



Locating Service Contract

P. J. Hussey & Associates Inc.

3855 W. Glendale Ave.

Phoenix, AZ 85051

Off: (623) 930-7700 Fax: (623) 930-7701

www.pjhussey.com

P. J. Hussey & Associates Inc. is a professional property management company in the Phoenix metropolitan area. Our goal is to occupy the properties that we manage with the best tenants available. With that said we occasionally come across tenants that are looking for something that we do not manage and therefore we offer locating services for a fee.

P. J. Hussey & Associates Inc. will refer tenants to your community listed below:

Check this box if you would like this contract to apply to all properties that you own/manage now or in the future. If you check this box please make available upon request a current vacancy list.

Name of Community	Phone #	Fax#
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Address	City	State	Zip
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P. J. Hussey & Associates Inc. screens all prospective residents using the following steps:

- Criminal background
- National Risk Score
- Rental history
- Previous address verification
- Sex offender background
- FICO Score
- Employment verification
- Proof of income

It is the owner/managers sole responsibility to process the application and make a final decision. P. J. Hussey & Associates Inc. assumes no responsibility for the overall quality of the tenant.

Our referral fee is a one time charge of 50% of one full month's rent on any lease regardless of its length. These charges will be based on rental rates prior to any specials, and/or promotions that could be used by the prospective tenant to reduce their rental rates. All fees are due upon receipt of tenant move-in. In the event that payment is not received after 30 days an additional fee of 18% annually will be charged. If the invoice becomes delinquent over 60 days a one time fee of \$50 will apply and collection efforts by legal means will commence. Furthermore, the management/owner agrees to pay all attorney fees and/or collection service fees for payment of any and all delinquent invoices of 60 days or more, interest will continue to incur at the rate stated above until paid in full.

It is the owner/managers sole responsibility to notify our office immediately if the customer applying has filled out an application with your community rendering a commission to P. J. Hussey & Associates Inc. un-collectable. Owner/manager agrees that if the application is accepted for review without said contact a commission is due and payable per contract terms above.

This contract is between P. J. Hussey & Associates Inc. and the owner/manager of the community; therefore the person signing below is acknowledging that they have the ability to execute documents on behalf of the owner/manager. This contract is binding on the owner/manager and cannot be canceled unless 30 day written notice is given by either party to this contract. In the event that the apartment community is sold or changes management companies the owner/manager who signed below agrees to stay fully responsible for any and all invoices. Any placement prior to cancellation of this contract shall remain the responsibility of the undersigned.

By signing below you agree to the terms and conditions of this contract.

Authorized Signature	Print Name	Title	Date
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Management Company	Phone #	Fax #
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Address of Management Company	City	State	Zip
Bill: _____ Property	_____ Management Company		

P. J. Hussey & Associates Inc.	Date
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