



Dear Property Owner:

Thank you for choosing AQM, LLC to manage your rental property. AQM, LLC is under the direct supervision of Samuel Shoshoo, the Qualifying Broker. Our objective is to maintain and enhance your property's value by selecting responsible tenants, and efficiently handling needed repairs and preventative maintenance. The Albuquerque Metro rental market is very active. With a move in ready home you should expect your home to be rented within thirty to sixty days.

To ensure a smooth transition into property management, it is necessary to make sure your utilities are currently on, paid current, and that they have been placed in your name. It is critical that you call the City of Albuquerque at 505-768-2800 or Rio Rancho at 505-891-5020 or NM Utilities at 505-898-2661 to place water in your name. If your water gets turned off, it could result in the loss of lawn or shrubs. You should also call the Public Utility Company of New Mexico (PNM) at 505-246-5700 to have the electricity placed in your name and the NM Gas Company at 1-888-664-2726 to have the gas placed in your name, and if in Rio Rancho call Waste Management (WM) at 505-892-1200 to place trash into your name. If your electricity or gas is cut off, it could result in reconnect charges or broken water pipes. Once the property is under management, AQM, LLC will place the utilities into Landlord Tenant Standby (for exception of Rio Rancho Water, and Waste Management), however, it is the owner's responsibility to make sure utilities are placed under the owner's name and paid current before AQM, LLC starts managing the property. Please reference attached utility addendum in agreement for forms and more information.

We screen applicants by having them complete a rental application, running a credit report, checking local civil court records, verifying employment and checking their rental history. A walk-through is completed before move in using a Move In checklist. Another walkthrough is done after a tenants moves out of the property with a move out checklist. This insures that the property is left in the same condition as it was when the tenants moved in, less normal wear and tear as outlined by local/federal law.

In the event there are any major or minor repairs or required cleaning prior to occupancy, nothing will be purchased, repaired, or cleaned until an initial deposit to complete the job has arrived in our office. Any delay in receiving the funds could delay your home being advertised in a timely manner or could delay a tenancy when a qualified tenant has been found.

To bring your property into active inventory we must have a completed management contract with W9 and a working key to your property. We cannot advertise the property until these items are in our office. Our Property Managers are dedicated to the successful management of your property. We process all transactions involving your property, maintain computer records that reflect all income and expenses, and we provide you with a monthly owner's statement.

We look forward to working with you!

Sincerely,

Samuel Shoshoo, Qualifying Broker



REALTORS® ASSOCIATION OF NEW MEXICO
PROPERTY MANAGEMENT AGREEMENT - RESIDENTIAL - 2017
PART I - BROKER DUTIES



As required by New Mexico law, before the time a broker generates or presents any written document that has the potential to become an express written agreement, the broker shall disclose in writing to their prospective customer or client, and obtain a written acknowledgement from their prospective customer or client, showing the delivery of the disclosure of the following broker duties:

- 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 other applicable local, state, and federal laws and regulations;
- C. Performance of any and all written agreements made with the 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 counteroffers 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) above, 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 the existence of 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 associate broker's or qualifying broker's knowledge or expertise and that the associate broker or qualifying broker will suggest that the customer or client seek expert advice on these matters;
- F. Prompt accounting for all money or property received by the broker;
- G. Written disclosure to their client or customer and to other brokers involved in the transaction of any potential conflict of interest that the broker has in the transaction including but not limited to:
 - 1. Any written brokerage relationship the broker has with any other parties to the transaction or;
 - 2. Any material interest or relationship of a business, personal, or family nature that the broker has in the transaction;
 - 3. Other brokerage relationship options available in New Mexico;
- H. Written disclosure of any adverse material facts actually known by the associate broker or qualifying 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 requiring disclosure do not include any information covered by federal fair housing laws or the New Mexico Human Rights Act;
- 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, an associate broker or qualifying 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 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 associate broker's or qualifying broker's customer or client to remain confidential, unless disclosure is required by law.

TENANT AND LANDLORD SHOULD ACKNOWLEDGE RECEIPT OF THIS INFORMATION BY INITIALING BELOW.



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PART II - COVER PAGE**



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 Signature _____ Date _____ Time _____ Owner Signature _____ Date _____ Time _____

BROKER

AQM, LLC
Firm

Samuel E. Shoshoo Broker is is not a REALTOR®

Signature _____ Date _____ Time _____



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1. PARTIES. ("Owner") and AQM, LLC ("Brokerage") do hereby agree that Broker shall have the exclusive right to rent and manage for Owner the Property described in Paragraph 3, subject to the terms and conditions of this Agreement.

2. RELATIONSHIP. By way of this Agreement, it is the intention of the parties to create an agency agreement/ relationship by and between Owner and Broker. All duties and obligations under this Agreement will be taken on behalf of the Owner and for Owner's account.

3. PROPERTY.

Address City Zip Code

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

PER NEW MEXICO LAW, THERE MUST BE A SEPARATE PROPERTY MANAGEMENT AGREEMENT FOR EACH PROPERTY MANAGED.

4. TERM. The Term of this Agreement will begin on and will terminate at 11:59 pm Mountain Time on (Term). Unless written notice of termination is given no later than 60 days prior to the end of the Term, as set forth above, this Agreement shall become month-to-month.

5. BROKER OBLIGATIONS AND OWNER'S GRANT OF AUTHORITY. Owner grants to Broker the authority to manage the Property and Broker agrees to accept the management responsibilities for the Property which shall include the following:

A. Advertising the Property for rent/lease and displaying signs thereon, if permitted by law, ordinances, covenants, rules, etc. The cost of advertisements is Owner's responsibility. Owner authorizes Broker to incur advertising costs up to \$ 75.00 one time fee per month.

B. Interviewing and conducting any necessary due diligence as determined by Broker to identify potential tenants. In conducting such due diligence, such as obtaining a criminal background check or credit report, Broker must enter into a contract with the third-party providing such report which requires the Broker to maintain the confidentiality of the information obtained or if Broker is otherwise prohibited by law from disclosing the information obtained, Owner understands and agrees that Broker will not provide such information to Owner.

(Owner's Initials)

This form and all REALTORS® Association of New Mexico (RANM) forms are for the sole use of RANM members and those New Mexico Real Estate Licensees to whom RANM has granted prior written authorization. Distribution of RANM forms to non-RANM members or unauthorized Real Estate Licensees is strictly prohibited.



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- C. Entering into rental/lease agreements in the Owner's name and/or in the name of Broker as Owner's agent under terms and conditions as set forth in this Agreement and in Exhibit "A" attached hereto;
- D. Terminating rental/lease agreements as provided by the Rental/Lease Agreement and applicable law;
- E. Addressing tenant issues and negotiating tenant disputes;
- F. Collecting all rents, fees and deposits from tenants and disbursing them as provided herein.
- G. Maintaining the Property in its present condition as required to comply with the rental agreement and/or law. This includes performing any and all necessary repairs, maintenance, minor alterations and improvements and/or negotiating with and entering into agreements with third-parties on behalf of Owner for the same. Broker may negotiate contracts for non-recurring items not exceeding \$ 200.00 per item.
- H. While tenants are in possession of Property, instituting and prosecuting actions to the extent permitted by law to remove tenants and to recover possession of the Property and/or rent due and when expedient, settling, compromising and releasing such action. Broker is not obligated but may, with owner's consent, institute or prosecute a civil action against a tenant for damages after tenant has vacated the property;
- I. Contracting for electricity, gas or water and such other services as necessary or prudent for the operation of the Property. All utility charges and deposits shall be the Owner's responsibility. Broker shall pay all bills from the trust account provided funds are available. Broker shall in no way be liable for any damage to the Property that results from the establishment of any such service;
- J. In regards to Short-Term Rentals, collecting New Mexico Gross Receipts Tax and Lodger's Tax due on all receipts derived from reservations in accordance with New Mexico law. "Short-Term Rental" is defined by New Mexico law as a rental of 29 days or less.

6. ADDITIONAL BROKER RESPONSIBILITIES.

- A. Maintain records of owner and tenants;
- B. Upon request by Owner, provide all rental agreements to Owner.
- C. Provide all requested the following documents to Owner or Owner's designee after termination of this Agreement: Residential Rental Application; Residential Rental Agreements; Credit and/or Background documents on tenants; Other _____
- D. Deposit all collected receipts 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. Trust account will will not be interest-bearing. If interest-bearing, Broker Owner will receive interest accrued.
- E. Provide Owner with a monthly accounting and to the extent net funds are available after maintaining cash reserve amounts as provided herein, any proceeds due to Owner on or before the 20th day of each month as provided below.
 - i. For Rentals of 30-Days or longer: Broker's accounting shall include the following: a) the previous month's balance; b) funds deposited by category; c) funds disbursed by category; d) ending balance, and; e) other:
 - ii. For Short-Term Rentals (29 days or less): in addition to the accounting requirements as set forth above (Paragraph 6(E)(i)), Broker's accounting shall also include the following: a) rental income for the month; b) credit card fees; c) maintenance charges; and d) amount paid in commission to Broker.

- 7. EXIGENT CIRCUMSTANCES.** In the event of an emergency where repairs are immediately necessary for preservation and safety of Property, to avoid the suspension of any essential service to the Property or to comply with federal state or local law, Broker is authorized by Owner, but is not required, to make such emergency repairs in excess of the amount provided for in Paragraph 5(G) above at Owner's expense and without Owner's prior approval. Broker shall pay all bills from the trust account provided funds are available. In the event Owner's reserve account is insufficient to cover such disbursements, nothing herein obligates Broker to use his/her/its own funds to pay for such emergency repairs. Broker shall pass on to Owner any rebate or discount that Broker shall obtain.



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- 8. OWNER REPRESENTATION.** Owner represents and warrants the following:
- A. Owner has full power and authority to enter into this Agreement;
 - B. There are no written or oral agreements affecting the Property other than disclosed tenant leases, copies of which have been furnished to Broker;
 - C. There are no recorded easements, restrictions, reservations or rights of way which adversely affect the use of the property for the purposes intended under this Agreement;
 - D. The Property is zoned for the intended use;
 - E. Buildings and the construction and operation thereof and wells and/or septic systems on the Property, if applicable, are in compliance with all applicable statutes, laws, ordinances, regulations and/or orders;
 - F. Owner is is not current on any financial obligations for which the Property is used as collateral or for which a security lien has been filed against the Property (i.e. mortgages, deeds of trust, real estate contracts, etc.). If checked not current OR if any other financial situation exists that could affect a tenant's residency, please explain: _____
 - G. If this is a Common Interest Community (CIC), the CIC's Declaration of Covenants, Conditions and Restrictions do do not restrict the leasing of the Property. Any leasing restrictions are outlined in an addendum to this Agreement and attached hereto as Exhibit B. Owner shall notify Broker of any changes to the CICs affecting the leasing or management of the Property. Broker assumes no liability for fines or assessments incurred as a result of Owner's failure to inform Broker of any restrictions on leasing or requirements of management set forth in the CICs. Owner agrees to reimburse Broker for any such assessments, fines or fees which Broker may pay on Owner's behalf;
 - H. That the information supplied by Owner is accurate and correct.

9. COMPENSATION/FEES.

- A. In return for renting and managing the Property, Owner agrees to pay Broker 10% of the monthly contracted rent plus applicable gross receipts taxes in the following manner: broker to deduct from monthly rents

Compensation due Broker for periods less than the scheduled rental period shall be prorated.

- B. In the event Owner requests Broker to negotiate or supervise major repairs, improvements and/or remodels or renovations, the Parties will negotiate terms and compensation for such services in a separate agreement. This does not include normal, customary, or recurring maintenance and repairs which are covered by this Agreement.
- C. In the event of termination of this Agreement by Owner for any reason prior to the end of the Term, Owner will pay Broker (plus applicable gross receipts taxes).
 - i. With respect to existing lease: 10% monthly contracted rent per month for remaining lease term.
 - ii. With respect to renewals: 10% monthly contracted rent per month for remaining lease term.
 - iii. Other: 10% monthly contracted rent per month for any remaining lease term secured during/by management.
- D. All other fees charged to Owner: copy/postage, any filing/court/legal fees, \$65/hr for Maint - See attached Maint/Service Terms., \$200 File Close Out Fee
- E. Owner authorizes Broker to reimburse him/her/itself out of any rental proceeds for all expenses and costs of operating the Property under this Agreement, including Broker compensation and applicable fees.

10. FEES RETAINED BY BROKER. The following fees will be charged to Tenant and retained by Broker unless otherwise noted below:

- Late Charges: Up to 10% of the monthly rent by law.
- Insufficient Fund Fees: Up to \$80.00 or Actual Charges
- Other: Any Legal/Process Server/Post Notice Fees in Attempt to collect.
- Other: Any monies obtained from collection efforts.

11. INSURANCE. Owner will carry, at owner's expense, adequate insurance against damage and against liability for loss, damage or injury to property or persons which might arise out of the occupancy, management, operation or maintenance



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of the Property. The deductible required under any insurance policy shall be Owner's expense. Broker shall be covered as an additional insured on all liability insurance maintained with respect to the Property. Liability insurance shall be adequate to protect the interests of Owner and Broker, but not less than \$ Contact Insurance Agent Owner shall maintain adequate fire and vandalism coverage for the Property. Owner shall furnish Broker with evidence of fire and vandalism insurance within 5 days of this Agreement. Such policies shall provide that notice of default or cancellation be sent to Broker, as well as Owner.

12. LEAD-BASED PAINT. Was the residence(s) on the Property built prior to 1978? YES NO. If no, proceed to Paragraph 13. If yes, Lead Based Paint Regulations apply.

A. DISCLOSURE AND INFORMATION REQUIREMENTS. In order for Broker to comply with Lead-Based Paint disclosure requirements, Owner shall provide Broker with any and all information known and copies of all reports and records available pertaining to Lead-Based Paint and Lead-Based Paint hazards on the Property.

B. RENOVATION, REPAIR AND PAINTING. If there have been renovations or repairs made to the Property that are governed by the Lead-Based Paint Renovation, Repair and Painting Program ("Program"), Owner shall complete (UNLESS OTHERWISE DIRECTED BY THE FORM), RANM Form 5112A, Lead-Based Paint Renovation, Repair and Painting Disclosure Addendum. For definitions of Properties and renovations covered by the Program, refer to RANM Form 2315, Lead-Based Paint Renovation Repair and Paint Information Sheet. Owner agrees that he/she will not perform or allow any third party, including Tenant(s), to paint and/or perform any renovations and/or repairs on the Property without Broker's knowledge and written consent.

13. 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 prohibits 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.

14. OWNER'S OBLIGATIONS.

A. INITIAL DEPOSIT/RESERVE: Upon signing of this Agreement, Owner shall remit to Broker the sum of \$ 0.00 as a reserve. Owner shall maintain the reserve stated above at all times in the Trust Account to enable Broker to pay obligations of Owner under this Agreement as they become due. Broker shall notify Owner if the reserve balance falls below the agreed amount. Upon notification, Owner shall have no less than n/a days to deposit funds to restore Owner's account to the above-stated amount. Broker is authorized to retain from rental proceeds that amount necessary to restore Owner's account to the above-stated amount. In no event shall Broker be required to use his/her/its own funds to pay any disbursements.

B. SMOKE and CO DETECTORS. At owner's expense, smoke detectors CO detectors will be installed in the property in working condition in accordance with law prior to Tenant's occupancy.

C. PROPERTY LIENS. Owner shall notify Broker immediately upon receipt of any notice of default of any financial obligation for which the Property is used as collateral or for which a security lien has been filed against the Property (i.e. mortgages, deeds of trust, real estate contracts, etc.). In the event that a Lis Pendens is filed against the Property and/or a foreclosure action filed against the Owner, Broker is authorized to notify the tenant(s).

D. PROPERTY CONDITION REPORT. 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.

15. TENANT DEPOSITS; REFUND. During the term of this Agreement, deposits will be held by Broker Owner. Broker will deliver deposits to Owner upon termination of this Agreement. 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



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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.

16. SERVICEMEMBERS CIVIL RELIEF ACT. Under the Service members Civil Relief Act, (SCRA) a tenant may be relieved from performance under any residential rental agreement if they meet the conditions of the SCRA. See RANM Form 6104, Service members Civil Relief Act Information Sheet.

17. FOREIGN OWNERS. Is Owner a Foreign Person? [] Yes [x] No. A foreign person is a nonresident alien individual, a corporation or partnership created or organized in a foreign country or under the laws of a foreign country, a foreign trust or estate, or any other person that is not a U.S. person. If Owner is not a Foreign Person, proceed to Paragraph 18.

If Owner is a Foreign Person, does Owner consider the rental income from this Property as effectively connected with a U.S. Trade or Business? [] Yes [] No.

If the rental income is effectively-connected income, Owner must submit to Broker a fully executed IRS Form W-8ECI. Failure of Owner to provide IRS Form W-8ECI to Broker will result in Broker withholding thirty-percent (30%) of the gross rental receipts to be remitted to the IRS. (See RANM Form 2304, FIRPTA & Taxation of Foreign Person Receiving Rental Income from U.S. Property Information Sheet for definitions of terms and more information).

18. ASSIGNMENT.

A. This Agreement [x] may [] may not be assigned by Broker. Conditions on Assignment: [x] none; [] only with Owner's consent; [] other (list conditions):

B. This Agreement [] may [x] may not be assigned by Owner. Conditions on Assignment: [x] none; [] only with Broker's consent; [] other (list conditions):

19. LEGAL FEES. Owner shall pay all fines and reasonable expenses incurred by Broker in obtaining legal advice regarding compliance with any law affecting the Property. If such expenditure also benefits other property owners for whom Broker conducts property management activities, Owner shall pay an apportioned amount of such expense.

20. 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. Owner shall indemnify, defend and save Broker harmless from liability from injuries suffered by any person as a result of Owner's negligence, to the extent permitted by New Mexico law. Broker assumes no liability for any damages, losses or acts of omission by Tenant, Owner or previous Brokers. Broker assumes no liability for default by Tenant. Broker assumes no liability for violations of environmental or other regulations which may become known during the Term of this Agreement. Any such regulatory violations or hazards discovered by Broker shall be brought to the attention of Owner and Owner shall promptly cure them. Failure of Owner to cure such violations in a timely manner is a material breach of this contract. 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 and/or any injuries sustained by such persons while performing such services on the Property regardless of who hires such persons and Owner agrees to indemnify, defend and save Broker harmless from any claims and/or actions brought by any such persons or entities. Broker shall not be liable for acts or omissions on the part of persons engaged to perform services or improvements to the Property. If the Property contains a well or liquid-waste system, unless otherwise agreed to in writing, Broker will not be responsible for any maintenance of such system. All representations, warranties and indemnification provisions of this Agreement shall survive the termination of this Agreement.



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- 21. 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.
22. MEDIATION. If a dispute arises between the parties relating to this Agreement, the parties agree to submit the dispute to mediation. The parties will jointly appoint a mediator and will share equally the costs of the mediation.
23. ENTIRE AGREEMENT. This Agreement contains the entire Agreement between the parties relating to the subject matter and supersedes any previous agreements, arrangements, undertakings or proposals, oral or written.
24. FORCE MAJEURE. Neither party shall be liable for delay or failure to perform any obligation under this Agreement if the delay or failure is caused by any circumstance beyond their reasonable control, including but not limited to, acts of God, war, civil unrest or industrial action.
25. LAW AND JURISDICTION. This Agreement shall be governed by and construed in accordance with the laws of New Mexico and each party agrees to submit to the exclusive jurisdiction of the courts of New Mexico.
26. SEVERANCE. If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed and the remainder of the provisions hereof shall continue in full force and effect as if this Agreement had been agreed with the invalid illegal or unenforceable provision eliminated.
27. TIME IS OF THE ESSENCE. Time is of the essence with respect to the parties' performance under this Agreement.

28. ADDITIONAL TERMS. _____

29. NOTICES AND DEMANDS. Any notices, demands, consents, and reports necessary or provided for under this Agreement shall be addressed as follows or at such other address as Owner and Broker individually may specify hereafter in writing:

Broker: AQM, LLC, 9400 Holly Ave NE, Building 4 Albuquerque 87122
Address City ZIP Code
Owner: _____
Address City ZIP Code
Copy to: _____
Address City ZIP Code

Such Notice or other communication may be mailed by United States registered or certified mail, return receipt requested, postage prepaid, and may be deposited in a United States Post Office or a depository for the receipt of mail regularly maintained by the post office. Such Notices, demands, consents, and reports may also be delivered by hand or by e-mail or facsimile. For purposes of this Agreement, Notices shall be deemed to have been "given" or "delivered" upon personal delivery thereof or forty-eight (48) hours after having been deposited in the United States mails or as evidenced by confirmation of delivery by e-mail or facsimile.



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BROKER

AQM, LLC
Property Management Firm

Samuel E. Shoshoo
Broker Name (Print)
Broker [checked] is [] is not a REALTOR®

Broker Signature Date Time

sam@aqmabq.com
Email Address

9400 Holly Ave NE, Building 4
Albuquerque 87122
Broker Address City ZIP Code

505-306-9118 1-888-302-1553
Broker Home Phone Broker Cell Phone Broker Business Phone Broker Fax

OWNER

Owner Name(s) (Print)

Owner Signature Date Time

Owner Signature Date Time

Email Address

Owner Address City ZIP Code

Owner Home Phone Owner Cell Phone Owner Business Phone Owner Fax

Owner Social Security Number or Tax Identification Number

BROKER MUST PROVIDE A FULLY-EXECUTED COPY OF THIS AGREEMENT TO THE OWNER AFTER OBTAINING ALL SIGNATURES.