



501 W. Sixth Street
P O Box 2443
Muncie, Indiana 47307
(765) 288-0890
(765) 288-0899
www.completepropertycarellc.com

Property Owner Information

Property Owner/Company Name: _____

Federal ID/Social Security Number: _____

Legal Mailing Address: _____

Business/Home Phone: _____

Fax Number: _____

Cell/Mobile Number: _____

Other Phone Number: _____

Email Address (optional): _____

Repair/maintenance authorization amount:

(maximum amount of money to be spent on each repair
before you want to be notified)

\$ _____

Management contract begin date _____

Management contract end date _____

Special Instructions/Notes: _____

Initial of Property owner that information is correct _____



501 W. Sixth Street
P O Box 2443
Muncie, Indiana 47307
(765) 288-0890
(765) 288-0899
www.completepropertycarellc.com

MANAGEMENT CONTRACT

Owner: _____

Property: _____

Rent: _____ Deposit: _____

Owner is asking Complete Property Care, LLC (herein known as CPC) to manage the above property/properties and sent profits and statements on a monthly basis to their address by the 15th of every month. For each lease executed by CPC there is a one-time \$250.00 lease fee to help cover the administrative cost of executing the lease, i.e. showing property, running verifications, etc. In addition to the lease fee, Owner allows CPC to retain twelve percent (12 %) of rents received as a management fee.

Owner will pay all advertising costs incurred for their property.

This Contract will be from _____ to _____ on a yearly basis, renewable for up to five (5) years at the same cost. This contract can be voided by either party giving a sixty (60) day notice to either party in writing.

If property is vacant at the time of Contract signing, the owner will advance CPC \$200, in escrow, per vacant property, to promote and show the property.

All evictions are charged to Owner at a rate of \$150 per unit.

Complete Property Care, LLC agent _____ Date: _____

Owner _____ Date: _____



501 W. Sixth Street
P O Box 2443
Muncie, Indiana 47307
(765) 288-0890
(765) 288-0899

www.completepropertycarellc.com

Lawn Maintenance:

CPC _____
Tenant _____
Owner _____

Building Maintenance/Repairs

CPC _____
Owner _____

Approval required for all maintenance/repairs over \$ _____

Rates:

Lawn maintenance: Minimum \$25 per yard
(recurring charge to be determined at first mowing)

Plumbing, furnace, and electrical: \$65 per hour

General repairs: \$25 per hour

Estimates available upon request before doing work - \$25 charge for all estimates gathered, but not done by CPC

Owner initials _____ Date: _____