time to make the any changes to the HM Agreement and to notify all parties of the lease.

UTILITIES: HM chooses [ ] Individually Billed Utilities [ ] Utilities Billed to House Manager (see Page 3 of lease)

COMMON AREA CHARGES: HM chooses [ ] Billed Individually [ ] All Charges Billed to House Manager

Tenant: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Signer: \_\_\_\_\_

Date: \_\_\_\_\_

Landlord: \_\_\_\_\_

Date: \_\_\_\_\_