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Introduction and Parties

Introduction

This Property Management Agreement (the "Agreement") is made and effective as of August 9, 2025. It sets forth the terms and conditions governing the management of certain properties. This agreement clarifies the roles, responsibilities, and obligations of both the property owner and the property manager. The primary objective is to ensure the proper management, maintenance, and operation of the properties listed herein. This includes securing suitable tenants, collecting rents, and maintaining the property in accordance with standard property management practices.

Parties

Owner

Acme, Inc, hereinafter referred to as "Owner" or "ACME-1," is a business entity organized under the laws of United States, with its principal address at 3751 Illinois Avenue, Wilsonville, Oregon - 97070, USA.

Manager

DocuPal Demo, LLC, hereinafter referred to as "Manager," is a limited liability company organized under the laws of United States, with its principal place of business at 23 Main St, Anytown, CA 90210.

Scope

This Agreement pertains to the management of the following properties:

- 123 Main Street, Anytown, USA
- 456 Oak Avenue, Anytown, USA



Property Description

This Property Management Agreement pertains to the following properties owned by ACME-1 and managed by Docupal Demo, LLC:

Covered Properties

- **123 Main Street, Anytown, USA:** This property includes all units within the building. It is subject to local historical preservation guidelines due to its historical landmark designation. All exterior modifications must comply with these guidelines.
- **456 Oak Avenue, Anytown, USA:** This property includes all units within the building. It has a tenant with a disability; therefore, all applicable state and federal laws regarding tenant rights and accommodations must be followed.

Property Condition

A detailed property condition report, including photographs and written descriptions, will be completed before the commencement of this agreement. Both parties will sign the report. The property condition report will be updated annually to reflect any changes or maintenance performed.

Scope of Management Services

DocuPal Demo, LLC (the Manager) will provide comprehensive property management services for the property owned by ACME-1 (the Owner). These services include, but are not limited to, tenant relations, maintenance and repairs, marketing and leasing, and emergency management.

Tenant Relations

The Manager will handle all aspects of tenant relations. This includes screening potential tenants to assess their suitability. The Manager will also negotiate lease agreements on behalf of the Owner, ensuring they are legally sound and in the Owner's best interest. Rent collection will be managed efficiently, with systems in place to minimize late payments. The Manager will address tenant inquiries and



complaints promptly and professionally, striving to maintain positive tenant relations. Lease terms will be consistently enforced to protect the Owner's rights and maintain property standards.

Maintenance and Repair

The Manager is responsible for arranging and supervising all necessary repairs and maintenance to the property. This includes plumbing, electrical, HVAC, landscaping, and other essential services. The Manager will use qualified and licensed contractors to ensure quality workmanship. Preventative maintenance schedules will be implemented to identify and address potential issues before they become major problems.

Marketing and Leasing

The Manager is authorized to market the property to attract suitable tenants. This includes online advertising, property showings, and other promotional activities. Potential tenants will be thoroughly screened to assess their creditworthiness and rental history. The Manager is empowered to execute leases on behalf of the Owner, ensuring favorable terms and conditions.

Emergency Management

In the event of an emergency, the Manager will take necessary actions to protect the property and tenants. This includes contacting emergency services, arranging for necessary repairs, and coordinating with insurance providers. The Manager will notify the Owner as soon as reasonably possible after an emergency occurs.

Management Fees and Payment Terms

DocuPal Demo, LLC will receive compensation for property management services as described below.

Management Fee

The management fee is calculated as a percentage of the gross monthly rent collected from the property. The management fee will be [insert percentage]% of the gross monthly rent.



Payment Schedule

Payments will be made monthly. DocuPal Demo, LLC will remit payments to ACME-1 within fifteen (15) days of the end of each month. Payments will be made via electronic funds transfer to the bank account designated by ACME-1.

Additional Fees

Fees for additional or extraordinary services are not included in the standard management fee. Services such as legal proceedings, major renovations, or management of insurance claims will be billed separately. These services will be charged at an agreed-upon hourly rate or on a project basis. The specific rate or project fee will be agreed upon in writing by both parties before the commencement of such services.

Owner Responsibilities

Property Information

ACME-1 must supply Docupal Demo, LLC with all data needed to manage the property effectively. This includes, but is not limited to, property deeds, insurance policies, and past tenant records. Supplying all relevant data ensures smooth property management.

Insurance and Taxes

ACME-1 will maintain adequate insurance coverage for the property. ACME-1 will also handle the payment of all property taxes.

Indemnification

ACME-1 shall protect Docupal Demo, LLC from claims, losses, or damages related to the duties outlined in this agreement. This protection does not extend to situations involving Docupal Demo, LLC's gross negligence or intentional misconduct.



Tenant Relations and Lease Administration

DocuPal Demo, LLC will handle all aspects of tenant relations and lease administration for the property. This includes managing tenant communications, enforcing lease terms, and ensuring compliance with all applicable laws and regulations.

Lease Management

DocuPal Demo, LLC is responsible for the execution and enforcement of all leases. We will ensure that all lease agreements are properly documented and adhered to by both the Owner and the tenants. This includes collecting rent, managing security deposits, and addressing any lease violations.

Tenant Communication and Dispute Resolution

We will serve as the primary point of contact for tenants, addressing their concerns and resolving any disputes that may arise. Our team will handle tenant complaints in a professional and timely manner, striving to find amicable solutions that are in accordance with the lease terms and applicable laws.

Lease Renewals and Terminations

DocuPal Demo, LLC will manage the lease renewal process, negotiating terms with tenants and presenting them to Acme, Inc for approval. Upon lease termination, we will conduct property inspections and process security deposit returns in compliance with all relevant legal requirements. This includes providing tenants with an itemized list of deductions, if any, and returning the remaining balance within the legally mandated timeframe.

Property Maintenance and Repairs

Docupal Demo, LLC will maintain the property in a safe and habitable condition. We will promptly address necessary repairs and maintenance issues.



Routine Maintenance

We will conduct regular inspections of the property to identify and address maintenance needs. This includes, but is not limited to, inspecting plumbing, electrical systems, and structural elements. We will handle minor repairs and maintenance tasks as needed to keep the property in good condition.

Emergency Repairs

In the event of an emergency that threatens the safety or habitability of the property, we will take immediate action to mitigate the damage and make necessary repairs. We will make our best effort to contact the Owner as soon as possible regarding emergency repairs.

Vendor and Contractor Management

Docupal Demo, LLC will select and manage qualified vendors and contractors to perform maintenance and repair work. We choose vendors based on their qualifications, experience, and competitive pricing. For repairs exceeding \$500, we will obtain the Owner's approval before starting the work, unless it is an emergency.

Budget and Approval

For any single repair or maintenance expense exceeding \$500, we will seek the Owner's written approval. We will present a detailed estimate outlining the scope of work and associated costs. In emergency situations where immediate action is required, we will proceed with the necessary repairs and notify the Owner as soon as reasonably possible.

Safety Inspections

We will conduct safety inspections annually, or as required by law. This ensures the property complies with safety regulations and identify potential hazards. Any identified safety issues will be promptly addressed to maintain a safe environment for tenants and visitors.



Reporting

We will provide the Owner with regular reports on all maintenance and repair activities. These reports will include details of the work performed, associated costs, and any recommendations for future maintenance needs. The reports will be included in the monthly financial statements.

Legal Compliance and Insurance

Legal Compliance

Docupal Demo, LLC will conduct all activities related to this Property Management Agreement in accordance with all applicable federal, state, and local laws and regulations. This includes, but is not limited to, fair housing laws, landlord-tenant laws, and environmental regulations. Docupal Demo, LLC will inform Acme, Inc of any regulatory changes that may affect the property or its management. Docupal Demo, LLC and Acme, Inc will cooperate to ensure compliance with these changes.

Insurance

Acme, Inc will maintain insurance policies and coverage on the property. Acme, Inc will provide Docupal Demo, LLC with proof of insurance. The insurance coverage should adequately protect the property against typical risks. Acme, Inc is responsible for ensuring the policy remains current.

Reporting and Accounting

DocuPal Demo, LLC will maintain accurate and transparent financial records for ACME-1. We adhere to Generally Accepted Accounting Principles (GAAP). Our property management software is Buildium.

Financial Reporting

ACME-1 will receive monthly financial reports. These reports will provide a clear overview of the property's financial performance.

The monthly reports will include:



- Income and expense statements
- Rent collection reports
- Maintenance summaries

Transparency

All fee deductions and expenses will be documented transparently. This documentation will be included in the monthly financial reports. ACME-1 can clearly see how all funds are allocated.

Term and Termination

Agreement Term

This Property Management Agreement will begin on August 9, 2025, and continue for an initial term of one year. After the initial term, this agreement will automatically renew for successive one-year terms.

Termination

This agreement may be terminated under the following conditions:

- **Breach of Contract:** Either party may terminate this agreement with written notice if the other party fails to meet the terms of this agreement.
- **Termination Without Cause:** ACME-1 may end this agreement without cause by providing Docupal Demo, LLC with 60 days written notice.

Notice

To terminate this agreement, the terminating party must provide written notice to the other party as specified:

- **Notice Period:** A 60-day written notice is required for termination without cause.



Dispute Resolution

Docupal Demo, LLC and ACME-1 agree to resolve any disputes related to this Agreement through the following methods.

Mediation

The parties will first attempt to settle any claim or controversy through mediation. They will select a mutually acceptable mediator. The costs of the mediation will be shared equally.

Arbitration

If mediation does not resolve the dispute, the parties agree to binding arbitration. This arbitration will follow the rules of the American Arbitration Association. The decision of the arbitrator will be final and binding. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

Governing Law

This Agreement will be governed by and interpreted according to the laws of the State of [State].

Miscellaneous Provisions

Confidentiality

Both Docupal Demo, LLC, and ACME-1 agree to keep any proprietary information shared during this agreement confidential. This obligation remains in effect even after the agreement ends.

Amendments

Any changes to this agreement must be made in writing. Both parties must sign the written amendment for it to be valid.



Assignment

Neither Docupal Demo, LLC, nor ACME-1 can assign this agreement to someone else. To assign the agreement, both parties must provide prior written consent.

Force Majeure

Neither party will be held responsible for delays or failures in performance. This applies when such issues arise from acts of God, war, government regulations, strikes, or other events beyond their reasonable control.

Signatures and Execution

This Property Management Agreement becomes effective on January 1, 2024. By signing below, both DocuPal Demo, LLC (the Manager) and Acme, Inc (the Owner) agree to all the terms and conditions outlined in this agreement.

Agreement

DocuPal Demo, LLC

By: _____

Name:

Title:

Date: _____

Acme, Inc

By: _____

Name:

Title:

Date: _____

