

Apartment Manager Contract

This contract is between _____, of _____, hereafter referred to as owner, and _____, of _____, hereafter referred to as manager.

1. Owner hereby employs manager as the resident manager of the apartment building located at _____, hereafter referred to as building. The building has _____ residential units. In consideration of the compensation to be paid as set forth below, manager hereby accepts such employment and duties as described below.

2. Manager shall receive a total monthly compensation of \$_____. Part of such compensation shall be in the form of a rent credit for apartment No. ____ in the building, which manager must occupy as a condition of employment. The value of the rent credit is \$_____ per month, of which sum \$_____ is the fair monthly rental value of the apartment and \$_____ is the agreed monthly cost of natural gas, electricity, water, cable television, internet access, and garbage services, which are furnished with the apartment. The balance of manager's compensation shall be paid on the ____ day of each month by owner to manager.

3. Manager shall not work more than ____ hours per day and not more than ____ days in any one week. The work week for manager shall consist of six days, commencing on Monday and ending on Saturday. Manager agrees to furnish owner on the seventh day of each month a complete and accurate report of the number of hours worked during the preceding month. Manager shall not work any hours in excess of the above specified number without the written permission of owner.

4. Manager shall be responsible for proper management and maintenance of the apartment building. Manager's duties shall include, but not be limited to:

- (a) Tenant screening and selection.
- (b) Leasing of new and turnover apartments.
- (c) Collection of rent, including the issuance of legal late rent notices and their follow-up in cases of non-payment of rent.
- (d) Development of janitorial schedules, and the supervision of janitorial personnel, to ensure proper cleanliness and maintenance of common spaces, sidewalks, parking lots, and grounds.

(e) Writing or taking work or service requests for minor repairs and maintenance of apartments, common spaces, structures, and grounds.

(f) Assignment of such work orders to maintenance personnel, with follow-up sufficient to insure proper completion in a reasonable length of time.

(g) Frequent inspection of grounds, parking lots, common spaces and apartments for proper cleanliness and maintenance.

(h) Negotiating and, after owner's approval, contracting for and supervising performance of, all necessary maintenance contracts.

(i) Purchase, after competitive pricing, of all necessary materials and supplies.

(j) Maintenance and security, in a supply room, of a small inventory of supplies necessary for ongoing maintenance.

(k) Keeping an inventory of all noncapital items of personal property that have a value of Five Dollars or more. Such listing shall include description, with model and serial numbers where appropriate, value, condition, and location.

(l) Semi-yearly inspection of the structures, grounds, and apartments for necessary repairs, preventative maintenance, and housekeeping evaluation.

(m) Manager shall supervise and, with the approval of owner, hire and fire all personnel needed in the proper maintenance of the apartment building. All such personnel shall be the employees of owner. Owner shall be responsible for payment of wages and procurement of appropriate employee insurance.

5. This contract shall be in effect from _____, to _____, and for such additional periods as the parties may determine.

6. Either party may terminate this contract by giving 30 days written notice to the other. In the event that owner sells the apartment building, this contract shall terminate on the last day of the month in which owner transfers title to the property.

7. Any notice required to be given pursuant to this agreement shall be mailed to owner at the address set forth above.

8. Additional terms:

Executed at _____, _____ on _____.

Owner

Manager