

Rancho Property Works LLC

Dear Property Owner,

Welcome to Rancho Property Works LLC.

Enclosed is your Management Agreement and related documents execute enabling us to become your Property Manager. Please fill in the appropriate information and return these documents to us signed with a check payable to Rancho Property Works LLC in the amount of \$200. This includes a set-up fee of \$ 100 and a deposit to your trust account of \$100.

If you are faxing back the Management Agreement and related documents, please return the originals by mail to the address at the bottom of this page. In addition, we need a copy of the recorded deed to your property.

If the property is owned by you as an individual, please include your special security number on the management agreement. If the property is in the name of a LLC or Corporation, please put the full name and federal tax ID number.

Your Management Agreement requires that you name Rancho Property Works LLC as an additional insured on your insurance policy. Please have your insurance company send us a certificate immediately.

Insurance Company _____ Policy _____
Agent _____ Phone _____

Thank you for taking care of these "set-up" matters. We look forward to working with you.

Please call if you have any questions.

Sincerely,

Jeff Zank
Property Manager and President

Rancho Property Works LLC

8100 M-4 Wyoming Blvd NE #408, Albuquerque, NM 87113 - 505-918-1444 - jazank@gmail.com

Hello and Thank you for your interest in Rancho Property Works LLC. Attached is the Management Agreement and related documents for you to review. It is very important you read and understand all documents! Should you choose Rancho Property Works LLC to manage your property, please return the signed and or completed Owner Management Agreement, Management Application, Lead Paint Disclosure, Property Profile, Owner W-9, PNM/NM Gas and Tenant information. We'll also need any keys and or garage remotes to the property, current leases for any rented units and a check to establish your operating fund.

Our goal is to help you get the highest possible return on your property while providing tenants with a decent rental home. Please feel free to contact Jeff Zank, 505-918-1444 or email jazank@gmail.com if you have any questions.

Trust Account and Operating Fund

If the property is not leased, Rancho Property Works LLC requires a \$200 deposit to create an operating fund. A Property Management Trust Account will be setup for your property and your \$200 will be used toward any expenses during the vacancy. If the property is already leased, submit the tenant's security deposit and an operating fund for your Trust Account of only \$100, as many of these costs will not apply. Owners will be informed if additional operating funds are needed for any property managed by Rancho Property Works LLC - these funds are needed so we have money to pay any advertising, maintenance or related bills on the property

Fees and Duties

Our management fees are as follows;

1. Single Family Home: Seven Percent (7%) Monthly Rent collected + Gross Receipts Tax + \$200 Operating Fund Deposit,
2. 2-4 Plex Apartments: Nine Percent (9%) Monthly Rent + Gross Receipts Tax + \$200 Operating Fund Deposit,
3. 5+ Unit Apartments: Custom Quote Percent of Monthly Rent + Gross Receipts Tax + TBD Operating Fund Deposit.

Our management duties are listed on the Management Agreement Each duty listed is covered in the management fee, unless indicated otherwise. Should you request additional duties not outlined in the Agreement, you will be billed at the rate of \$30 per hour. For example, if you want your house painted and need us to meet the painter at the property to give the painter access, you will be billed \$30 per hour because this is not a duty that is outlined in the Agreement. Please keep this in mind when making your requests.

Advertising and Marketing for Vacant Properties

We will choose the best advertising and marketing strategy for your property based on the area and type of property - some advertising and marketing is free of charge and some will be some at the Owner's expense. Owners are liable for ad costs regardless of whether or not the property is leased.

We use a free site that syndicates your ad to the following web sites: backpage, DotHomes, Google Base, HotPads, local.com, Oodle and Vast subject to availability from syndication provider. In addition this system created HTML based marketing content for your property which is then used for your www.craigslist.com ad. Overall your ad will be in color and include property photos alongside marketable features of the property in a more professional looking ad than just some text and a photo on a web site. We also use the free military housing website www.ahrn.com and your property will be posted on our website, www.ranchopropertyworks.com. Please allow 7-10 business days for Internet ads to be posted. Property features must be prepared, photos taken and photos edited, etc. A 'For Lease' sign will be posted at the property for no charge given that signs are allowed in the community. Signs will not be posted until the property is vacant and ready.

Pay for advertising would include www.rental.com (Cost TBD), the Alibi (Cost TBD), Quick Quarter (Cost TBD) and the UNM Off Campus Housing Office. Advertising in the Sunday Newspaper runs about \$25-35 per Sunday. Rates fluctuate depending on the number of properties we advertise in the Newspaper. Individual invoicing is unavailable as Rancho Property Works LLC pays bulk a bulk advertising rate in the Journal.

Initials: Owner _____ Agent _____

Leased Properties

If your property is already leased at the start of management agreement, please submit a copy of the tenant's lease and any additional information that will be helpful for us to provide the best service to you and your tenant. Any and all Property Inspection or Condition Reports are helpful, as we must have record of the condition of the property before it was leased to the tenant when handling their security deposit upon move-out.

Maintenance Services

We are able to provide handyman services including yard work, painting, unit make ready and related services for Property Owners. The rate for work done is \$30 per man-hour, minimum of 1 hour, plus material costs and tax, after-hours calls are usually a two-hour minimum. If we have to sub-contract any work, such as roof repair, you are charged what the subcontractor charges. We do not mark up sub-contractor invoices or materials and we also obtain written estimates from sub-contractors for you if the cost is over \$200, except in an emergency. In the event of an emergency, which is an issue that may cause damage to a property or harm to the tenant, Rancho Property Works will have the work completed and may not obtain an estimate in the interest of protecting your property and the tenant. Invoices will be provided to you along with the monthly statements/reports and maintenance cost will be deducted from your account balance.

Evaporative coolers must be serviced in the spring, shut down in the fall and the furnace must be shut down in the spring and serviced in the fall. Rancho will sub-contract for this work. We'll take this opportunity to inspect the property for damage or needed repairs. including Smoke detector testing during these times and smoke detectors and/or batteries will be replaced at owner's expense, if needed. We'll also inspect fire extinguishers to ensure they are charged. If not they will be replaced at the owner's expense if needed. If your property as refrigerated air the filters must be changed and or cleaned twice a year again at the owners expense.

Monthly Accounting Reports

Reports are US mailed to property owners on or around the 15th of the month and usually received before the 20th of the month. Please see the Management Agreement for additional details. Property Owners must review your reports each month and contact Rancho Property Works LLC immediately if you have questions or concerns. Do not wait several months and then contact Rancho Property Works LLC with questions as it is easier for us to answer your questions quickly when immediately brought to our attention. The monthly operating statement will list the expenses and any income for the one-month period. With this report we'll also attach a the year-to-date (YTD) report which also contains your account balance.

Tenant Screening

It is important to Rancho Property Works LLC and the Property Owner that properties are leased to qualified tenants. Tenant screening is the best way to accomplish this and is as a result is extremely important. Potential tenants for your property must submit an application including previous residency and current employment information which are all verified. We obtain an extensive report on all applicants including any felonies, bankruptcies, payment histories as well as any eviction reports. We also run applicants through the national sex offender website and the Bernalillo County criminal/civil website.

If the applicants do not meet our high standards requirements, we will provide the property owner with application details and we will allow the property owner to make the decision as to whether or not to lease to them or not. Rancho Property Works LLC does not approve any unqualified tenants without owner consent. In some cases, Rancho Property Works LLC will allow a tenant to obtain a cosigner. The co-signer must have excellent credit and sufficient income.

Evictions

Rancho Property Works LLC handle evictions from start to finish. Property owners are billed for the legal fees, however, court fees are typically awarded in the judgment. Rancho Property Works LLC can only handle restitution cases for property owners. The property owner or a licensed attorney must handle damage suits.

Welcome to Rancho Property Works LLC.

Initials: Owner _____ Agent _____

OWNER INFORMATION

Owner Name(s): _____ Property Code: _____

Property Street Address: _____ SSN: _____

City: _____ State: _____ Zip Code: _____

New Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Current Home Phone: _____ Current Work Phone: _____

New Home Phone: _____ New Work Phone: _____

E-mail Address: _____

Emergency Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ E-Mail: _____

Direct Deposit?: _____ If No, What Address For Checks?: _____

Accept Pets?: _____ Accept Military Clause?: _____

Insurance Coverage In Place?: _____ Received Keys?: _____

Assist With Water Bills?: _____ Repair Authorization: _____

Fund Received From Owner: _____

Initial Marketing Rent Amount _____
(This amount may change based on marketing response and experience.)



**REALTORS® ASSOCIATION OF NEW MEXICO
LEAD-BASED PAINT DISCLOSURE BEFORE LEASE - 2008**

All parts of this form must be completed in the proper order, including check-boxes, and everyone must sign it before Tenant can legally lease the Property. It would be a violation of federal law for Landlord to lease the Property to Tenant before Landlord and Tenant have complied with each and every provision of the law.

This Disclosure and Acknowledgment will be attached as Addendum No. -1- to the Rental Agreement between Landlord and Tenant, dated _____,

Relating to the following Property:

Address _____ City _____

Legal Description _____
or see attached metes and bounds or other legal description attached as Exhibit _____,
County, New Mexico.

1. LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Owners must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenant must also receive a federally approved pamphlet on lead poisoning prevention.

2. OWNER'S DISCLOSURE

(a) Presence of lead-based paint and/or lead-based paint hazards:

(i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):

(ii) Owner has no knowledge of lead-based paint and/or lead-based paint hazards.

(b) Records and reports available to Owner:

(i) Owner has provided Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing. (List documents below.)

(ii) Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

REALTORS® Association of New Mexico (RANM) makes no warranty of the legal effectiveness or validity of this form and disclaims any liability for damages resulting from its use. By use of this form the parties agree to the limitations set forth in this paragraph. The parties hereby release RANM, the real estate brokers, their agents and employees from any liability arising out of the use of this form. You should consult your attorney with regards to the effectiveness, validity, or consequences of any use of this form. The use of this form is not intended to identify the user as a REALTOR®, REALTOR® is a registered collective membership mark which may be used only by real estate licensees who are members of the National Association of REALTORS® and who subscribe to the Association's strict Code of Ethics.

**REALTORS® ASSOCIATION OF NEW MEXICO
LEAD-BASED PAINT DISCLOSURE BEFORE LEASE - 2008**

3. TENANT'S ACKNOWLEDGMENT

- (a) Tenant has received copies of all information listed above.
- (b) Tenant has received the pamphlet "Protect Your Family From Lead in Your Home."

4. AGENT'S CERTIFICATION

A. Agent has informed Landlord of Landlord's obligations under Sec. 42 U.S.C.A. 4852d to:

- (1) provide Tenant with the federally approved pamphlet, "Protect Your Family from Lead in Your Home;"
- (2) complete this Lead-Based Paint Disclosure before giving it to Tenant;
- (3) disclose any known lead-based paint or lead-based paint hazards in the Property;
- (4) deliver to Tenant a list of and copies of all records and reports pertaining to lead-based paint and/or lead based paint hazards in the Property;
- (5) retain a completed copy of this Disclosure for at least three (3) years following signing of the lease.

B. Agent is aware of Agent's duty to ensure compliance with the requirements of Sec. 42 U.S.C.A. 4852d.

This form is not required for zero bedroom units, leases for less than 100 days where no renewal or extension can occur, housing exclusively for the elderly or disabled (unless children live there), rental housing that has been inspected by a certified inspector and found to be freed of lead-based paint; renewals of leases where disclosure has taken place and no new information has become available.

Warning

Portions of this form are required by Federal regulations and should not be revised.

Certification

Each of the following parties has reviewed the information above and certifies, to the best of his or her knowledge, that the information provided by that party is true and accurate.

OWNER

Owner		Date	Time
Owner		Date	Time
Owner Names (Print)			

Owner

**REALTORS® ASSOCIATION OF NEW MEXICO
LEAD-BASED PAINT DISCLOSURE BEFORE LEASE - 2008**

TENANT

_____ Tenant		_____ Date	_____ Time
_____ Tenant		_____ Date	_____ Time
_____ Tenant Names (Print)		_____ Email Address	
_____ Tenant Address	_____ City	_____ State	_____ Zip Code
_____ Tenant Home Phone	_____ Business Phone	_____ Fax	

LANDLORD/BROKER

Rancho Property Works LLC
Landlord/Broker Firm

By (Print)

Broker is is not a REALTOR®

_____ By (Signature)		_____ Date	_____ Time
<u>8100 M-4 Wyoming Blvd NE #408</u> Address	<u>Albuquerque</u> City	<u>NM</u> State	<u>87113</u> Zip Code
<u>(505) 918-1444</u> Business Phone	_____ Fax	<u>jazank@gmail.com</u> Email Address	



**REALTORS® ASSOCIATION OF NEW MEXICO
PROPERTY MANAGEMENT AGREEMENT - 2008
PART I - BROKER DUTIES**

Every licensed New Mexico real estate Broker is obligated to disclose Broker Duties. Please acknowledge receipt of this information by signing or initialing at the bottom of this page. **Disclosure:** The following brokerage relationships are available in the State of New Mexico: (1) transaction broker, (2) exclusive agency, and (3) dual agency (see RANM Form 1401, p. 2).

Prior to the time an Associate Broker or Qualifying Broker generates or presents any written document that has the potential to become an express written agreement, the Broker shall disclose in writing to a prospective buyer, seller, landlord or tenant, the following list of Broker Duties that are owed to all Customers and Clients by all Brokers regardless of the brokerage relationship:

- (A) Honesty and reasonable care; as set forth in the provisions of this section;
- (B) Compliance with local, state, and federal fair housing and anti-discrimination laws, the New Mexico Real Estate License Law and the Real Estate Commission Rules and Regulations, and other applicable local, state, and federal laws and regulations;
- (C) Performance of any and all oral or written agreements made with the Broker's Customer or Client;
- (D) Assistance to the Broker's Customer or Client in completing the Transaction, unless otherwise agreed to in writing by the Customer or Client, including (1) Presentation of all offers or counter-offers in a timely manner, and (2) Assistance in complying with the terms and conditions of the contract and with the closing of the Transaction;

If the Broker in a Transaction is not providing the service, advice or assistance described in paragraphs D(1) and D(2), the Customer or Client must agree in writing that the Broker is not expected to provide such service, advice or assistance, and the Broker shall disclose such agreement in writing to the other Brokers involved in the Transaction;

- (E) Acknowledgment by the Broker that there may be matters related to the Transaction that are outside the Broker's knowledge or expertise and that the Broker will suggest that the Customer or Client seek expert advice on these matters;
- (F) Prompt accounting for all monies or property received by the Broker;
- (G) Prior to the time the Associate Broker or Qualifying Broker generates or presents any written document that has the potential to become an express written agreement, written disclosure of (1) any written Brokerage Relationship the Broker has with any other Parties to the Transaction; (2) any material interest or relationship of a business, personal, or family nature that the Broker has in the Transaction; and (3) other Brokerage Relationship options available in New Mexico;

(H) Disclosure of any adverse material facts actually known by the Broker about the property or the Transaction, or about the financial ability of the Parties to the Transaction to complete the Transaction. Adverse material facts do not include data from a sex offender registry or the existence of group homes;

(I) Maintenance of any confidential information learned in the course of any prior Agency relationship unless the disclosure is with the former Client's consent or is required by law;

(J) Unless otherwise authorized in writing, a Broker shall not disclose to their Customer or Client during the transaction that their Seller Client or Customer has previously indicated they will accept a sales price less than the asking or listed price of a property; that their Buyer Client or Customer has previously indicated they will pay a sales price greater than the price submitted in a written offer; the motivation of their Client or Customer for selling or buying property; that their Seller Client or Customer or their Buyer Client or Customer will agree to financing terms other than those offered; or any other information requested in writing by the Broker's Customer or Client to remain confidential, unless disclosure is required by law.

**REALTORS® ASSOCIATION OF NEW MEXICO
PROPERTY MANAGEMENT AGREEMENT - 2008**

PART II

1. Broker does does not have a material interest or relationship of a business, personal or family nature in the transaction, including compensation from more than one party:

If the Brokerage or Qualifying Broker has a material interest or relationship of a business, personal or family nature in the transaction, that interest or relationship must also be disclosed separately.

2. Property Owner is is not a New Mexico real estate Broker.

Owner Date Time Owner Date Time

BROKER

Rancho Property Works LLC
Firm

Broker

Broker is is not a REALTOR®

Signature

Date Time



**REALTORS® ASSOCIATION OF NEW MEXICO
PROPERTY MANAGEMENT AGREEMENT - 2008**

1. PARTIES. _____

("Owner") grants to the undersigned Broker the exclusive right to rent and manage as agent for Owner the Property described in paragraph 2, subject to the terms and conditions of this Agreement.

2. PROPERTY.

Address _____ City _____

Legal Description
or metes and bounds description attached as Exhibit _____, _____ County, New Mexico.

3. TERM. The term of this Agreement will begin on _____, _____, and will terminate at 11:59 pm Mountain Time on _____, _____. Unless written notice of termination is given no later than 30 days prior to the end of the term, at the end of the term set forth above, this Agreement shall become month to month. This Agreement may be terminated on thirty (30) days written notice by either party.

4. BROKER OBLIGATIONS. Broker agrees to:

A. RENT. Accept the management responsibility for the Property and furnish services for the renting, operation, and management of the Property; rent the Property and sign, renew, and/or terminate rental agreements, with a maximum term of _____; impose late charges and returned check fees and disburse them as follows:

B. DEPOSIT FUNDS. Deposit all collections in Broker's trust account. No money may be disbursed to Owner until sufficient funds have cleared to cover the disbursement to Owner from the trust account. Nothing in this Agreement shall obligate Broker to advance funds on behalf of Owner. Owner agrees to provide any funds needed that are not available in the trust account.

C. ACCOUNT. Render monthly statements of receipts, charges and expenses to Owner, on or before the 20th day of each month. Upon termination of this Agreement, in accordance with New Mexico real estate license law, Broker shall provide a final accounting of Owner's account(s) to Owner with 45 days of the termination.

5. OWNER GRANT OF AUTHORITY. Regarding management of the property, Owner hereby gives to Broker the authority to contract in Owner's name, and unless otherwise provided, at Owner's expense, and to:

A. ADVERTISE. Advertise the Property and display signs thereon, if permitted.

B. MAINTAIN AND REPAIR.

(1) Make or provide all necessary maintenance, minor alterations, repairs, replacements, and utility services to preserve the Property in its present condition as required to comply with the rental agreements, or as required by law.

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**REALTORS® ASSOCIATION OF NEW MEXICO
PROPERTY MANAGEMENT AGREEMENT - 2008**

(2) Negotiate contracts for non-recurring items not exceeding \$ _____ per item, and to enter into agreements on behalf of Owner for necessary repairs, maintenance, minor alterations, replacements, and utility services. Broker shall pay all bills from the trust account provided funds are available. Broker shall pass on to Owner any rebate or discount which Broker shall obtain.

(3) Engage and discharge other persons or firms to perform services or improvements to the Property. It is expressly understood and agreed that persons engaged to perform services or improvements are engaged by Owner. Broker shall in no way be liable to persons engaged to perform services or improvements to the Property for their compensation, nor shall Broker be liable for acts or omissions on the part of persons engaged to perform services or improvements to the Property.

C. RECOVER POSSESSION. Institute and prosecute actions to the extent permitted by law to remove tenants and to recover possession of the Property or recover rent and, when expedient, to settle, compromise and release such actions.

6. COMPENSATION.

A. In return for renting and managing the Property, Owner agrees to pay Broker _____ percent () plus applicable gross receipts taxes in the following manner: **Paid out of rental receipts**

B. In return for any required negotiation or supervision of repairs or improvements, Owner agrees to pay Broker **\$30.00 per hour** plus applicable gross receipts taxes.

C. If the event of termination of this Agreement by Owner for any reason, Owner will pay Broker (plus applicable gross receipts taxes).

(1) **all compensation from 6.A&B. Any completed maintenance provided by Broker.**

(2) With respect to existing lease: percent () **through duration of this agreement**

(3) With respect to renewals: _____

7. HOLD HARMLESS CLAUSE. Owner shall hold Broker, Broker's employees, subcontractors, subagents or representatives harmless from all damage, suits and costs incurred in connection with the management of the Property and from liability from injuries suffered by any person as a result of Owner's negligence, to the extent permitted by New Mexico law.

8. INSURANCE. Owner will carry, at Owner's expense, necessary fire and extended coverage and public liability insurance in an amount determined by Owner adequate to protect the interest of Owner and Broker. Owner must submit copies of policies to Broker on demand.

9. LEAD-BASED PAINT DISCLOSURE AND INFORMATION REQUIREMENTS. If a residence on the Property was constructed before 1978, Owner must (1) provide Tenant with a pamphlet ("Protect Your Family from Lead in Your Home"); (2) disclose known presence of lead-based paint and lead-based paint hazards; and (3) provide copies of all reports and records available to Owner pertaining to lead-based paint and lead-based paint hazards on the Property.

The property is is not subject to the Lead-Based Paint Regulations.

10. COMPLIANCE WITH LAWS. Owner and Broker shall comply with all laws, ordinances, and regulations governing the Property and the rental agreements with tenants, including, but not limited to, New Mexico Real Estate Commission license law and regulations, the New Mexico Human Rights Act, the Federal Fair Housing Act (which prohibit discrimination on the basis of race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, physical or mental handicap, serious medical condition or spousal affiliation), the Fair Debt Collection Practices Act, the Fair Credit Reporting Act, and the New Mexico Uniform Owner Resident Relations Act.

**REALTORS® ASSOCIATION OF NEW MEXICO
PROPERTY MANAGEMENT AGREEMENT - 2008**

11. DEPOSITS; REFUND.

A. All deposits requested from tenants and required by their rental agreements must conform to the limits imposed by the Uniform Owner Resident Relations Act and the Federal Fair Housing Act.

B. During the term of this Agreement, deposits will be held by Rancho Property Works LLC
If Broker holds the deposits, the rental agreements between Owner and tenants must expressly allow Broker to deliver deposits to Owner at the termination of this Agreement.

C. All Deposits shall be accounted for and returned to tenants as required by the Uniform Owner Resident Relations Act and the rental agreements. Each party will indemnify and hold the other harmless from any loss, cost or damage, including reasonable attorneys' fees, incurred by the innocent party as a result of the act or omission of the party responsible for the accounting and return of deposits. Deposits held by Broker cannot be applied to repairs or other costs during the term of the rental agreement. Broker will deliver deposits to Owner upon termination of this Agreement.

12. PROPERTY CONDITION. Owner will provide Broker with a written inventory list and property condition report. Broker's agreement to manage the Property is contingent on Broker's satisfaction with the condition of the Property, which shall be determined by inspection subject to Broker's sole discretion.

13. ATTORNEYS' FEES. If either party uses the services of an attorney to enforce that party's rights or the other party's obligations under this agreement, any award of damages shall include costs and reasonable attorneys' fees.

14. MISCELLANEOUS. "Delivered" means personally delivered, delivered by facsimile, mailed postage prepaid or by any method where there is evidence of receipt. Time is of the essence of this Agreement. This Agreement represents the entire agreement of the parties and supersedes all prior agreements or representations that are not expressly set forth in this Agreement.

15. ADDITIONAL TERMS.

Owner agrees to pay Rancho Property Works \$ management deposit due with this applicaion.

Owner agrees to pay Rancho Property Workd LLC for any and all marketing, advertising and realted expenses to market and advertise property in search of new tenant(s). Rancho Property Works LLC will take these charges out of owners management deposit.

Rancho Property Works will not charge Owner for marketing and advertising that is considered free.

Owner agrees to pay Rancho Property Works LLC \$30/hr. for any required property maintainence, process serving, or realated property visits.

Owner agrees to pay for all fees realted to tennant process serving,eviction and/or related legal fees if needed.

**REALTORS® ASSOCIATION OF NEW MEXICO
PROPERTY MANAGEMENT AGREEMENT - 2008**

BROKER

Rancho Property Works LLC
Property Management Firm

Broker is is not a REALTOR®

By (Print)

Signature	Date	Time
<u>8100 M-4 Wyoming Blvd NE #408</u>	<u>Albuquerque</u>	<u>NM</u>
Address	City	State
<u>(505) 918-1444</u>	<u>jazank@gmail.com</u>	<u>87133</u>
Business Phone	Fax	Email Address
		Zip Code

OWNER

Owner Signature	Date	Time
Owner Signature	Date	Time
Owner Names (Print)		
Email Address		
Owner Address	City	State
Owner Home Phone	Business Phone	Fax
Owner Social Security Number or Tax Identification Number		



Property Information Sheet

(complete for each building and/or unit - use the back if you need more space)

Property: Address: _____

Number of units at this address: _____

Directions: _____

Details: List the number of unit types and rents at this address:

(bed/bath/square ft)

(rents/deposit)

_____	_____
_____	_____
_____	_____
_____	_____

Pets ok?: Yes or No If So, Deposit Amt: _____

Dogs or Cats

Lease Preference: Min. 12 months 6-12 months Month-to-Month

Type: House Apts Studio/Efficiency Condo/Townhome

Utilities: (By owner - circle all that apply)

Gas Electric Water Sewer Trash Cable

Other: _____ Other: _____

(By Tenant - circle all that apply)

Gas Electric Water Sewer Trash Cable

Other: _____ Other: _____

Amenities: (circle all that apply)

yard fenced yard off street parking garage

RV parking covered parking garage door opener

AC Evaporative Refrigerated Air None

Washer/Dryer in Unit Common area Washer/Dryer

Washer/Dryer Hookups in units

PNM USE ONLY:

Customer Account # _____

Credit Approval Date: _____ Initials: _____ Date Received: _____ Date Effective: _____

**LANDLORD STANDBY (ELECTRIC)
SERVICE AGREEMENT**



*A personal commitment
to New Mexico*

THIS AGREEMENT is made by Public Service Company of New Mexico, ("PNM") and _____ ("Landlord") (each a "Party" and collectively, the "Parties"). *owner name*

Section I - Recitals

- A. Landlord owns certain rental property, as listed on Exhibit A, which is attached to this Agreement ("Property").
- B. PNM is the utility company authorized to provide electric services to the property.
- C. Landlord desires electric services to the property to continue uninterrupted when a Tenant requests that the services in Tenant's name be discontinued.

Section II - Agreement

NOW THEREFORE, PNM and Landlord agree as follows:

- A. PNM agrees not to terminate services to the property when a Tenant requests that electric services be discontinued. PNM will instead transfer services into the Landlord's name and account as of the date such services are scheduled to be discontinued. Landlord agrees to pay all of their outstanding bills prior to entering into the Landlord Standby Service Agreement by and between PNM and Landlord. Landlord agrees that the services will remain in Landlord's name until a new Tenant requests services to be placed into his or her name, or until Landlord provides written request to discontinue service in order to encourage new Tenant to place service in his or her name. See Exhibit B, Part B.
- B. Landlord shall be liable for all bills incurred while service is in Landlord's name.
- C. PNM is not responsible for a Tenant's delay in, or failure to, place service in their name.

Section III - Governing Provisions

A. Term

This Agreement shall commence no later than five (5) business days after credit approval is verified and shall be effective for each property listed on Exhibit A until the Landlord provides written notice to PNM that a listed property is no longer subject to the Agreement.

B. Charges and Fees

Landlord shall be charged all applicable fees to initialize electric services if services are discontinued prior to PNM and Landlord entering into and executing the Landlord Standby Electric Service Agreement.

C. Notice to Discontinue Services for Non-Payment

1. PNM shall not be required to notify Landlord in advance of any Tenant's request to discontinue service. PNM will however attempt to notify Landlord of any impending discontinuance of service for non-payment if an Authorization for Information Disclosure Form is signed by the Tenant and on file with PNM. This provision shall apply only in instances where the Tenant who has signed the Authorization for Information Disclosure Form is the same person(s) who has requested and receives electric services for the same address. See Exhibit B, Part A.

2. The obligations of the parties under this agreement are limited to instances where a Tenant requests electric services to be discontinued, and does not extend to instances where a Tenant's services are discontinued for non-payment.

3. If Tenant has vacated the rental property and Landlord requests to have services reconnected in the Landlord's name, PNM will impose the current applicable fees and charges, as approved by the New Mexico Public Regulation Commission and will require payment of all outstanding past due amounts incurred by Landlord.

D. Request for Information

Landlord must submit a request in writing, for any updates or changes, including but not limited to, mailing address changes, phone number updates, or any other amendments or modifications to information provided to PNM.

E. Limitation on Damages

Landlord and PNM agree that neither party shall be liable to the other for, and waives all, incidental or consequential damages arising out of or related to services provided under this Agreement.

F. Termination

Either party may terminate the Agreement by providing three (3) business days prior written notice of termination to the other party. Such termination shall not change or modify the obligations of Landlord for any services rendered on and prior to the effective date of termination.

This Agreement and all provisions shall be binding upon the parties, their executors, successors, and administrators and permitted assignees.

to be completed by owner ↴

LANDLORD	PNM REPRESENTATIVE
Signature: _____	Signature: _____
Name (please print): _____	Name (please print): _____
Date: _____	Date: _____
SS# or Tax ID #: _____	

Mailing address for Landlord:

Name: Rancho Property works LLC

Street: 8100 M-41 Wyoming Blvd NE #408

City: Albuquerque State: NM Zip: 87113

Telephone number for Landlord: Daytime (505) 918-1444, Evening 608) 918-1444

Fax number for Landlord: () 828-3768

E-mail address: suzanne@gmail.com

LANDLORD STANDBY ELECTRIC
SERVICE AGREEMENT
Rental Property Listing
EXHIBIT A



*A personal commitment
to New Mexico*

Please list the service address for each property to be included in the Landlord Standby Program. If you would like to have service turned on at a property currently unoccupied please indicate below. If you would like services transferred from an account currently Active in previous owner/landlord name, please provide the name of the former owner/landlord _____.

owner name

Rental Property Address	Turn On	Rental Property Address	Turn On
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>
	Elec <input type="checkbox"/>		Elec <input type="checkbox"/>

PNM
Attention: Landlord Standby Department
Alvarado Square M/S 2594
Albuquerque, NM 87158
Phone: (505) 246-5700
FAX (505) 246-5770



A personal commitment
to New Mexico

**LANDLORD STANDBY
PNM AUTHORIZATION OF 2ND PARTY**

I _____ said owner(s) of the property located at
(Please Print)

(Street number and name also include all units associated with said property(ies).)

_____, _____ NM _____
(City) (State) (Zip Code)

Give authorization to Rancho Property Works LLC
(Name of Representative/Agent/Management Company)

to handle my PNM electric account(s) on my behalf.

Name of Representative and/or Company Rancho Property Works LLC

Mailing address 8100 M-4 Wyoming Blvd NE #408

City Albuquerque State NM Zip Code 87113

Phone number 505-918-1444 Fax number 505 828 3868

Email address (if applicable) JAZank@gmail.com

Owner Name(s) (printed) _____

Mailing address of owner _____

City _____ State _____ Zip Code _____

Home phone number _____ Fax number _____

Email address (if applicable) _____

Social Security Number(s) or
Federal Tax ID Number _____

Signature of Owner

Jeff Zank

(Representative and/or Acting Agent)
(please print)

Second Owner Signature
(if applicable)

Jeff Zank

(Signature of Representative and/or Acting Agent)

NEW MEXICO GAS COMPANY USE ONLY:

Customer Account # _____

Credit Approval Date: _____

Initials: _____

Date Received: _____

Date Effective: _____

LANDLORD STANDBY (GAS) SERVICE AGREEMENT



New Mexico
GAS COMPANY

THIS AGREEMENT is made by New Mexico Gas Company, and _____ (“Landlord”)
(each a “Party” and collectively, the “Parties”).

owner name

Section I - Recitals

- A. Landlord owns certain rental property, as listed on Exhibit A, which is attached to this Agreement (“Property”).
- B. New Mexico Gas Company is the utility company authorized to provide gas services to the property.
- C. Landlord desires gas services to the property to continue uninterrupted when a Tenant requests that the services in Tenant’s name be discontinued.

Section II - Agreement

NOW THEREFORE, New Mexico Gas Company and Landlord agree as follows:

- A. New Mexico Gas Company agrees not to terminate services to the property when a Tenant requests that gas services be discontinued. New Mexico Gas Company will instead transfer services into the Landlord’s name and account as of the date such services are scheduled to be discontinued. Landlord agrees to pay all of their outstanding bills prior to entering into the Landlord Standby Service Agreement by and between New Mexico Gas Company and Landlord. Landlord agrees that the services will remain in Landlord’s name until a new Tenant requests services to be placed into his or her name, or until Landlord provides written request to discontinue service in order to encourage new Tenant to place service in his or her name. See Exhibit B, Part B.
- B. Landlord shall be liable for all bills incurred while service is in Landlord’s name.
- C. New Mexico Gas Company is not responsible for a Tenant’s delay in, or failure to, place service in their name.

Section III – Governing Provisions

A. Term

This Agreement shall commence no later than five (5) business days after credit approval is verified and shall be effective for each property listed on Exhibit A until the Landlord provides written notice to New Mexico Gas Company that a listed property is no longer subject to the Agreement.

B. Charges and Fees

Landlord shall be charged all applicable fees to initialize gas services if services are discontinued prior to New Mexico Gas Company and Landlord entering into and executing the Landlord Standby (Gas) Service Agreement.

C. Notice to Discontinue Services for Non-Payment

1. New Mexico Gas Company shall not be required to notify Landlord in advance of any Tenant’s request to discontinue service. New Mexico Gas Company will however attempt to notify Landlord of any impending discontinuance of service for non-payment if an Authorization for Information Disclosure Form is signed by the Tenant and on file with New Mexico Gas Company. This provision shall apply only in instances where the Tenant who has signed the Authorization for Information Disclosure Form is the same person(s) who has requested and receives gas services for the same address. See Exhibit B, Part A.

2. The obligations of the parties under this agreement are limited to instances where a Tenant requests gas services to be discontinued, and does not extend to instances where a Tenant's services are discontinued for non-payment.

3. If Tenant has vacated the rental property and Landlord requests to have services reconnected in the Landlord's name, New Mexico Gas Company will impose the current applicable fees and charges, as approved by the New Mexico Public Regulation Commission and will require payment of all outstanding past due amounts incurred by Landlord.

D. Request for Information

Landlord must submit a request in writing, for any updates or changes, including but not limited to, mailing address changes, phone number updates, or any other amendments or modifications to information provided to New Mexico Gas Company.

E. Limitation on Damages

Landlord and New Mexico Gas Company agree that neither party shall be liable to the other for, and waives all, incidental or consequential damages arising out of or related to services provided under this Agreement.

F. Termination

Either party may terminate the Agreement by providing three (3) business days prior written notice of termination to the other party. Such termination shall not change or modify the obligations of Landlord for any services rendered on and prior to the effective date of termination.

This Agreement and all provisions shall be binding upon the parties, their executors, successors, and administrators and permitted assignees.

to be completed by owner ↓

LANDLORD	NEW MEXICO GAS COMPANY REPRESENTATIVE
Signature: _____	Signature: _____
Name (please print): _____	Name (please print): _____
Date: _____	Date: _____
SS# or Tax ID #: _____	

Mailing address for Landlord:

Name: Rancho Property Works LLC

Street: 8100 M-H Wyoming Blvd NE #408

City: Albuquerque State: NM Zip: 87113

Telephone number for Landlord: Daytime (505) 918-1444, Evening (505) 918-1444

Fax number for Landlord: (505) 918-3868

E-Mail address: janzank@gmail.com

LANDLORD STANDBY (GAS)
 SERVICE AGREEMENT
 Rental Property Listing
EXHIBIT A



New Mexico
 GAS COMPANY

Please list the service address for each property to be included in the Landlord Standby Program. If you would like to have service turned on at a property currently unoccupied please indicate below. If you would like services transferred from an account currently Active in previous owner/landlord name, please provide the name of the former owner/landlord _____.

owner name

Rental Property Address	Turn On	Rental Property Address	Turn On
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>
	Gas <input type="checkbox"/>		Gas <input type="checkbox"/>

NMGC
Attention: Landlord Standby Department
PO Box 97500
Albuquerque, NM 87199-7500
Phone: (888) 664-2726



New Mexico
GAS COMPANY

**LANDLORD STANDBY
NMGC AUTHORIZATION OF 2ND PARTY**

I _____ said owner(s) of the property located at
(Please Print)

(Street number and name also include all units associated with said property(ies).)

(City) (State) (Zip Code)

Give authorization to Rancho Property works LLC
(Name of Representative/Agent/Management Company)

to handle my NMGC gas account(s) on my behalf.

Name of Representative and/or Company Rancho Property works LLC

Mailing address 8100 M-4 Wyoming Blvd NE #408

City Albuquerque State NM Zip Code 87113

Phone number 505-918-1444 Fax number 505-3868

Email address (if applicable) jzank@gmail.com

Owner Name(s) (printed) _____

Mailing address of owner _____

City _____ State _____ Zip Code _____

Home phone number _____ Fax number _____

Email address (if applicable) _____

Social Security Number(s) or
Federal Tax ID Number _____

Signature of Owner

Jeff Zank

(Representative and/or Acting Agent)
(please print)

Second Owner Signature
(if applicable)

Jeff Zank

(Signature of Representative and/or Acting Agent)



Tenant Information Sheet
(for all occupants of property over the age of 18)

Property Address: _____
City: _____ State: _____ Zip: _____

Tenant (1): Name: _____
Birth date: _____ Soc. Sec #: _____
Home #: _____ Work #: _____
Cell #: _____ Emergency #: _____
Emergency Contact: _____ Phone #: _____
Employer: _____
Address: _____

Vehicle: (make, model, year) _____
License Plate #: _____ State: _____

Tenant (2): Name: _____
Birth date: _____ Soc. Sec #: _____
Home #: _____ Work #: _____
Cell #: _____ Emergency #: _____
Emergency Contact: _____ Phone #: _____
Employer: _____
Address: _____

Vehicle: (make, model, year) _____
License Plate #: _____ State: _____

Please complete and return to Rancho Property Works LLC at the below address ASAP.
List any additional tenant(s) for information on the back of this sheet.

Rancho Property Works LLC

8100 M-4 Wyoming Blvd NE #408 Albuquerque, NM 87113 (O) 505 918 1444

Date: _____ Property Entry: _____ Invoice # _____

Work Approved By/Phone: _____

Invoice To: _____

Tenants Name and Contact Information: _____

Location Address and Phone: _____

Reason for Work: _____

SAMPLE

Work Completed and Materials Used: _____

Total Hours for all work comes to: _____.

Labor Costs @ \$30 per Hr.	\$ _____
Material Costs	\$ _____
Total	\$ _____
Sales Tax @ 6.875%	\$ _____
<i>Total Invoice</i>	\$ _____
<i>Due on receipt, 2% late fee per 30 days</i>	

Notes:

Thank You – Please Call us Again!!