



**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:

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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 Owner 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](http://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.

**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.

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: \_\_\_\_\_

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**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? \_\_\_\_\_