

PROPERTY MANAGEMENT SERVICE

1st Party:

....., Apartment #, House # Block #, Road #....., Dhaka-1212, Bangladesh.

- Account Name:
- Account No:
- Bank Name :
- Branch:
- E-mail:

Authorized Person:

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House # .., Road #, Gulshan-2
Phone #, Mobile #

2nd Party:

CENTURY 21 REALTY (PVT.) LTD. 41, Shamsuddin Mansion (7th Floor) Gulshan North C/A, Circle-2, Dhaka, Bangladesh, represented by A.I.M Mahabubul Mujib, Managing Director.

1. This Property Management Service will be effective from 2013.
2. 1st party will pay the property management service charge end of each month.
3. 1st Party will have the right to nominate authorized person as a legal representative. 2nd party will give full co-operation to the person such authorized and any instruction given by the authorized person will be considered as being from 1st party, unless instructed otherwise by the 1st party.

2nd Party will take the responsibility for the following works:

- a) Taking all necessary steps to rent out any vacant apartment.
- b) Preparing all kinds of legal papers for rental.
- c) **Collect the rent:** Collect the Rent from the Tenant by cross cheque and deposit in he mentioned account and confirm the same to the 1st party by e-mail or phone call.
- d) **Collecting Gas Bill:** Collecting Gas bill from the tenants and paying to respective accounts. And one photocopy of the paid bill will be kept by 2nd party & another copy gives to the authorized person.
- e) **Water Bill:** if the water bill include with service charge, then collect the paid receipt if not 2nd party will collect water bill from the tenant and paying to respective accounts & original copy give to the authorized person. Photo copy of the paid bill will be kept in Land-owner file with Century21 Realty (Pvt.) Ltd.
- f) **Electricity Bill:** Collecting Electricity bill from the tenants and paying to respective accounts. Original copies give to the authorized person. Photo copy of the paid bill will be kept in Land-owner file with Century21 Realty (Pvt.) Ltd.

- g) **Tax Certificate:** Collect Source Tax certificate in favor of the Lessor give an Original copy to the authorized person. Photocopy of the certificate will be kept in Land-owner file with Century21 Realty (Pvt.) Ltd.
- h) **Repair & Maintenance:** Repair or maintenance if necessary, Century 21 Realty (Pvt.) Ltd will take the necessary steps to major/minor repair/replacement Century 21 Realty (Pvt.) Ltd will contact the landowner/authorized person. Century 21 Realty (Pvt.) Ltd will do every job as per landowner & Authorized person's suggestion. The material cost and labor charge will be paid by the owner.
- i) **Common Service Charge:** Service Charge paid slip will be collected from the tenant and provide Original copy to the authorized person. Photocopy of the paid bill will be kept in Land-owner file with Century21 Realty (Pvt.) Ltd.
- j) For any other Service 1st party & 2nd party will Discuss and settle down.
- k) To rent out the vacant Apartment 2nd party will take necessary step & advertise in the relevant media to Rent out the property.
- l) 2nd party will charge 1 month basic rent amount as rental commission. The marketing & advertisement cost will be included with the property management.
- m) 2nd party will charge 50% of the Basic Rent to the 1st party for renew the contract for next term after 2 (two) years.
- n) 2nd party will take necessary steps & doesn't charge any agency commission if the tenant terminate the contract with in one year.
- o) 2nd party will must /consider any suggestion /comments to develop the service from the 1st party.

Signature of the First Party:

Witness

.....
Dhaka-1212, Bangladesh

Signature of the Second Party:

Witness

A.I.M MAHABUBUL MUJIB
Managing Director
Century 21 Realty (Pvt.) Ltd.
41, Shamsuddin Mansion (7th Floor)
Gulshan-2, Dhaka-1212, Bangladesh..