



Note:

No action/decision regarding management during a vacancy is required until you receive notice from BLOCK of a pending vacancy.

From: Emily McBrayer, Property Manager

Date:

To:

Re:

As you may know, your home will become vacant on . Block & Associates Relocation will continue to manage your home during any vacancy period and our standard management fee will apply. Our services during the vacancy would include the following:

- Performing and inspection and completing the move-out Property Condition Checklist
- Determine if there are any damaged beyond normal wear and tear
- Make recommendations for any needed repairs, upgrades or regular maintenance
- Contract for any needed repairs and approved upgrades and/or regular maintenance
- Arrange for utilities and lawn care, if applicable
- Timely completion of the Security Deposit Itemization/Refund ... **this must** be completed within 30 days of lease termination.
- Continued payment of HOA or any other scheduled payments, if applicable
- Regular walk-thru inspection of your home

After the completion of the Security Deposit Itemization/Refund you can either

1. continue with our management services that are fee-based; or
2. assume management of your home until it is re-rented.

If you elect to have BLOCK continue management of your home during the vacancy period, please be advised that BLOCK will retain an additional \$500.00 from your last month's rent in an effort to maintain timely payments regarding maintenance, utilities, HOA (if applicable) and routine expenses. Any monies exceeding your required maintenance fund (\$300.00 / \$500.00) will be release to you upon commencement of a new Rental Contract.

If you assume management yourself, you will need to arrange for lawn care, utilities and payment of HOA or other scheduled payments until your home is re-rented, at which time we will begin our management services again.

Attached is a form for you to notify us of you choice regarding management during the upcoming vacancy of your home. Please indicate your choice and return this form to us immediately via fax (919.459.6301) or email (propmgr@NCHomeRentals.com).

Unless you notify us otherwise by , we will continue management at our standard management fee.

Please feel free to contact me with any questions.





Block & Associates Relocation
Vacant Home Management Agreement

Homeowner:

Property Address:

Please indicate your choice regarding vacant management below and return this form to:

Emily McBrayer
Property Manager
919.459.6312
Fax: 919.459.6301
Propmgr@NCHomeRentals.com

Sample

- 1. Please continue the management of my rental home after the completion of the Security Deposit Itemization/Refund at the standard BLOCK management fee. *I understand and agree that BLOCK will retain an additional \$500.00 from the last month's rent in an effort to maintain timely payments regarding maintenance, utilities, HOA (if applicable) and routine expenses.*

_____(Seal)
Signature Date

- 2. Please discontinue the management of my rental home after the completion of the Security Deposit Itemization/Refund on _____. *In order to avoid unnecessary utility reconnection fees and potential damages to my home, I will arrange for the utilities to be connected in my name as soon as the home becomes vacant on _____.*

I agree and acknowledge that Block will cease management on _____ and will resume management on the beginning date of the new Rental Contract.

_____(Seal)
Signature Date

11-07

