

AGREEMENT

This agreement executed at Chennai on this the _____ day of _____ in the year **201** between **M/s. Agile Property Management**, having its office at **Flat No 9, Meenakshi Apartments, Old No 16, New No 35. Cenotaph First Street, Teynampet, Chennai 600018**, represented by its **Head – Customer Relations, Mr. B. Jagathesan**, aged about **24** years, hereinafter called the **SERVICE PROVIDER** and **Mr. _____, S/o Mr. _____ aged about _____ years**, residing at _____, represented by his _____ (relation with the owner) and General Power Holder, **Mr. _____ s/o Mr. _____, aged about _____ residing at _____** hereinafter called the **OWNER** witnesseth:

The terms “SERVICE PROVIDER” and “OWNER” wherever they occur shall mean and include their respective heirs, legal representatives, administrators. Successors in interest and assigns:

Whereas the SERVICE PROVIDER is engaged in the business of providing Property Management Services in Chennai.

Whereas the OWNER is interested in availing the services of the SERVICE PROVIDER and the SERVICE PROVIDER has agreed to render the said services on the terms and conditions hereinafter contained.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

1. The OWNER intends to avail the services provided by the SERVICE PROVIDER more fully described in the schedule hereunder.
2. The OWNER has paid the SERVICE PROVIDER a sum of **Rs. _____ (Rupees _____ only)** per annum towards Service Charges for Services to be provided as detailed in the schedule hereunder.
3. This agreement is for a period of one year with effect from _____ to _____
4. The service charges for rendering the services shall be paid in advance at the time of executing this agreement / extending the same.
5. The OWNER shall provide adequate funds to the SERVICE PROVIDER for rendering the services mentioned in the schedule hereunder. All charges incurred for providing the services shall be borne by the OWNER separately.
6. The SERVICE PROVIDER does not have any rights over the Property and shall only act as an agent or representative of the OWNER.
7. Both parties are at liberty to terminate this agreement by giving 1 months notice in writing to the other. In such an event, the SERVICE PROVIDER shall refund the service charges for the balance period to the OWNER.

8. In case the OWNER requires the services of the party of the SERVICE PROVIDER for items not covered under this agreement, the same may be provided by the SERVICE PROVIDER, for an additional service charge as mutually agreed by both the parties. .
9. The SERVICE PROVIDER shall be at liberty to ascertain the ownership of the property belonging to the OWNER. In such a case, the OWNER shall provide the necessary documents and assistance to the SERVICE PROVIDER.
10. Both parties agree that all disputes arising out of this agreement will be subject to the jurisdiction of the courts in Chennai city, Tamil Nadu state only.

SCHEDULE:

In respect of the property situated at:

SERVICE PACKAGE

All Time Services	Services when Property is Vacant	Services when property is Occupied by a Tenant
Representing the owner	Tenant Sourcing & Finalisation*	Rent Collection and follow up #
AMC Coordination and Servicing as per AMC Contract ****	Cleaning the Property**	Tenant Management
Inventory Check when the tenant moves occupies or vacates the house	EB Payments***	Visit the property on request
Payment of Taxes***	Maintenance Payments***	Lease Agreement Renewals
Coordinating repairs and maintenance		
Follow up of House Insurance if any		

*This is an additional charged service. The Rental Assistance fees of 1 month rent is charged for Tenant Finding.

Note:

- (i) If the tenant vacates before 22 months, THE SERVICE PROVIDER shall find another tenant and not charge the Rental Assistance Fees during the period of the Property Management Agreement.
- (ii) If the tenant referred by THE OWNER finalises the house, THE SERVICE PROVIDER will not charge the Rental Assistance Fees.

** The Property will be cleaned once a month. At the time of cleaning, all the taps will be opened and all the fans and lights will be switched on. The amenities in the house will be made to run for 15 minutes to half an hour.

*** The Payment is to be provided by THE OWNER.

**** The OWNER shall provide all the AMC details for all the appliances in the property. The SERVICE PROVIDER shall make a note of the dates of the services as per the AMC contract and will follow up with the AMC Contractor for regular services of the appliances that are under the AMC contract.

The Advance Payment (Security Deposit) and the rent collected every month will be deposited in the account of the owner Mr. _____, Account No: _____, Bank: _____, IFSC Code: _____

In witness whereof the parties have signed this agreement in the presence of the respective witnesses.

SERVICE PROVIDER

OWNER

Witness

Acknowledgement

1. Keys Received

Key Name	Key Number	No. of Keys

2. Documents Received:

3. EB Card

4. Property Tax Card / Last Paid Property Tax Copy (Also Water tax if applicable)

5. ID Proof Copy

6. Amenities List – Fittings and Fixtures

(We will take a list of the amenities in the house and make a note of it in the agreement)