

Team Building Templates

Contracts and Agreements for Your Real Estate Team

1. Property Management Agreement Template

- Management Fee: ____% of monthly rent collected
- Leasing Fee: ____% of first month's rent for new tenants
- Renewal Fee: \$____ for lease renewals
- Maintenance Coordination: Repairs under \$____ approved automatically
- Financial Reporting: Monthly statements by ____ of each month
- Vacancy Marketing: Included in management fee / Additional charge
- Eviction Services: \$____ plus court costs
- Contract Term: ____ months with ____-day termination notice

2. Independent Contractor Agreement

- Scope of Work: [Detailed description of services]
- Payment Terms: Net ____ days from invoice
- Insurance Requirements: \$____ general liability minimum
- Warranty Period: ____ days/months on completed work
- Change Orders: Must be approved in writing
- Dispute Resolution: Mediation before litigation
- Termination: Either party with ____-day written notice

3. Buyer's Agent Agreement

- Commission: ____% of purchase price
- Representation Period: ____ days exclusive representation
- Geographic Area: [Define specific area]
- Property Types: [Residential/Commercial/Multi-family]
- Minimum Purchase Price: \$____
- Maximum Properties Shown: Unlimited / ____ properties
- Termination Rights: [Define conditions]