

PROPERTY MANAGEMENT AGREEMENT

This is a legally binding contract. If you do not understand it, consult your attorney.

This Property Management Agreement ("Contract") is made and entered into between:

_____ ("Owner") and EATON PROPERTIES INC. ("REALTOR")

For and in consideration of the mutual covenants herein contained, the parties agree as follows:

- 1) **DESIGNATION OF REALTOR AND DESCRIPTION OF PROPERTY.** REALTOR is hereby designated as the sole and exclusive agent and representative of Owner for the purpose of managing the following property (the "Property")(attach Eaton Properties Amendment for additional properties. If more than one Property is to be managed):

_____.
- 2) **TERM OF AGREEMENT:** This Contract shall begin on _____, 20____ and end on _____, 20____. At the end of the agreed term, the agreement will automatically renew for another twelve (12) months unless the Owner gives REALTOR a written thirty (30) days notice of termination, which may be given at any time during the month; provided that any cancellation shall be effective as of the end of the calendar month following. (Ex: notice given 5/15 will be effective 6/31.)
- 3) **RIGHTS AND DUTIES OF REALTOR:**
 - A. **Authority.** Unless and until Owner shall provide Notice to REALTOR instructing otherwise, in addition to any and all other rights and duties of REALTOR hereunder in managing the Property, REALTOR and its representatives shall have the authority and exclusive right to:
 - B. **Negotiate leases** with existing and prospective tenants.
 - C. **List the Property for lease** with any multiple listing service ("MLS") in accordance with MLS Rules of Service and any agreements between REALTOR and individual participants. Realtor's company policy authorizes cooperation with other brokers.
 - D. **Take and use** photographs of the interior and exterior of the Property, to place a "For Lease" sign on Property, where deemed acceptable) and to otherwise advertise the Property for lease in a manner deemed wise by REALTOR, including but not limited to advertising on the Internet, web-sites, trade journals and any other medium. Owner understands and acknowledges that when advertizing the property, on the internet., photos of the property, descriptions and the property address will be available to anyone doing a search on the internet. _____
 - E. **Allow pets** to be kept at the Property, (*unless specified otherwise*) by Owner. (Terms to be pursuant to the terms of MAR form RES-3020) _____
 - F. **To sign**, renew, or cancel leases on behalf of Owner for the Property or any part thereof.
 - G. **Federal Fair Housing Law :** The Property shall be offered for lease without regard to the race, color, religion, sex, handicap, familial status, national origin or ancestry of the prospective tenant. Per (Federal Fair Housing Law) _____.
 - H. **Collection of Revenue :** REALTOR shall take all reasonable steps (at no out-of-pocket cost or expense to REALTOR) to collect rents and any other payments due Owner from tenants for the Property in accordance with the terms of their tenancy; to assist Owner, at his or her discretion with any legal action that said Owner would deem necessary.

- I. **Expenses, Loans and Improvements:** From the gross revenues collected, REALTOR is authorized on behalf of the owner to:
1. Pay all operating and maintenance expenses, including but not limited to utilities, cleaning, advertising, collection (e.g., costs due to returned checks), pest control, lawn care.
 2. Pay to any lenders designated by owner all sums that may be due on loans affecting the Property.
 3. Pay for all repairs, alterations and improvements on the Property. No improvements, alterations or repair work costing more than _____dollars (\$_____) per occurrence shall be made by REALTOR without prior written or verbal authorization of Owner. In case of an emergency that requires immediate repairs or alterations, if Owner is not readily available for consultation REALTOR shall have the right to use its own discretion regarding the repairs or alterations.
- J. **Periodic statements of Property Income and expenses and Payment to Owner:** REALTOR shall maintain accurate records of all monies received and disbursed in connection with its management of the property, and such records shall be open for inspection by Owner at all reasonable times. REALTOR shall also render to Owner a monthly and annual written statement of property income and expenses. At such time, REALTOR shall pay to Owner the net amount of any funds due Owner, after REALTOR has deducted all authorized expenses relating to the management and operation of the Property, including any compensation due REALTOR as set forth herein, from the funds collected on behalf of Owner. Owner agrees that REALTOR may retain a reserve of not less than \$_____in REALTOR's property management account for payment of expenses and liabilities as set forth herein. Statements and proceeds will be mailed out on or before the 15th of the month. If owner intends to have REALTOR pay his mortgage owner may be required to keep an amount in his owner reserve equal to one mortgage payment in addition to the above stated reserve.
- K. **Rents, Prepaid Rents, Security and Pet Deposits:**
1. Rents and prepaid rents shall be received and held by REALTOR. Security and pet deposits shall be received and held by the Owner. **It is the owner's responsibility to return the security deposit to Eaton Properties Inc. after tenant has moved and this must be done in accordance with our lease which says security deposit will be returned within thirty (30) days.** All current rent and any money received from the Owner on the Owner's behalf for payment of expenses related to management of the property described in this Agreement, shall be deposited and maintained in the REALTOR'S property management escrow account.
 2. Owner represents that Owner has not received and is not holding any security or pet deposit pertaining to this Property.
 3. Owner received and is holding the following security and pet deposit(s): (*Attach list to identify amount of each deposit and tenant who made the deposit*) All such amounts will be held as required by applicable law.
- L. **Broker Cooperation and Shared Compensation Policy.** REALTOR'S company policy authorizes realtor or its representatives to cooperate with other brokers acting pursuant to the following brokerage relationships. Compensation to that will be offered by realtor shall be as follows:
- 50% of leasing compensation to sub agents (ie limited agents representing owner)
 - 50% of leasing compensation to tenants agents (ie limited agents representing prospects)
 - 50% of leasing compensation to transaction brokers (limited agents representing neither party)

Note: even if compensated by REALTOR or Owner, it is understood that cooperating agents or brokers may represent the interests of tenants only)

4. **CONSENT TO BROKERAGE RELATIONSHIPS:**

- A. **Landlord's Agency as Starting Point; Effect of In-House Sales /Lease.** Pursuant to this Contract REALTOR® will be acting in the capacity of Owner's agent, with the duties and obligations of a landlord's agent under Missouri law as set forth following the parties' signatures below. However, Owner acknowledges that from time to time, a prospective tenant may engage REALTOR® to act in one of several possible capacities with respect to that tenant, depending on what brokerage relationships are permitted by REALTOR®'s office policy. By marking below, the following subsections permit a conversion of REALTOR®'s agency relationship with Owner to a different relationship in such circumstances. Disclosure of any conversion to a different relationship shall be made upon its occurrence as required by rule or regulation.
- B. **Conversion to Dual Agency Where REALTOR® Is Engaged by Tenant to Act as Tenant's Agent.** *This paragraph applies only if REALTOR®'s office policy allows dual agency.* Where a prospective tenant has engaged REALTOR® to act in the capacity of tenant's agent, Owner (Check one) **DOES** ___ **DOES NOT** ___ consent to REALTOR®'s showing the Property to the tenant as a dual agent, representing both Owner and the tenant. In such case REALTOR® may act as a dual agent with the duties and obligations of a dual agent under Missouri law as set forth following the parties' signatures below.
- C. **Conversion to Transaction Brokerage Where REALTOR® Is Engaged by Tenant to Act as Tenant's Agent or Transaction Broker.** *This paragraph applies only if REALTOR®'s office policy permits transaction brokerage.* Where a prospective tenant has engaged REALTOR® to act in the capacity of tenant's agent or transaction broker, Owner (Check one) **DOES** ___ **DOES NOT** ___ consent to REALTOR®'s showing the Property to the tenant's agent or transaction assisting both Owner and the tenant, without an agency relationship to Owner or the tenant. In such case REALTOR® may act as a transaction broker with the duties and obligations of a transaction broker under Missouri law as set forth following the parties' signatures below. In accordance with Missouri law, if Owner does not consent herein to REALTOR®'s acting as a transaction broker but REALTOR® wishes to convert to a transaction broker in the future and Owner does not consent to such conversion at that time, REALTOR® may without liability withdraw from representing Owner. Such withdrawal shall not prejudice the ability of REALTOR® to continue to represent the other client in the transaction (if applicable) or limit REALTOR® from Owner, in another transaction not involving transaction brokerage.

5. **Responsibilities of Owner.** In consideration of the property management services to be rendered by REALTOR under this agreement, Owner shall:

- A. **Furnish all Documents:** Promptly furnish REALTOR all documents and records required to properly manage the property, including but not limited Owner tax identification number(s) non-foreign ownership certification and related forms (e.g., W-9, 1099), copies of leases, occupancy permits, status of rental payments, loan payment information and copies of existing service contracts.
- B. **Reimbursement of Advancements:** Reimburse REALTOR, on demand, to the full extent of all monies advanced by REALTOR for account of Owner in the carrying out the purposes of this agreement; it being understood that REALTOR is not obligated to make such advances of money.
- C. **Commission Due REALTOR:** To pay REALTOR monthly for its property management services the following:
1. **For Management:** 10 % of the gross amount of money received and 50% of late charges from the operation of the Property during the term of this Contract, except that REALTOR shall also receive a minimum fee of 10 per unit to cover administrative costs, for each month that any such unit is not leased if it is deemed that the unit is un-rentable due to reasons beyond the control of the REALTOR. (ie,

2. **For Leasing:** REALTOR shall receive 100% of the first full month's rent for each rental unit only the first time said unit is leased, by Eaton Properties. Such leasing charge shall not apply to the renewal or new leases entered into by the same tenant in the same unit thereafter. A 50% releasing charge will apply to all leases entered into after the first time a unit is leased.
3. **Termination Fee on Sale of Property:** If Owner sells the Property during the terms of this Contract, Owner shall pay REALTOR at the time of the closing of the sale of termination fee of (3) month's rent early termination fee.
6. **Mortgage, Taxes and Insurance:** Owner shall pay any sums due on loans affecting the property, all real property taxes and other taxes levied and assessed against the property. On the execution of this Agreement. Owner will review existing coverage with his insurance broker to determine adequacy of coverage. Furnish REALTOR with the name, address and telephone number of the agent and underwriter for each insurance policy, policy number and upon request with the copies of all insurance policies from time to time carried by Owner during the term of this Contract and any endorsement (s) called for herein or by the terms of any lease agreement entered into, together with written authorization (if needed) for REALTOR to communicate with the insurer. Owner agrees to carry fire and extended coverage insurance, and bodily injury, property damage and personal injury public liability insurance in limits as required pursuant to any lease agreement entered into, but in any event not less than \$ 300,000.00, and to name REALTOR as an additional insured party.
7. **Conformity with Law.** Owner agrees that REALTOR shall manage the property in full compliance with the requirements of applicable laws, and that REALTOR is authorized to take such action, as Agent deems appropriate to comply with such laws.
8. **Indemnification of Realtor:** Except for the willful and reckless misconduct and gross negligence of REALTOR, Owner agrees to indemnify and defend REALTOR against all costs, expenses, bad checks, losses because of a tenant's bankruptcy, attorney's fees, suits, liabilities and any other damages, arising from or connected in any way with the operation or management of Property by REALTOR or the performance or exercise of any of the duties, obligations or powers herein granted to REALTOR, including the costs of defense.
9. **Miscellaneous Agreements:**
 - Owner reserves the right as an active management participant to set rental rates, security deposit amounts.
 - It is understood and agreed between Owner and REALTOR that REALTOR will not be responsible for any snow or ice removal at anytime, anywhere on the premises, or be liable for non-removal of same.
 - It is understood between Owner and REALTOR that REALTOR deems advisable, for the showing of prospective lessees or for servicemen or repairmen, or protecting unoccupied or vacant units, that utilities be turned on in the owner's name and billed to Eaton Properties to be paid from owner's account refer to attached sheet.
 - REALTOR shall not be held responsible for handling or making any governmental agency reports for Owner, nor held responsible to meet any government requirements.
 - For early termination of Property Management Agreement, there is a three (3) month early termination fee.
 - For agent to manage the property and provide access to maintenance personal Owner agrees to authorize REALTOR to master all locks to building, REALTOR will provide owner a master key.
 - REALTOR charges 10% above the price on maintenance items to help defray the cost of our manager's and staff's time in meeting with contractors.
 - Owner agrees to deposit \$500.00 reserve with REALTOR.

- REALTOR will hold the reserve money for 30 days after management agreement ends to cover any invoices that have not been billed.
- At the Request of the Owner – Eaton Properties will send a representative to inspect each apartment with a checklist to make sure the tenant is complying with the lease agreement. This will be done at a cost of \$15.00 per apartment. And may not be done more than 3 times per year.
- If REALTOR also has a listing agreement with Owner for the sale of the Property at any time during the term of this Contract, if any tenant procured by REALTOR shall enter into a contract or exercise an option to purchase the Property from Owner during the term of the lease, then Owner agrees to compensate REALTOR in accordance with the listing contract. If the lease includes an option to purchase and separate consideration is paid for the option, Owner agrees that if the option is not exercised the consideration shall be divided equally between Owner and REALTOR; provided that REALTOR shall in no event receive any money for services greater than the amount of agreed compensation.

10. **Notices:** For purposes of this Contract, any notice, consent, approval or demand required to be made under the terms hereof (“Notice”) shall be in writing and, until changed by at least fifteen (15) days prior Notice to the other party, shall be addressed to REALTOR or Owner (as the case may be) at the address set forth on the signature page of this Contract. Notice to either party may be sent via other means (including personal delivery, courier or messenger service or otherwise as permitted or required under applicable law). Any such Notice shall be deemed to have been duly given when actually received by the intended recipient. Refusal to accept service of Notice shall constitute delivery of the Notice.

11. **Binding Effect:** This Contract shall be binding upon the parties hereto, upon the successors and assigns of REALTOR and the heirs, personal representatives, successors and assigns of Owner. The undersigned warrant (s) that they are the sole owner (s), or the sole authorized representatives (s) of the owner (s), of the Property, with legal authority to contract for its management; it being understood and agreed, however, that if there is more than one Owner of Property, that the first person or entity identified as Owner on the signature page of this Contract is hereby authorized to act on behalf of all the persons and entities holding an ownership interest in the Property, and to give and receive all Notices required or permitted hereunder on behalf of all such Owner(s)(at the address set forth on the signature page of this contract).

12. **Lead Based Paint Disclosure. (Check A or B)**

a. Owner represents and warrants that the sale or lease of the Property is exempt from the disclosure obligations under 42 U.S.C. 4852d because (1) the Property is not residential real property, (2) the Property was constructed in 1978 or later ,or
(Described) _____

b. The sale or lease of this Property is not exempt from the disclosure obligations under 42 U.S.C. 4852d. (Attach Lead Based Paint Disclosure Form).

13. **Minimum Brokerage Services :** Owner acknowledges having read the applicable “Duties and Obligations” on the following pages of this form, and that pursuant to Missouri law, REALTOR, through its designated broker and/or through one or more affiliated licensees, shall provide, at minimum, the following services:

- Accept delivery of and present to Owner or customers offers and counteroffers to lease the Property;
- Assist Owner or customers in developing, communicating, negotiating and presenting offers, Counter-offers, and notices that relate to the offers and the counteroffers until a lease agreement is signed and all contingencies are satisfied or waived; and

- Answer Owner or customer questions relating to the others, counteroffers, notices and contingencies

14. Signatures: This Contract may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For the purposes of executing this Contract, a document signed and transmitted via fax machine, e-mail, scanned image, is to be treated as the original document. At the request of either party, will confirm fax, e-mail, scanned image by signing an original document. Owner and REALTOR expressly acknowledge and agree that changes to this Contract may be made via the email addresses set forth below (*mark the e-mail address lines "N/A " or " Not Authorized" if not so authorized*).

15. Special Agreements:

16. Effective date: The "Effective Date" shall be the date of final acceptance hereof, as indicated by the date adjacent to the signature of the last party to sign this Contract or (*specify if otherwise*)

PROPERTY MANAGEMENT AGREEMENT ACCEPTED

By signing below, Owner indicates that Owner has ACCEPTED this Contract and acknowledges receipt of one (1) copy hereof. Owner also confirms receipt of the Missouri Real Estate Commission Broker Disclosure Form on or before signing this Contract, or upon REALTOR obtaining any personal or financial information, whichever occurred first. Note: All owners must sign this Contract (Add additional signature pages if needed).

Owner: _____
(Print Name)

REALTOR's Company: Eaton Properties Inc.

Owner _____
(Signature)

Address: 3828 S. Old Hwy. 94
St. Charles, MO. 63304

Address: _____

Phone: 636-939-3808

Fax: 636-441-3952

Phone: _____

Agent: _____
(Print Name)

Email: _____

Fax: _____

Agent: _____
(Signature)

Date: _____

SELLER'S (OR LANDLORD'S) AGENT'S DUTIES AND OBLIGATIONS (§ 339.730, R.S.Mo.)

1. A licensee representing a seller or landlord as a seller's agent or a landlord's agent shall be a limited agent with the following duties and obligations:

- (A) To perform the terms of the written agreement made with the client;
- (B) To exercise reasonable skill and care for the client;
- (C) To promote the interests of the client with the utmost good faith, loyalty, and fidelity, including:
 - (i) Seeking a price and terms which are acceptable to the client, except that the licensee shall not be obligated to seek additional offers to purchase the Property while the Property is subject to a contract for sale or to seek additional offers to lease the Property while the Property is subject to a lease or letter of intent to lease;
 - (ii) Presenting all written offers to and from the client in a timely manner regardless of whether the Property is subject to a contract for sale or lease or a letter of intent to lease;
 - (iii) Disclosing to the client all adverse material facts actually known or that should have been known by the licensee; and
 - (iv) Advising the client to obtain expert advice as to material matters about which the licensee knows but the specifics of which are beyond the expertise of the licensee.
- (D) To account in a timely manner for all money and property received;
- (E) To comply with all requirements of sections 339.710 to 339.860, subsection 2 of section 339.100, and any rules and regulations promulgated pursuant to those sections; and
- (F) To comply with any applicable federal, state, and local laws, rules, regulations, and ordinances, including fair housing and civil rights statutes and regulations.

2. A licensee acting as a seller's or landlord's agent shall not disclose any confidential information about the client unless disclosure is required by statute, rule or regulation or failure to disclose the information would constitute a misrepresentation or unless disclosure is necessary to defend the affiliated licensee against an action of wrongful conduct in an administrative or judicial proceeding or before a professional committee. No cause of action shall arise against a licensee acting as a seller's or landlord's agent for making any required or permitted disclosure.

3. A licensee acting as a seller's or landlord's agent owes no duty or obligation to a customer, except that a licensee shall disclose to any customer all adverse material facts actually known or that should have been known by the licensee. A seller's or landlord's agent owes no duty to conduct an independent inspection or discover any adverse material facts for the benefit of the customer and owes no duty to independently verify the accuracy or completeness of any statement made by the client or any independent inspector.

4. A seller's or landlord's agent may show alternative properties not owned by the client to prospective buyers or tenants and may list competing properties for sale or lease without breaching any duty or obligation to the client.

5. A seller or landlord may agree in writing with a seller's or landlord's agent that other designated brokers may be retained and compensated as subagents. Any designated broker acting as a subagent on the seller's or landlord's behalf shall be a limited agent with the obligations and responsibilities set forth in subsections 1 to 4 of this section.

DUAL AGENT'S DUTIES AND OBLIGATIONS (§ 339.750, R.S.Mo.)

A dual agent shall be a limited agent for both the seller and buyer or the landlord and tenant and shall have the following duties and obligations:

1. Except as provided below, a dual agent may disclose any information to one client that the licensee gains from the other client if the information is material to the transaction unless it is confidential information as defined in section 339.710(8), R.S.Mo.

2. The following information shall not be disclosed by a dual agent without the consent of the client to whom the information pertains:

- (A) That a buyer or tenant is willing to pay more than the purchase price or lease rate offered for the Property;
- (B) That a seller or landlord is willing to accept less than the asking price or lease rate for the Property;
- (C) What the motivating factors are for any client buying, selling, or leasing the Property;
- (D) That a client will agree to financing terms other than those offered; and
- (E) The terms of any prior offers or counter offers made by any party.

3. A dual agent shall not disclose to one client any confidential information about the other client unless the disclosure is required by statute, rule or regulation or failure to disclose the information would constitute a misrepresentation or unless disclosure is necessary to defend the affiliated licensee against an action of wrongful conduct in an administrative or judicial proceeding or before a professional committee. No cause of action for any person shall arise against a dual agent for making any required or permitted disclosure. A dual agent does not terminate the dual agency relationship by making any required or permitted disclosure.

4. In a dual agency relationship there shall be no imputation of knowledge or information between the client and the dual agent or among persons within an entity engaged as a dual agent.

TRANSACTION BROKER'S DUTIES AND OBLIGATIONS (§ 339.755, R.S.Mo.)

1. A real estate licensee may provide real estate service to any party in a prospective transaction without an agency or fiduciary relationship to one or more parties to the transaction. Such licensee shall be called a transaction broker.
2. A transaction broker shall have the following duties and obligations:
 - (A) To perform the terms of any written or oral agreement made with any party to the transaction;
 - (B) To exercise reasonable skill, care and diligence as a transaction broker, including but not limited to:
 - (i) Presenting all written offers and counteroffers in a timely manner regardless of whether the Property is subject to a contract for sale or lease or a letter of intent unless otherwise provided in the agreement entered with the party;
 - (ii) Informing the parties regarding the transaction and suggesting that such parties obtain expert advice as to material matters about which the transaction broker knows but the specifics of which are beyond the expertise of such broker.
 - (iii) Accounting in a timely manner for all money and property received;
 - (iv) To disclose to each party to the transaction any adverse material facts of which the licensee has actual notice or knowledge;
 - (v) Assisting the parties in complying with the terms and conditions of any contract;
 - (vi) The parties to a transaction brokerage transaction shall not be liable for any acts of the transaction broker.
3. The following information shall not be disclosed by a transaction broker without the informed consent of the party or parties disclosing such information to the broker;
 - (A) That a buyer or tenant is willing to pay more than the purchase price or lease rate offered for the Property;
 - (B) That a seller or landlord is willing to accept less than the asking price or lease rate for the Property;
 - (C) What the motivating factors are for any party buying, selling or leasing the Property;
 - (D) That a seller or buyer will agree to financing terms other than those offered;
 - (E) Any confidential information about the other party, unless disclosure of such information is required by law, statute, rules or regulations or failure to disclose such information would constitute fraud or dishonest dealing.
4. A transaction broker has no duty to conduct an independent inspection or investigation for adverse material facts for the parties.
5. A transaction broker has no duty to conduct an independent investigation of the buyer's financial condition.
6. A transaction broker may do the following without breaching any obligation or responsibility:
 - (A) Show alternative properties not owned by the seller or landlord to a prospective buyer or tenant;
 - (B) List competing properties for sale or lease;
 - (C) Show properties in which the buyer or tenant is interested to other prospective buyers or tenants;
 - (D) Serve as a single agent, subagent or designated agent or broker, limited agent, disclosed dual agent for the same or for different parties in other real estate transactions.
7. In a transaction broker relationship each party and the transaction broker, including all persons within an entity engaged as the transaction broker if the transaction broker is an entity, are considered to possess only actual knowledge and information. There is no imputation of knowledge or information by operation of law between any party and the transaction broker or between any party and any person within an entity engaged as the transaction broker if the transaction broker is an entity.
8. A transaction broker may cooperate with other brokers and such cooperation does not establish an agency or subagency relationship.
9. Nothing in this section prohibits a transaction broker from acting as a single limited agent, dual agent or subagent whether on behalf of a buyer or seller, as long as the requirements governing disclosure of such fact are met.
10. Nothing in this section alters or eliminates the responsibility of a broker as set forth in this section for the conduct and actions of a licensee operating under the broker's license.
11. A transaction broker shall:
 - (A) Comply with all applicable requirements of sections 339.710 to 339.860, subsection 2 of section 339.010 and all rules and regulations promulgated pursuant to such sections; and
 - (B) Comply with any applicable federal, state and local laws, rules, regulations and ordinances, including fair housing and civil rights statutes and regulations.

EATON PROPERTY MANAGEMENT

Date: _____

Agent: _____

I _____, property owner @ _____ would like Eaton Property Management to pay the following out of my account.

OWNER IS RESPONSIBLE FOR HAVING BILLING ADDRESS CHANGED TO 3828 South Old Hwy. 94, ST. CHARLES, MO 63304. HOWEVER, BILLS MUST STAY IN OWNERS NAME/PLEASE DO NOT PUT BILLS IN EATON PROPERTIES NAME.

- AMEREN UE:** note: Electric bills must stay in property owner name until unit/house is leased **314-342-1111**
- LACLEDE GAS:** note: Gas bills must stay in property owner name until unit/house in leased. **314-621-6960**
- RONALD A. LEGGETT:** (city water) note: Water bills must stay in property owner name. **314-771-2255**
- MISSOURI AMERICAN WATER** (county water) note: Water bills must stay in property owner until unit/house is leased.
866-430-0820
- METROPOLITAN SEWER DISTRICT:** note: MSD bills must stay in property owner name and it is billed back to tenant.
866-281-5737

******Please refer to your Property Manager regarding any trash services for your property******

- MORTGAGE:** Due to timing and uncertainties in collection of rent, if you want Eaton Properties to pay your mortgage you will need to deposit an additional reserve equal to one month's mortgage payment.

Lender Name: _____

Address: _____

Account number: _____

Amount: _____

Due Date: _____

Owner Checklist

- Signed Property Management Agreement
- Signed Utilities Rider
- Signed W-9
- Management Information Sheet
- Leases or Tenant Information
- Occupancy Permits
- Reserve Check