<!DOCTYPE html>

<html lang="en">

<head>

<meta charset="UTF-8">

<meta name="viewport" content="width=device-width, initial-scale=1.0">

<title>HomeWorks Property Management Agreement</title>

<link rel="preconnect" href="https://fonts.googleapis.com">

<link rel="preconnect" href="https://fonts.gstatic.com" crossorigin>

<link href="https://fonts.googleapis.com/css2?family=Playfair+Display:wght@700&family=Lora:wght@400;700&family=Roboto:wght@400;500;700&display=swap" rel="stylesheet">

<script src="https://cdn.tailwindcss.com"></script>

<style>

/\* Base and Screen Styles \*/

body {

font-family: 'Lora', serif;

background-color: #e0e0e0;

color: #1a1a1a;

font-size: 11pt;

line-height: 1.6;

}

.main-container {

max-width: 8.5in;

min-height: 11in;

margin: 2rem auto;

background-color: #ffffff;

box-shadow: 0 10px 40px rgba(0,0,0,0.15);

border: 1px solid #ccc;

overflow: hidden; /\* Ensures header corners are rounded \*/

}

.header-font { font-family: 'Playfair Display', serif; }

.body-font { font-family: 'Roboto', sans-serif; }

/\* New, Sophisticated Header Design \*/

.contract-header {

background-color: #002a24; /\* Deep, authoritative teal \*/

color: #f1f1f1;

padding: 2rem 2.5rem;

display: flex;

align-items: center;

justify-content: space-between;

border-bottom: 4px solid #D4AF37; /\* Gold accent line \*/

}

.header-logo img {

height: 70px;

width: auto;

}

.header-title-block {

text-align: right;

}

.contract-title {

font-family: 'Playfair Display', serif;

font-weight: 700;

color: #FFFFFF; /\* Crisp white for authority \*/

font-size: 2.5rem;

letter-spacing: 1px;

margin: 0;

}

.contract-subtitle {

font-family: 'Lora', serif;

font-weight: 400;

color: #d1d5db; /\* Softer gray for subtitle \*/

font-size: 1.1rem;

margin-top: 0.25rem;

font-style: italic;

}

/\* Main Content Styles \*/

.section-title {

font-family: 'Playfair Display', serif;

font-weight: 700;

color: #003a31;

border-bottom: 2px solid #D4AF37;

padding-bottom: 0.5rem;

margin-top: 2rem;

margin-bottom: 1.5rem;

font-size: 1.75rem;

}

.subsection-title {

font-family: 'Roboto', sans-serif;

font-weight: 700;

color: #333;

margin-top: 1.5rem;

margin-bottom: 0.75rem;

font-size: 1.1rem;

text-transform: uppercase;

letter-spacing: 0.5px;

}

.content-card {

background-color: #f7f7f7;

border-left: 4px solid #003a31;

padding: 1rem 1.5rem;

margin: 1rem 0;

border-radius: 4px;

}

table {

width: 100%;

border-collapse: collapse;

margin: 1.5rem 0;

}

th, td {

padding: 12px 15px;

text-align: left;

border: 1px solid #dee2e6;

word-wrap: break-word;

vertical-align: top;

}

th {

background-color: #f1f5f9;

font-family: 'Roboto', sans-serif;

font-weight: 700;

}

tr:nth-child(even) { background-color: #f8f9fa; }

.bg-hw-footer { background-color: #002a24; } /\* Match header color \*/

.signature-block {

margin-top: 3rem;

padding-top: 1.5rem;

border-top: 1px solid #ccc;

}

.signature-line {

border-bottom: 1px solid #333;

margin-top: 3rem;

margin-bottom: 0.5rem;

}

.signature-label {

font-size: 9pt;

color: #555;

font-family: 'Roboto', sans-serif;

}

/\* Print-Specific Styles \*/

@media print {

@page { size: letter; margin: 0.75in; }

body { background-color: #ffffff; -webkit-print-color-adjust: exact; print-color-adjust: exact; font-size: 10pt; }

.main-container { box-shadow: none; margin: 0; border: none; }

.contract-header {

background-color: #ffffff !important;

border-bottom: 2px solid #000000 !important;

padding: 1rem 0;

}

.header-logo img { height: 60px; }

.contract-title { color: #000000 !important; font-size: 2rem; }

.contract-subtitle { color: #555555 !important; }

.content-card, tr:nth-child(even) { background-color: #f8f9fa !important; }

th { background-color: #f1f5f9 !important; }

.bg-hw-footer { background-color: #f1f5f9 !important; color: #000000 !important; }

.bg-hw-footer p { color: #000000 !important; }

.content-card, table, tr, section { page-break-inside: avoid; }

h2, h3 { page-break-after: avoid; }

a { color: #003a31 !important; text-decoration: none; }

}

</style>

</head>

<body class="p-2 md:p-8">

<div class="main-container">

<header class="contract-header">

<div class="header-logo">

<img src="https://github.com/Z-Insights/HomeWorks/blob/main/HWPM%20Logo%203D.png?raw=true" alt="HomeWorks Property Management LLC Logo" onerror="this.onerror=null;this.src='https://placehold.co/200x70/cccccc/ffffff?text=Logo';">

</div>

<div class="header-title-block">

<h1 class="contract-title">Property Management Agreement</h1>

<p class="contract-subtitle">Master Edition: July 2025 (MD Multi-County)</p>

</div>

</header>

<main class="p-6 md:p-10 body-font">

<p class="text-gray-600 text-sm">This Property Management Agreement ("Agreement") is made effective as of the date of final signature, by and between the legal owner(s) of the property(ies) listed in Exhibit A ("Owner") and HomeWorks Property Management LLC, a Maryland Limited Liability Company ("Manager"). This is a legally binding instrument establishing an exclusive agency relationship. The parties acknowledge they have had the opportunity to review this Agreement with independent legal counsel.</p>

<section id="summary" class="mt-8">

<h2 class="section-title">Section 1: Key Provisions & Summary</h2>

<p class="text-gray-700 leading-relaxed mb-6">This summary provides the critical terms for quick reference. In the event of a conflict between this summary and the body of the Agreement, the terms and conditions detailed in the body of this Agreement and its Exhibits shall control.</p>

<table>

<tbody>

<tr><th>Item</th><th>Details</th></tr>

<tr><td><strong>Owner Information</strong></td><td>Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <br> Entity (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <br> Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <br> Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <br> Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_</td></tr>

<tr><td><strong>Manager Information</strong></td><td>HomeWorks Property Management LLC <br> 100 West Road, Suite 300, Towson, MD 21204 <br> Phone: (410) 413-1279 <br> Email: Help@hwpmmd.com</td></tr>

<tr><td><strong>Managed Property(ies)</strong></td><td>See <strong>Exhibit A</strong> for a complete list of properties governed by this Agreement.</td></tr>

<tr><td><strong>Agreement Term</strong></td><td><strong>Initial Term:</strong> One (1) year, beginning on the Effective Date.<br> <strong>Renewal:</strong> This Agreement shall automatically renew for successive one-year periods unless terminated by either party with a minimum of thirty (30) days' written notice prior to the expiration of the current term.</td></tr>

<tr><td><strong>Management Fee</strong></td><td>\_\_\_\_\_% of Gross Monthly Rent collected. This fee is not assessed on vacant properties.</td></tr>

<tr><td><strong>Leasing Fee</strong></td><td>\_\_\_\_\_% of the first full month's rent for securing a new tenant. This fee is waived for qualified lease renewals.</td></tr>

<tr><td><strong>Operating Reserve</strong></td><td>A minimum of <strong>$300.00</strong> per property shall be funded by Owner and maintained in the Owner's account at all times.</td></tr>

<tr><td><strong>Maintenance Approval</strong></td><td>Manager is pre-authorized to approve non-emergency repairs up to <strong>$300.00</strong>. Owner approval is required for expenses exceeding this amount, except in emergencies.</td></tr>

</tbody>

</table>

</section>

<section id="agency">

<h2 class="section-title">Section 2: Appointment & Scope of Agency</h2>

<p><strong>2.1. Exclusive Agency:</strong> Owner hereby appoints Manager as the sole and exclusive agent to rent, lease, operate, and manage the property(ies) listed in Exhibit A (the "Property").</p>

<p><strong>2.2. Manager's Authority:</strong> Owner grants Manager the authority to perform all acts reasonably necessary to protect the Property and fulfill this Agreement, including but not limited to:</p>

<ul class="list-disc list-inside space-y-2 pl-4 mt-4">

<li>Marketing the Property for rent across various channels.</li>

<li>Screening and selecting tenants in strict compliance with all applicable Federal, State, and Local Fair Housing laws.</li>

<li>Negotiating, preparing, and executing lease agreements and addenda on behalf of the Owner for terms not to exceed twenty-four (24) months.</li>

<li>Collecting all rents, security deposits, and other fees from tenants.</li>

<li>Enforcing lease terms, including serving notices and, upon Owner approval, initiating legal actions for eviction or collection in the Owner's name.</li>

</ul>

</section>

<section id="financials">

<h2 class="section-title">Section 3: Financial Administration</h2>

<div class="space-y-4">

<h3 class="subsection-title">3.1. Financial Accounts & Trust Obligations</h3>

<p>Manager shall hold all funds in a Maryland-based financial institution. Security deposits will be held in a separate, interest-bearing escrow account in strict compliance with Maryland Real Property Code § 8-203.</p>

<h3 class="subsection-title">3.2. Rent Collection & Disbursement</h3>

<p>Manager shall use diligent efforts to collect all rent due. Disbursements to Owner are made from cleared funds only. To the extent cleared funds are available, net proceeds shall be disbursed to the Owner on or about the 10th of each month.</p>

<div class="content-card">

<h4 class="font-bold body-font text-lg text-gray-800">Net Payout Calculation</h4>

<p class="mt-2 text-gray-600">Owner's payout is calculated as: (Cleared & Available Balance) - (Required Operating Reserve) - (Accrued Management Fees & Other Approved Costs) = <strong>Net Payout</strong>.</p>

</div>

<h3 class="subsection-title">3.2.1. Application of Tenant Payments</h3>

<p>To maintain clear accounting and mitigate risk, Manager will apply all tenant payments in the following non-negotiable sequence: (1) Security Deposit replenishment; (2) Aged Rental Arrears; (3) Current Rent Due; (4) Late Fees; (5) Utilities; (6) Legal Costs; (7) Other Operational Fees.</p>

<h3 class="subsection-title">3.3. Management Fees & Other Charges</h3>

<p>Owner shall pay Manager the agreed-upon percentage of Gross Monthly Rent collected. All late fees and administrative fees (e.g., application fees, NSF fees) are retained by the Manager to cover associated administrative costs. Services outside the normal scope may incur fees as outlined in <strong>Exhibit B</strong>.</p>

</div>

</section>

<section id="maintenance">

<h2 class="section-title">Section 4: Property Maintenance & Repairs</h2>

<div class="space-y-4">

<p><strong>4.1. Manager's Authorization:</strong> Manager is authorized to oversee all ordinary repairs and maintenance to keep the Property in a safe, habitable, and legally compliant condition.</p>

<p><strong>4.2. Owner-Performed Maintenance:</strong> For liability, insurance, and safety reasons, all maintenance performed at an occupied Property <strong>must</strong> be executed by Manager's approved, licensed, and insured vendors. Owner may perform work on a vacant property only with prior coordination and written approval from Manager.</p>

<p><strong>4.3. Home Warranties:</strong> The use of third-party home warranties is strongly discouraged as their service levels often conflict with legal requirements for timely tenant repairs. If an Owner requires the use of a warranty, an additional administrative fee will apply, as detailed in Exhibit B.</p>

</div>

</section>

<section id="owner-duties">

<h2 class="section-title">Section 5: Owner's Covenants & Responsibilities</h2>

<div class="space-y-4">

<p>Owner shall provide and maintain current copies of the following:</p>

<ul class="list-disc list-inside space-y-2 pl-4 mt-4">

<li>A fully completed IRS Form W-9.</li>

<li>Proof of landlord/hazard insurance naming "HomeWorks Property Management LLC" as an "Additional Insured."</li>

<li>For properties built before 1978, a valid MDE Lead Poisoning Prevention Program certificate. Failure to maintain a valid certificate is grounds for immediate termination of this Agreement.</li>

<li>Proof of current local rental licensing and registration for the applicable jurisdiction (See Exhibit C).</li>

<li>Copies of any existing leases and all keys, fobs, and access codes.</li>

</ul>

<p>Owner represents and warrants that they have full legal authority to enter into this Agreement and that the Property is, or will be delivered, in a clean, safe, and legally compliant condition.</p>

</div>

</section>

<section id="insurance">

<h2 class="section-title">Section 6: Insurance & Indemnification</h2>

<p><strong>6.1. Owner's Insurance:</strong> Owner shall, at their sole expense, maintain a comprehensive landlord or hazard insurance policy with liability coverage of no less than $500,000. This policy <strong>must</strong> name <strong>HomeWorks Property Management LLC</strong> as an <strong>"Additional Insured."</strong> This is a non-negotiable condition of this Agreement.</p>

<p><strong>6.2. Indemnification:</strong> Owner agrees to indemnify, defend, and hold Manager harmless from any and all claims, damages, costs, and liabilities arising from the management of the Property, except for those resulting directly from the Manager's gross negligence or willful misconduct. This clause shall survive the termination of this Agreement.</p>

</section>

<section id="general">

<h2 class="section-title">Section 7: General Provisions</h2>

<p><strong>7.1. Governing Law & Venue:</strong> This Agreement shall be governed by the laws of the State of Maryland. The parties agree that any legal action shall be filed in the appropriate court within the State of Maryland.</p>

<p><strong>7.2. Entire Agreement & Amendments:</strong> This Agreement, including all Exhibits, constitutes the entire agreement between the parties. Any amendments must be in writing and signed by both parties.</p>

<p><strong>7.3. Notices:</strong> All notices shall be in writing and sent to the addresses listed in Section 1, or via email if receipt is acknowledged by the recipient.</p>

</section>

<div class="signature-block grid grid-cols-1 md:grid-cols-2 gap-8">

<div>

<h3 class="subsection-title">OWNER:</h3>

<div class="signature-line"></div>

<p class="signature-label">Signature</p>

<div class="signature-line mt-8"></div>

<p class="signature-label">Printed Name</p>

<div class="signature-line mt-8"></div>

<p class="signature-label">Date</p>

</div>

<div>

<h3 class="subsection-title">MANAGER: for HomeWorks Property Management LLC</h3>

<div class="signature-line"></div>

<p class="signature-label">Signature</p>

<div class="signature-line mt-8"></div>

<p class="signature-label">Printed Name & Title</p>

<div class="signature-line mt-8"></div>

<p class="signature-label">Date</p>

</div>

</div>

<section id="exhibit-a" style="page-break-before: always;">

<h2 class="section-title">EXHIBIT A: Properties to be Managed</h2>

<p class="text-gray-700 leading-relaxed mb-6">This exhibit lists the specific property or properties governed by this Agreement and may be amended in writing to add or remove properties, with such amendment signed by both parties.</p>

<table>

<thead><tr><th>Street Address</th><th>City</th><th>State</th><th>Zip Code</th><th># of Units</th></tr></thead>

<tbody>

<tr><td>&nbsp;</td><td>&nbsp;</td><td>MD</td><td>&nbsp;</td><td>&nbsp;</td></tr>

<tr><td>&nbsp;</td><td>&nbsp;</td><td>MD</td><td>&nbsp;</td><td>&nbsp;</td></tr>

<tr><td>&nbsp;</td><td>&nbsp;</td><td>MD</td><td>&nbsp;</td><td>&nbsp;</td></tr>

</tbody>

</table>

</section>

<section id="exhibit-b" style="page-break-before: always;">

<h2 class="section-title">EXHIBIT B: Schedule of Fees & Optional Programs</h2>

<p class="text-gray-700 leading-relaxed mb-6">The following details fees for services outside the scope of standard management, as well as optional programs available to the Owner.</p>

<table>

<thead><tr><th>Service</th><th>Fee</th><th>Notes</th></tr></thead>

<tbody>

<tr><td><strong>Property Registration / Licensing</strong></td><td>$25.00 per registration</td><td>Fee for administrative handling of MDE Lead and local rental license filings. Owner remains responsible for all government-mandated filing fees.</td></tr>

<tr><td><strong>Quarterly Property Assessment</strong></td><td>$49.00 per assessment</td><td>Optional visual assessment of property condition with a summary report. This service does not constitute a formal home inspection.</td></tr>

<tr><td><strong>Home Warranty Admin Fee</strong></td><td>$50.00 per claim</td><td>Charged for the additional administrative time required to coordinate with third-party home warranty companies.</td></tr>

<tr><td><strong>Eviction Protection Program</strong></td><td>$25/mo (1st unit)<br>$10/mo (add'l)</td><td>Enroll? (Y/N) \_\_\_\_<br>Covers certain legal filing fees for tenants placed by Manager. Terms and conditions apply.</td></tr>

<tr><td><strong>Pet Assurance Program</strong></td><td>FREE</td><td>Enroll? (Y/N) \_\_\_\_<br>Provides up to $1,000 in coverage for pet damages beyond the security deposit for pets screened by Manager.</td></tr>

<tr><td><strong>Real Estate Rescue Program</strong></td><td>Varies (Quote Provided)</td><td>Required? (Y/N) \_\_\_\_<br>For properties with pre-existing issues such as non-paying tenants or compliance violations at onboarding.</td></tr>

</tbody>

</table>

</section>

<section id="exhibit-c" style="page-break-before: always;">

<h2 class="section-title">EXHIBIT C: Jurisdictional Compliance Acknowledgment</h2>

<p class="text-gray-700 leading-relaxed mb-6">Owner acknowledges that Manager provides services across multiple jurisdictions in Maryland, each with its own specific set of rental laws, licensing requirements, and property registration ordinances. These jurisdictions include, but are not limited to:</p>

<ul class="list-disc list-inside space-y-2 pl-4 my-4 font-semibold">

<li>Baltimore City</li>

<li>Baltimore County</li>

<li>Anne Arundel County</li>

<li>Harford County</li>

<li>Howard County</li>

<li>Carroll County</li>

</ul>

<p class="text-gray-700 leading-relaxed">Owner understands and agrees that ensuring compliance with the specific regulations of the jurisdiction where each managed property is located is a shared responsibility. Manager will guide the Owner and, where authorized per Exhibit B, manage the necessary registrations and licensing on the Owner's behalf. Owner agrees to promptly provide all information and funds required to maintain full compliance in the applicable jurisdictions.</p>

</section>

</main>

<footer class="bg-hw-footer text-white p-6 mt-12 text-center body-font">

<p class="text-lg font-bold header-font">HomeWorks Property Management LLC</p>

<p class="mt-1 text-gray-300 text-sm">A Partnership in Professional Asset Management.</p>

</footer>

</div>

</body>

</html>