



PROPERTY MANAGEMENT AGREEMENT

Address of property for management(1)

Address Client

Full name of Clients(s)

Contact Email:

Home:

Work:

Estate agents offering property management services must by law give clients written details of the payments they will have to make for property management services and explain how payments will be calculated and when they will be due. These details are set out in this agreement. You as client(s) agree to appoint us (MacIntosh International Limited and anyone taking over it's rights under this agreements) to manage your property on the following terms:

<p>1. Sole Property Management Appointment We will be your sole property management agent from the date of this agreement for a minimum period of 52 weeks. After that period, the agreement will continue unless you, or we, give 14 days written notice to end it. The earliest you, or we, can give notice 14 days before the end of the minimum period. We will manage your property as detailed above(1).</p> <p>2. Our Services include:</p> <ul style="list-style-type: none"> • Snagging Service (Chargeable). • Start of season clean (Free of Charge). • Key Holding – Give and Receive Keys. • Payment of utility Bills and Taxes (clients invoiced by PropertyShop4U) • Airport transfers arranged with fully licensed cars (chargeable by distance). • Cleaning Services (Chargeable). • Laundry Services (Chargeable). • Equipment hire – Cots, High chairs, extra beds (please book and pay in advance) • Car Hire (please contact us to arrange in advance). • Weekly check of your apartment between May and October. • Inventory check. • Welcome packs for your clients (additional charge). • 24 hour advise and assistance for clients and their guests including emergency contact number. • Ventilation of the apartment throughout the year. • Running of water to ensure no water problems materialise. • Turning on water at start of season and off at end of season. • Closing up your apartment in preparation of winter. • Winter check (monthly) from November – April. • Immediate notification of any problems discovered with your apartment. • Any repairs to the property, on behalf of our clients, with the client's full knowledge and permission, we will arrange for the appropriate technician. • Property Insurance arranged if requested. 	<p>Cleaning and Laundry Services are charged separately. Please see our current price sheet.</p> <p>3. MacIntosh International Ltd. Will supply one free welcome pack for the Owners of the apartment per contracted year.</p> <p>Our welcome pack includes:</p> <ul style="list-style-type: none"> • 1 Bottle of water • 1 Box of Teabags • 1 Coffee • 1 Milk • 1 Sugar • 2 Toilet rolls • 1 Bottle of Red or White Wine • 1 Bread • 1 Butter • 4 Beers • 1 Jam • 1 Packet of biscuits <p>6. Sole property management fees</p> <p>You agree to pay MacIntosh International Ltd our property management fee of 500 Euro's for 1 year, our property management year starts from 31st January one year to 31st January the following year. Fees to be paid no later than 14th February of the property management contract term,</p> <p>7. Cancellation If this agreement is cancelled by the property owner during the dates that this contract is in force then no refund or part refund of our fees will be due.</p> <p>8. Unoccupied property MacIntosh International Ltd. are not responsible for the maintenance or repair of your property. MacIntosh International Ltd will ensure that mains services are turned off, water and heating systems professionally drained at the end of the season. MacIntosh International will arrange for the cleaning and laundry services of your property between rental clients.</p> <p>9. MacIntosh International accept no responsibility for any damages to your apartment.</p>
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I/We agree to the above terms:

Signature of Property Owner1:

Print Name:

Date:



MacIntosh International
Overseas Properties

Tel: Freephone 0800 0664652
Int: +359 (0)878 374 424

Signature of Property Owner2:

Print Name:

Date:

Please complete and fax this form to **0870 490 1040**
Send signed agreement to

MacIntosh International Ltd
27 Lauriston Street
Edinburgh
EH3 9DQ
United Kingdom

Payment should be made immediately to the following account:

**Bank of Scotland
600 Gorgie Road
Edinburgh
EH11 3XP**

**Account Name: MacIntosh International Ltd
Sort Code: 80-22-60
Account Number: 06443635**