

SERVICES PROVIDED – Page 2 - Agreement

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4346 Preserve Trail, Snellville, GA 30039

Date: _____

Phone No./email

Landlord/Property Owner: _____

Business Name (if any): _____

Mailing Address: _____

SERVICE PROPERTY:

Admin.

Property Address: _____

Tenant Placement

Property Address _____

Access Instructions: ___ Lockbox Code/Password _____ Other _____

Alarm System: ___ Yes ___ No If Yes, Passcode _____

Advertise Online Sites: ___ Craigslist ___ Zillow ___ Website

Marketing: ___ Sign on Property

Service Property Eviction Inspection (check Lease/Rental Agreement for the notice allowed, etc. 24-hour notice)

Phone #/email

Tenant(s): _____

NEW! VIRTUAL ASSISTANT (PROVIDE ADMINISTRATIVE & OFFICE DUTIES): \$80+/Hr.

Services Provided: _____

Agreement to Services Provided

Landlord/Property Owner

Date

Services are for a term of up to 90 days unless otherwise specified and agreed upon, in writing and signed by both parties. All services are on a referral basis or as a representative or contract basis.