



Addendum A.

New Residential Leasing & Property Management Agreement

Rental Proceeds	Rental proceeds to be paid out to owners no later than the 10th of every month.
Owner Required Documents	Owner to provide Property Management Company with copy of HOA documents, Restrictive Covenants and Bylaws.
Required Cleaning Services	Property must be cleaned and carpets professionally cleaned prior to initial resident move in. This can be achieved by the owner's preferred vendor, or by vendors that our team has designated to perform these tasks prior to a new lease commencement date. For a flat fee of \$595.00, ForeFront Property Management can have this achieved in no time at all!(see attached flier)
Mandatory Texas Property Code Work	Property must be brought up to Texas Property Code at Owner's expense. This will include rekeying of the home with the addition of peephole viewers and keyless deadbolts if not already present, and the addition/updating of smoke detectors where needed.
Guaranteed Pet Damage Coverage	ForeFront Property Management will pay up to \$1,000.00 per pet (maximum 2 pets) which will cover for pet damages to property over security deposit amount.
Maintenance/Repairs Performed by Owners	Owners performing maintenance on/in an occupied home is strictly prohibited. This measure is set in place to ensure that you as the owner and our team are not open to legal liability circumstances if something were to occur.
One-Time Management Setup Fee	There will be a one-time fee of \$100.00 for the setup of any new management.

Owner Signature: _____ Date Signed: _____



<p>Annual Walk-Thru Reporting</p>	<p>Annual walk-through report will be prepared by ForeFront Property Management or designee. A fee of \$85.00 will be charged to the owner of the property. (Silver and Gold Plans)</p>
<p>Utility Coordination Fee</p>	<p>Utility Coordination fee (one-time) of \$75.00 will be charged during setup of property.</p>
<p>Additionally Insured or Co-Insured on Homeowners Insurance Policy</p>	<p>Pursuant to Paragraph 10. Sections A. of the property management agreement all landlords are required to name ForeFront Property Management as either additionally insured or co-insured on the homeowners insurance policy. (Being named “additional-interest” does not satisfy the requirement.) This would need to be completed within the first 30 days of management services commencing. A \$20.00 fee will be assessed each month until documentation is provided.</p>
<p>Home Warranty Coordination Fee</p>	<p>Home Warranty Coordination fee of \$25.00 per claim submitted (If Owner elects to use a Home Warranty Plan).</p>
<p>Maintenance Coordination Fee</p>	<p>ForeFront Property Management will charge a \$20 Maintenance Coordination Fee (MCF) on each invoice received for work completed at your property. This fee is capped to not exceed \$100 during a single month.</p>
<p>Optional Landlord Protection Discounts</p>	<p>ForeFront Property Management will contribute 25% towards the premium cost of 8 weeks of coverage (if enrolled in the Gold Plan) or 50% towards the premium cost of 16 weeks of coverage (if enrolled in the Platinum Plan) of any additional coverage purchased through a ForeFront Property Management prequalified Landlord Protection Plan company.</p>

Owner Signature: _____ Date Signed: _____



End of Year Financial Reports	End of year financial reports (1099 Report) will be completed at a cost of \$35.00. This will also include a profit and loss statement and access to associated documents related to your property.
Termination of Contract One-Time Fee	There will be a one-time fee of \$100.00(per property) for document retention after the termination of a management agreement.

Owner Signature: _____ Date Signed: _____



\$595 CLEANING SERVICE

After many requests from outgoing residents and owners, ForeFront Property Management can offer a flat-rate cleaning service for the homes that we manage. This service is offered to both residents and owners and will include an entire home maid service, and professional carpet cleaning.

For a flat fee of \$595.00, ForeFront Property Management will provide the following cleaning services:

- Top to bottom - “hotel ready” maid service
- Clean all bathrooms
- Clean kitchen - stove, microwave, counters, refrigerator
- Wipe down all blinds, ceiling fans, bannisters, light fixtures
- Sweep and mop all hard surfaces
- Remove minor trash and vacuum all floors
- (Excessive trash removal will incur additional fees)
- Sweep off any exterior living spaces - front and back porches
- Professional Carpet Cleaning - entire home
- Spot stain treatment
- Pet treatment where needed
- Steam Clean all carpets in the home

This service is not a money making effort by ForeFront Property Management. It is offered to ensure that the home is getting cleaned properly to our standards of clean. Too many problems have occurred in the past when residents claim they clean the home - and we have to re-clean it on their behalf. Or, the owner has left the home in “clean” condition, only to find that the tenant is very displeased with the move in condition. Everyone has a different level of “clean”, but in the end, it’s on ForeFrontProperty Management to deal with an unclean home.

We encourage all owners and residents to take advantage of this program. As we like to say - if it’s not done right, WE (ForeFront Property Management) will be responsible for the home being clean and will make it right.

Initial Here:	I elect to enroll in the cleaning services plan through ForeFront Property Management!
Initial Here:	I will provide my own cleaning services that meet the requirements listed above.

Owner Signature: _____ Date Signed: _____