



Phone 208-283-5663 • Fax 866-404-2381  
3383 N. Five Mile Rd #245, Boise, ID 83713 • [www.cpmidaho.com](http://www.cpmidaho.com)

## A LA CARTE SERVICE AGREEMENT

Pursuant to this Management Agreement dated \_\_\_\_\_ (hereinafter "Agreement"), the undersigned \_\_\_\_\_ (hereinafter "Owner") hereby agrees to contract with Capital Property Management (hereinafter "Management"), to exclusively lease or rent the Owner's real property described as \_\_\_\_\_ (the "Property") upon the following terms and conditions:

Please initial next to the services you would like CPM to perform on your behalf:

**1) \_\_\_\_\_ Move Out Inspection Only:** Management will perform a written inspection with digital photos only, for a fee of **\$45** or a video for **\$65**. It is understood that this is not a Home Inspection, as would be done by a licensed Home Inspector, but rather a condition report for the purpose of creating a to-do list to make the property rent ready and/or a list of damages created by the outgoing tenant. Areas predominantly focused on are interiors and the yard. Areas that will not be surveyed are attics, crawl spaces and/or anything requiring a ladder. Management takes no responsibility for items missed in the inspection. These inspections will only be done on a vacant house, without the tenant present.

**2) \_\_\_\_\_ Lease Signing with Move In Inspection Only:** Owner shall provide Management with applicants for screening and approval. Management will run credit and background checks on applicants, for a fee paid by applicants. Applicants will be approved or declined based on Owner's criteria and within Fair Housing Laws.

Owner can choose to provide their own Lease or use Management's at a fee of **\$100**. Management takes no responsibility for content or lack thereof in any Lease provided, including Management's own. Any Lease, Rental Agreement or Addendums shall be executed only with Owner's approval after proper screening and verification, and shall be in the name of the Owner.

Initial one: \_\_\_\_\_ Owner to use own's Lease  
\_\_\_\_\_ Owner to use Management's Lease

Management shall sign the Lease, Addendums and complete a Move-in Inspection with the approved tenant and verbally verify with said tenant they have switched the appropriate utility bills as requested by Owner, into their name. It is understood that Management will not call the utility companies.

After the lease is executed and funds are collected and cleared (if Management collects funds on behalf of the owner), Management turns all documentation over to the Owner who will serve as landlord moving forward. Capital Property Management will not be the property manager after the

accepted tenant takes possession. Management is not responsible for future actions or performance of said tenant.

The monthly rental price will start at \$\_\_\_\_\_ and may change due to marketing strategy but not without Owner's permission.

**Compensation:** Management shall receive compensation from Owner for any lease or rental agreement, regardless of who places tenant in Property. Management can at the discretion of Owner collect the initial rent, security deposits, and all other funds due from any approved leasee or tenant. The funds are to be forwarded to Owner after appropriate fees and expenses are deducted.

**Disclosure of Lead Based Paint** Housing built before 1978 may contain lead based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Management and Owner must disclose the presence of know lead based paint.

Owner's Acknowledgement relating to the Property **(Initial if Applicable)**

- 3.1 Known lead based paint/hazards are present \_\_\_\_\_
- 3.2 Has no knowledge of lead based paint/hazards \_\_\_\_\_
- 3.3 Has provided lead based/hazard records \_\_\_\_\_
- 3.4 Has no records pertaining to lead based paint/hazards \_\_\_\_\_

**Tenant's Personal Information:** It is understood by the Owner, that the personal data of the Tenants will be transferred to the Owner upon possession of the property. By accepting the Tenant's personal information, you are accepting the responsibility of this sensitive personal data. You hereby agree that you accept full responsibility for the safeguard of the contents. Furthermore, you agree that Capital Property Management will not be held responsible by you, or any other party(s), for any claims made against us for your misuse or mishandling of the third-party(s) personal data. Any claim(s) made against us will result in our firm counter-pursing any and all legal remedies made available to us including the recovery of attorney's fee and other possible damages. The information on the credit report will be reviewed with the Owner but the report data will not be given to the Owner for their possession.

**Security Deposits:** All security deposit distributions will be handled by the Owner directly; Capital Property Management is not responsible in any way with this distribution. No action may be taken against Management regarding issues with security deposits.

**Other:** (a) Management shall receive and retain all lessee or tenant application fees.  
(b) Management records relating to the real property may be destroyed six years after termination of this Agreement.

**Acknowledgement of Copy:** Owner acknowledges receipt of a legible copy of this fully executed Agreement. The parties agree that this Agreement has been entered into in the State of Idaho that that the laws of such state shall govern the validity and interpretation of this Agreement and the performance due hereunder.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CPM: \_\_\_\_\_ Date: \_\_\_\_\_