

***PLEASE RETURN YOUR COMPLETED DOCUMENTS WITH A CHECK FOR \$350 TO COVER THE INITIAL ADVERTISING COSTS.***

### **SOME NOTES ABOUT THESE DOCUMENTS**

**1. Management Agreement:** This agreement was drafted by Jack Graham, a Salem, OR attorney recently retired from the State of Oregon Real Estate Agency where he served as an auditor of property management companies. It is balanced, fair, and sets a high standard for both parties in the management of your investment properties. I know it may seem long, but it's very detailed, and worth your time! **Please initial at the bottom of each page, and complete the information on the last 2 pages, and sign it.**

**2. Accounting Instructions:** Please complete it all, and don't forget to **sign at the bottom.**

**3. Property Information Questionnaire:** Please tell me as much as you can about your property. Some of this information we will pass on to a tenant; some is confidential just for your file in case of emergency. **Please sign at the bottom.**

**4. Lead Based Paint Disclosure:** If your home was built *after* 1978, just check the first box at the top, and **sign at the bottom.** If your home was built *before* 1978, then you need to address 2 questions: do you have any knowledge of lead, and do you have any records or reports pertaining to lead in your home? Check the appropriate line, initial at the left, and **sign at the bottom.**

**5. If you are a new owner of this property, please put all utilities into your name; we cannot do this for you. Interim billing forms/ PGE and NW Gas:** We just need the address of the property at the top, and **your signature as the responsible party.** We can fill in any other info necessary. These become applicable between tenants when the home is vacant.

**6 Garbage form:** This is necessary if your home is in the City of Portland, since owners are required to pay trash service for their tenants in that case. Please

just sign the form; if you know the garbage company, let us know, otherwise we'll track down the information for you.