

PROPERTYMANAGEMENT|DEVELOPMENT  
 A Davis Real Estate Company

COURTESY OFFICER AGREEMENT

I, \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as an independent contractor for NHE Property Management,

agree to perform the below specified tasks at The Villas at Lawson Creek Apartments, and to receive a rental

concession in the amount of \_\_\_\_\_\_ in lieu of a fee.

These duties include, but are not limited to (Courtesy Officer must initial beside each duty):

* Being On Call 24 Hours a Day for any disturbances or safety related concerns
* Patrolling the property nightly as specified by Property Manager (possibly in uniform)
* Reporting on a daily/weekly as specified by Property Manager
* Locking fitness center/laundry/pool on a nightly basis if applicable.
* Attending resident functions.
* Conducting self defense/safety information seminars
* Distributing fliers, letters, notices, etc. as requested.
* Assisting in handling resident situations as requested.
* Arranging in advance for substitute during planned absences and notifying Property Manager of such.
* Meeting with Property Manager/Assistant Manager weekly or as requested.
* Maintaining courteous, visible presence among residents.
* Must have a police car parked on premises.

I understand that my fee is represented by rent only and that all other fees and security deposits are payable by me in accordance with my lease agreement.

This agreement is on a month-to-month basis. I understand that should my services no longer be needed, my lease agreement may be terminated automatically upon the last day of the month in which our relationship is severed. Management has an option to renew my lease agreement providing for payment at the current market rental rate. If management elects to renew my lease agreement, payment for the next month’s rent is due and payable as specified in the new lease agreement after a severance of professional relationship, I shall surrender possession of premises immediately, but no later than the first day of the following month. I may also terminate this agreement by giving a written 30 Day Notice to the property manager.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_   
Courtesy Officer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  
NHE Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  
Property Manager Signature Date