



PLACEMENT SERVICE ONLY AGREEMENT

This Agreement is effective and entered into between _____, hereinafter called **OWNER** and Morris Hayden Property Management hereinafter called **AGENT**.

Owner hires and employs Agent exclusively to rent the property known as:

1) **TERM:** Until Tenant is found.

2) **AGENT RESPONSIBILITIES:**

- a. Agent shall rent or lease Premises to tenants, with owner's goals and priorities in mind.
- b. Agent will inspect the property prior to tenants moving in.
- c. Agent shall comply in accordance with all federal, state, county and municipal laws including civil rights and discrimination policies.
- d. Agent will collect the first month's rent and deposit the money into Agent's trust account. Agent will then issue a check to Agent for ½ of the first month's full rent.
- e. Agent will collect the security deposit and deposit the full security deposit amount into Owner's account or mail the check directly to owner.
- f. Agent will process all applications which include credit check, background check, and application screening process. The application fees will be paid directly to Agent from the applicants.
- g. Owner will assume all responsibilities to manage the property.
- h. Owner agrees to allow appropriate signage to be placed at premises for advertisement.
- i. Owner will assume all expenses to terminate tenancies, and to sign and serve notices deemed needful to remove tenant from premises to recover possession of premises.
- j. Owner will assume all expenses to take appropriate actions to recover rent.
- k. Owner will assume all expenses to maintain the property in good condition by making all necessary repairs by hiring, paying and discharging maintenance personnel for the purpose of landscaping, repairs, clean up, and painting or any alterations.

337 NE Emerson Avenue, Bend, OR 97701

Phone: 541-382-3888 • Fax: 541-598-3067 • Web: www.rentbendoregon.com

3. OWNER AGREES:

- 3.1 Owner is the lawful owner of Premises and has legal right to enter into this agreement.
 - Owner is NOT subject to foreclosure proceedings of any kind at this time and such proceedings are not imminent or anticipated. Initial _____
 - Owner is NOT subject to bankruptcy proceedings at this time, and such proceedings are not imminent or anticipated. Initial _____
 - Owner has not missed any mortgage payments as of this date and does not anticipate any being missed. Initial _____
- 3.2 Owner authorizes Agent to advertise through the internet and other free media.
- 3.3 Owner agrees to allow appropriate signage to be placed at premises for advertisement.
- 3.4 Owner agrees to allow MHPM to change the locks before new tenant takes possession of property.

4. COMPENSATION:

- a. It is agreed Owner shall pay Agent ½ of the first month’s full rent as compensation for their services, with a minimum amount to be no less than \$500.00.

5. MOVE OUT/FINAL ACCOUNTING COMPENSATION:

- a. It is agreed that Owner shall pay Agent \$350.00 to perform the final accounting for previous tenant which includes move-out pictures, arranging and scheduling of vendors to clean or repair unit and submit the final accounting to tenant within 31 days from receipt of keys, as allowed by the State of Oregon. Owner must contact Morris Hayden Property Management if this service is requested once a 30 day notice is received from the current tenants.

Any notice shall be deemed given when mailed by first class by U.S. Mail to Owner at:

_____ and the Agent located at 337 NE Emerson Avenue, Bend, OR 97701.

_____	_____
Owner	Date
_____	_____
Owner	Date
_____	_____
Agent	Date



Morris Hayden Property Management
 337 NE Emerson Avenue
 Bend, OR 97701
 541-382-3888 (Phone)
 541-598-3067 (Fax)

INFORMATION SHEET

OWNER INFORMATION:

Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

E-mail Address: _____

RENTAL PROPERTY INFORMATION:

Rental Property Address: _____

Occupancy Status: _____ vacant
 _____ occupied, scheduled to vacate on _____

Pets allowed: _____ no _____ yes, limited to: _____

LEASING OF PROPERTY. Owner's suggested rent and deposit amounts to be:

- a) Initial rent amount: \$ _____
- b) Initial security deposit amount: \$ _____
- c) Minimum lease term (if any): _____
- d) Other instructions: _____

INTERIOR ITEMS AND UTILITY INFORMATION:

Please check next to the appliances that will be staying and provided to the tenant:

- | | | |
|---|---|---|
| <input type="checkbox"/> Range | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Dishwasher |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Washer | <input type="checkbox"/> Dryer |
| <input type="checkbox"/> W/D Hookups | <input type="checkbox"/> Garage Door Opener | <input type="checkbox"/> Garbage Disposal |
| <input type="checkbox"/> A/C Unit | <input type="checkbox"/> Heat Source: _____ | |
| <input type="checkbox"/> Water Heater (Gas or Electric) | <input type="checkbox"/> Septic Tank | |
| <input type="checkbox"/> Sewage Pump | <input type="checkbox"/> Well | |

Location of Main Water Valve: _____

Details and Notes: _____

YARD CARE:

- A. Owner maintains lawn/landscaping Tenant maintains landscaping
- HOA Maintains yard (Front and/or Back)
- B. _____ Tenant _____ Owner shall pay for water use to water all areas including lawn, trees, and any surrounding landscape. (Typically Tenant pays for all watering, unless the property in questions is a duplex, tri-plex, condo or townhome
- C. Automatic Sprinkler System Front _____ Back _____
- Manual Sprinkler System Front _____ Back _____
- Irrigated Acreage Acres _____ Pump _____

Service Provided for Irrigation: _____

PAINT COLORS:

Paint Colors/Brand/Name/Number: _____

Paint on Property? _____