

# **Residential Property Management Agreement Order Form**

## **Frascona, Joiner, Goodman & Greenstein, P.C. ("FJGG")**

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Our Residential Property Management Agreement is flexible and designed to fit a variety of property types, compensation models, and services provided to owners.

Please complete this form to order your Residential Property Management Agreement. Please return the completed form by mail, fax, or e-mail.

1. **Brokerage Firm:** \_\_\_\_\_  
(Name of Brokerage Firm **EXACTLY** as it should Appear on Property Management Agreement)

2. **Primary Contact:** \_\_\_\_\_  
(Name of individual completing the Order Form)

3. **Address:** \_\_\_\_\_  
\_\_\_\_\_, CO \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

4. ☐ Yes ☐ No Does the brokerage firm have any affiliated businesses arrangements that will provide services to the Brokerage Firm?

[If YES, this option requires an additional \$200 fee which includes a mandatory consultation with an attorney to discuss your company's needs and issues associated with this selection.]

5. ☐ Yes ☐ No Does the Brokerage Firm intend to charge owners a "mark-up fee" on contractor invoices?  
[If YES, this option requires an additional \$150 fee which includes a mandatory consultation with an attorney to discuss your company's needs and issues associated with this selection.]

If you wish to consult us about variations or additions, do not hesitate to call or schedule an appointment with an attorney. These consultations and subsequent drafting will be billed at the attorney's hourly rate.

6. **Method of Payment:** Please check one ☐\$350; ☐\$550 (If "YES" on question 4 above);  
☐\$500 (If "YES" on question 5 above); or ☐\$700 (If "YES" on both questions 4 & 5 above):  
You will receive an email from our office with a link to provide payment via our online payment portal; or you can send us a check with your order form via regular mail.

7. I have enclosed my check for \$\_\_\_\_\_, made payable to FJGG.

8. How did you hear about us? \_\_\_\_\_

9. **WE REQUIRE AUTHORIZATION FROM THE EMPLOYING BROKER:** I am the Employing Broker for my company and would like you to prepare this form and send it to my firm. I understand that while my order creates an attorney-client relationship between FJGG and my brokerage firm, this is a limited services engagement such that taken by itself, my order of a Brokerage Product Form does not preclude FJGG from representing other clients who have interests adverse to mine.

\_\_\_\_\_  
Employing Broker Signature