
MERCURY REAL ESTATE GROUP

The Rosetti Team • Property Management
1328-32 W. Shunk Street, Philadelphia, PA 19148 • Mercury Direct: 215-462-5100
Rosetti Team Direct: 215-336-4868 • TheRosettiTeamRealEstate.com

PROPERTY MANAGEMENT AGREEMENT

Mercury Real Estate Group • The Rosetti Team

This Property Management Agreement (“Agreement”) is made and entered into on this ____ day of _____, 20____, by and between:

“Owner(s)”:

With mailing address of

And

“Manager”: Mercury Real Estate Group, a Pennsylvania-licensed real estate brokerage, acting through The Rosetti Team (collectively “Manager”), with principal office at 1328-32 W. Shunk Street, Philadelphia, PA 19148.

The Rosetti Team consists of licensed and unlicensed administrative professionals, including but not limited to: Maria S. Rosetti, William A. Rosetti IV, and any additional or future members assigned by the Broker. Unlicensed assistants perform solely administrative tasks, such as document preparation, scheduling, and communication coordination. All licensed activities — including leasing, negotiations, and any actions requiring a real estate license under Pennsylvania law — are performed exclusively by appropriately licensed individuals under the direct supervision of the Broker, in full compliance with the Pennsylvania Real Estate Licensing and Registration Act (RELRA) and related regulations.

1. PROPERTY

The property or properties to be managed under this Agreement are listed on Exhibit A — Schedule of Managed Properties, attached hereto and incorporated herein by reference (each, a “Property,” and collectively, the “Properties”). All terms and conditions of this Agreement apply equally and individually to each Property listed on Exhibit A unless otherwise noted therein.

Additional properties may be added to this Agreement at any time by mutual written agreement, evidenced by an executed Amendment to Exhibit A, without requiring the execution of a new Property Management Agreement.

2. TERM

This Agreement begins on the date signed by both parties and continues for an initial term of twelve (12) months. It will automatically renew for successive twelve (12) month periods unless terminated by either party with at least thirty (30) days’ written notice prior to the end of the current term. Upon the expiration of the initial term and any subsequent renewal, all terms and conditions are subject to change by Manager with thirty (30) days’ written notice to Owner.

3. AUTHORITY & DUTIES OF MANAGER

Owner hereby appoints Manager as the exclusive property manager for the Property. Manager accepts this appointment and agrees to perform all duties set forth herein.

Manager is authorized and directed to:

- Advertise, screen, lease, collect rent, and enforce leases using uniform written screening criteria provided to every applicant before any application is accepted, with all screenings conducted in a non-discriminatory manner and including individualized assessments where required (e.g., for criminal history or eviction records).
- Serve as the front-line contact for all tenants and handle all complaints, maintenance requests, and general questions.
- Collect all rents as they become due and dispense receipts as appropriate. Manager will collect all receivables from tenants as gross receipts, then deduct and pay expenses, management fees, and other authorized disbursements, after which all remaining net proceeds will be remitted to Owner. In the event Owner collects rent (including any subsidized housing payments), Owner must remit the management fee to Mercury Real Estate Group by the 5th of each month. Manager will send Owner a monthly statement detailing rents collected, expenses, and management fees. If Owner collects rent, the statement will include only the management fee, any payment received from Owner, and details of contractors who performed repairs including the unit and amount. Contractors will supply invoices for work performed, and Manager will send those invoices to Owner in a separate PDF file monthly. Owners are paid on the 10th and 25th of each month; if these dates fall on a weekend or holiday, payments will be processed on the next business day.
- Coordinate with Owner regarding legal or eviction proceedings, where Owner is responsible for all associated fees. Manager will work with the eviction company or attorney of Manager's choosing until the matter is resolved. If Manager must represent Owner in court, an additional fee of \$300.00 will be charged per court appearance. The base management fee continues during any eviction or possession proceeding as set forth in Section 6.
- Make or cause to be made all maintenance, alterations, and repairs to the Property, and hire and supervise all employees, contractors, and other labor for the accomplishment thereof.
- Contact Owner if a repair exceeds \$500.00. If Owner prefers to approve each maintenance request individually, Manager will seek approval via phone, text, and/or email before dispatching contractors.
- Look up water bills monthly and bill tenants if applicable. Owner is responsible for paying all water bills.
- Hold all security deposits in an escrow account administered by Mercury Real Estate Group, in compliance with applicable escrow and landlord-tenant laws.
- Coordinate inspections, ensuring all work complies with building codes and habitability standards.

- Institute eviction proceedings when necessary, adhering strictly to due process requirements under Pennsylvania and Philadelphia law.

4. WEAR AND TEAR

Owner understands and agrees that normal wear and tear on the Property is expected during tenancy and that, in accordance with Pennsylvania landlord-tenant law and applicable local regulations, the costs associated with ordinary wear and tear — such as routine cleaning, minor repairs, and maintenance from normal use — are the responsibility of the Owner and cannot be charged to the Tenant. Manager will coordinate such maintenance as needed under this Agreement, with costs borne by Owner unless otherwise specified in the lease or required by law.

5. PHILADELPHIA RENTAL LICENSE REQUIREMENT & AUTHORIZATION

For any Property located in the City of Philadelphia, an active Rental License issued by the Department of Licenses & Inspections (L&I) is mandatory under Philadelphia Code Title 9 before any unit may be legally rented. Renting without a valid license exposes the Owner to daily fines of up to \$300 per unit.

Owner must be in full tax compliance with the City of Philadelphia (verified via tax clearance from the Department of Revenue) to initiate the Rental License process. If tax issues are flagged, Owner is responsible for resolving them prior to Manager's involvement, including payment of any delinquent taxes, penalties, or entry into a payment plan as permitted by law.

Manager offers optional compliance services to obtain and maintain the Rental License (see Section 16 for fees). Please indicate your election below:

If Owner elects these services, Owner hereby authorizes Manager, including designated Rosetti Team members, to act on Owner's behalf in all matters related to obtaining and maintaining the Rental License from L&I, including submitting applications, coordinating inspections, handling renewals, and all associated communications. If Owner waives these services, Owner assumes sole and full responsibility for obtaining, maintaining, and managing the Rental License independently, including all associated costs and liabilities. Manager shall have no obligation or liability related to the Rental License under such a waiver. If neither option is initialed, Owner is deemed to have waived these services.

Elected: _____ **Waived:** _____

When elected, this authorization includes:

- Submitting applications via the eCLIPSE portal
- Providing necessary documents, including proof of ownership, tax compliance, lead certifications, and other required materials
- Designating a Rosetti Team member as the managing agent for the Property, with the address 1328-32 W. Shunk Street, Philadelphia, PA 19148 for L&I communications
- Handling renewals, payments, compliance checks, and all communications with L&I

- Conducting any necessary zoning compliance investigations, which may incur additional fees of up to \$300.00 per Property if extra documentation, appeals, or third-party consultations are required. Manager will notify Owner in writing before incurring any such fees.

This authorization remains in effect until revoked in writing by Owner. If Owner does not elect these services, Owner is solely responsible for obtaining and maintaining the Rental License independently.

No Guarantee of Issuance

Where Owner elects these services, Manager will submit the application and diligently pursue it through the eCLIPSE process. Manager does not guarantee that a Rental License will be issued, or that it will be issued within any particular timeframe. Issuance, denial, conditioning, revocation, and processing times rest solely with L&I and other City agencies. Manager shall have no liability for any delay, denial, conditioning, or revocation, or for any loss of rent, holding costs, or other damages arising from any of them, except to the extent caused by Manager's gross negligence or willful misconduct.

Owner Representations; Legal Use and Zoning

Owner represents and warrants that the legal use and zoning classification of each Property permit the number of dwelling units Owner intends to rent, and that each Property complies with all applicable use, occupancy, zoning, and code requirements. Manager makes no representation or warranty as to legal use, unit count, zoning, or code compliance, and performs no independent verification unless separately engaged to do so. Owner shall be solely responsible for all consequences arising from renting a unit that is not a lawful dwelling unit, including fines, violations, orders to vacate, rent forfeiture, and tenant claims.

Owner's Document and Information Obligations

Manager relies entirely on the documents and information Owner provides — including proof of ownership, tax records, lead certifications, prior license numbers, and entity documentation — and has no duty to independently verify them. Owner shall provide all such materials promptly upon request. Manager shall have no liability for any delay, denial, fine, or penalty resulting from information or documents that Owner supplied late, incompletely, or inaccurately.

Managing-Agent Designation; Indemnity and Withdrawal

Owner acknowledges that designating Manager, or an individual Rosetti Team member, as managing agent of record causes City notices, citations, violations, and correspondence to be directed to that designee. Owner shall indemnify, defend, and hold harmless Manager, Mercury Real Estate Group, and any individually named Rosetti Team member from and against all fines, penalties, citations, violations, assessments, claims, and costs (including reasonable attorneys' fees) arising from or related to that designation or to the condition, use, licensing, or operation of the Property, except to the extent caused by Manager's gross negligence or willful misconduct.

Upon termination or expiration of this Agreement, or upon Manager's written request at any time, Manager may withdraw the managing-agent designation with L&I, and Owner shall promptly designate a replacement managing agent and file all documentation required to effect that change. Owner shall remain responsible for any fines, notices, or violations attributable to Owner's failure to do so. This

paragraph survives the termination or expiration of this Agreement.

Owner Obligations Where Services Are Waived

Where Owner waives these services, Owner shall provide Manager with a copy of the current Rental License for each Property upon execution of this Agreement, a copy of each renewal upon issuance, and written notice of any lapse, suspension, revocation, or non-renewal within three (3) business days of Owner becoming aware of it. Manager may rely on Owner's representation that a valid license is in place.

Effect of an Unlicensed or Lapsed Property

Owner acknowledges that under the Philadelphia Code an owner generally may not collect rent for any period during which a required Rental License was not in effect, and that the absence of a valid license or a Certificate of Rental Suitability may be raised as a defense in an eviction or possession proceeding. Manager shall have no liability for rent that cannot lawfully be collected, for an eviction or possession action that is delayed, dismissed, or unsuccessful, or for any tenant claim, refund, or damages arising in whole or in part from a missing, lapsed, suspended, or revoked Rental License. Where Owner waived licensing services, this allocation applies in full.

Manager may, in its sole discretion, decline to advertise, show, lease, or place a tenant in any unit that does not hold an active Rental License, and may suspend leasing activity at any Property whose license lapses, until the license is restored. Any such action shall not constitute a breach of this Agreement by Manager.

Certificate of Rental Suitability

Philadelphia law requires that a Certificate of Rental Suitability, together with the City's partners-in-good-housing materials, be issued to the tenant at or before the start of each tenancy. Where Manager executes the lease on Owner's behalf, Manager will obtain and deliver the Certificate as part of the leasing process. Where Owner has waived licensing services or leases a unit independently, Owner is solely responsible for obtaining and delivering the Certificate, and for all consequences of any failure to do so.

Fines, City Fees, and Costs

All City filing fees, license fees, renewal fees, inspection fees, fines, penalties, and related costs associated with the Rental License or with any violation at the Property are Property expenses payable by Owner. Manager is authorized to pay such amounts from rents collected and to include them on the monthly owner statement. If available funds are insufficient, Owner shall reimburse Manager within ten (10) days of written request.

6. BASE MANAGEMENT FEE

Owner agrees to compensate Manager as follows:

1. Owner will pay Manager a monthly management fee equal to \$80.00 per unit or 8 % of gross rents collected per unit per month, whichever is greater. If Owner collects their own rent (including any subsidized housing payments), these fees must be received by Mercury Real Estate Group by the 5th of each month.

2. Owner will pay Manager an amount equal to one (1) month's rent as a leasing fee for each new lease executed. This fee shall be deducted from the move-in deposits (first and last month's rents plus security deposit) of each new tenant upon execution of the lease. If additional changes to the lease are required after execution, the charge to Owner is \$250.00 per revision.
3. If Owner has independently obtained the tenant, a fee of \$250.00 will be charged to prepare the lease, plus a \$250.00 administrative fee to onboard the tenant into the tenant portal.
4. **Management Takeover — Tenant Onboarding.** If Manager assumes management of a Property with an existing tenant already in place, Owner will pay a one-time onboarding fee of \$250.00 per unit to set up the tenant in the tenant portal and establish the tenant ledger. This fee applies regardless of whether Owner provided a prior ledger, lease, or payment records, and is in addition to the base management fee.
5. **Management Takeover — Lease Review and Replacement.** As part of onboarding an in-place tenant, Manager will review the existing lease and provide Owner with a written recommendation as to whether a new lease should be drawn up. This review is included in the onboarding fee described in paragraph 4 above. Where Owner elects to proceed with a new lease, Manager will prepare it at a fee of \$250.00 per lease. Where the in-place tenancy is not covered by a written lease, Owner acknowledges that Manager requires a written lease for every occupied unit it manages; in that circumstance a new lease will be prepared at the same fee of \$250.00 per lease, and execution of that lease is a condition of Manager's continued management of the affected unit.
6. **Management Fee During Delinquency and Eviction.** Where a tenant remains in possession but is delinquent, or where an eviction or possession action is pending or being monitored, Manager continues to perform management services for the unit — including monitoring the file, coordinating with the eviction company or attorney of Manager's choosing, communicating with the tenant and Owner, and preparing and maintaining documentation. For any month in which rent collected for that unit is zero, or is less than the per-unit monthly minimum set forth in paragraph 1 above, the management fee for that unit for that month shall be that per-unit monthly minimum. This fee continues for each month the tenancy remains in place, through the date possession is recovered or the tenancy otherwise ends. Court appearance fees under Section 3, and all eviction company, attorney, filing, and related costs, are separate from and in addition to this fee.
7. **Vacant Units.** No base management fee accrues for a unit for any full calendar month during which the unit is vacant and no tenancy is in place, unless Owner and Manager agree otherwise in writing. Leasing fees, optional services under Section 16, and Owner's obligations during vacancy under Section 12 are unaffected by this paragraph.

7. ADDITIONAL CORRESPONDENCE FEE

In the event Manager is required to correspond with Owner's accountant, attorney, or other designated professionals on Owner's behalf — including sending documentation, reports, or other materials — Owner agrees to pay a fee of \$75.00 per hour (billed in 15-minute increments) or a flat fee of \$100.00 per instance, as determined by Manager based on the complexity and time involved. This fee is in addition to the base management fee and will be invoiced with supporting details. Owner will be notified in advance if such correspondence is expected to exceed one (1) hour.

8. REPAIR & MAINTENANCE COORDINATION FEE

Manager shall coordinate all routine repairs, maintenance, and capital improvement work on behalf of Owner. For work arranged through Manager's vendor network, Manager shall apply a Coordination Fee of up to 10% (ten percent) to the net cost of labor and materials invoiced by the vendor.

The Coordination Fee compensates Manager for vendor sourcing, scheduling, on-site supervision, quality review, and invoice processing, and reflects the value of Manager's established contractor relationships, which typically yield preferred pricing, priority scheduling, and accountability protections not available to individual property owners. Owner acknowledges that the net cost charged to Owner after the Coordination Fee may be equal to or less than retail market rates for comparable work.

Manager shall obtain Owner's prior written approval for any single repair or maintenance expenditure exceeding \$500.00, except in the case of emergency repairs necessary to protect life, safety, or property, which Manager may authorize without prior approval and shall notify Owner promptly thereafter. Manager shall provide Owner with documentation of vendor invoices upon request.

9. INSURANCE & LIABILITY

To ensure adequate protection for all parties, Owner shall, at its sole expense, maintain during the term of this Agreement:

(a) Comprehensive general liability insurance with a minimum limit of \$500,000 per occurrence and \$1,000,000 aggregate, covering bodily injury, property damage, and contractual liability arising from or related to the Property;

(b) Property insurance for the full replacement value of the Property, including coverage for fire, casualty, and other perils typically insured under an "all-risk" policy;

(c) Any other insurance required by law or reasonably requested by Manager (e.g., workers' compensation if Owner employs on-site staff).

All such policies shall name Manager, Mercury Real Estate Group, and the Rosetti Team as additional insureds; be primary and non-contributory with respect to any insurance carried by Manager; and include a waiver of subrogation in favor of Manager. Owner shall provide Manager with certificates of insurance evidencing such coverage upon execution of this Agreement and annually thereafter, or upon request. Manager may require increased limits or additional coverage if reasonably

necessary due to the Property's risks, with Owner notified in writing.

Manager shall maintain its own general liability insurance for its operations but shall not be obligated to insure the Property or Owner's interests. Manager shall not be liable for any loss, damage, or injury except to the extent caused by Manager's gross negligence or willful misconduct.

Owner agrees to indemnify, defend, and hold harmless Manager, Mercury Real Estate Group, and all Rosetti Team members (including unlicensed assistants) from and against any claims, damages, liabilities, costs, or expenses (including reasonable attorneys' fees) arising from or related to the Property, its condition, or any violations of law, except to the extent caused by Manager's gross negligence or willful misconduct. Both parties waive all rights of subrogation against each other to the extent any loss is covered by insurance maintained or required hereunder, regardless of fault.

This Section survives the termination or expiration of this Agreement.

10. TERMINATION

Either party may terminate this Agreement at any time, for any reason or no reason, upon thirty (30) days' written notice to the other party. Upon termination, Owner shall immediately pay all outstanding fees, commissions, and expenses owed to Manager. Manager will provide a final accounting within fifteen (15) days of the termination date, including the transfer of all escrow funds and records in compliance with Pennsylvania escrow laws.

11. ENTIRE AGREEMENT; NO ORAL AGREEMENTS; SUPERSESSION; GOVERNING LAW & COMPLIANCE

Entire Agreement & Supersession

This Agreement, together with Exhibit A (Schedule of Managed Properties) and any other exhibits or addenda attached hereto, constitutes the entire agreement between Owner and Manager with respect to the management of the Property or Properties described herein. It supersedes and replaces in its entirety any and all prior property management agreements, understandings, representations, promises, and arrangements of any kind between Owner and Manager concerning the subject matter hereof, whether written or oral, and regardless of the date of any such prior agreement. Upon execution of this Agreement by both parties, all such prior agreements shall be null, void, and of no further force or effect. Any amounts due and owing to either party as of the date of execution shall remain due and payable.

No Oral Agreements

Owner and Manager expressly acknowledge and agree that there are no verbal, oral, or implied agreements, representations, promises, or understandings between the parties that are not expressly set forth in writing in this Agreement. No oral statement, promise, or representation made by either party — before or after the execution of this Agreement — shall be binding on either party or shall modify, alter, or supplement the terms of this Agreement. Any modification, amendment, or supplement to this Agreement must be in writing and signed by both parties to be effective.

Governing Law; Venue

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its conflict-of-law provisions. Any legal action or proceeding arising out of or relating to the management of a specific Property shall be brought exclusively in the Court of Common Pleas of the county in which that Property is located. Where a dispute is not specific to any single Property — including but not limited to disputes regarding management fees, termination, or Agreement-wide obligations — such action shall be brought in the Court of Common Pleas of Philadelphia County. Both parties consent to personal jurisdiction and venue in the applicable forum and waive any objection thereto.

Compliance

All services performed under this Agreement shall be in full compliance with all applicable federal, state, and local laws and regulations, including but not limited to the Pennsylvania Real Estate Licensing and Registration Act (RELRA), the Pennsylvania Landlord and Tenant Act, the Philadelphia Code, the federal Fair Housing Act, and all other statutes and ordinances referenced in this Agreement.

Mediation

Any disputes arising under this Agreement shall be submitted to non-binding mediation before either party may initiate litigation, except in circumstances where immediate injunctive or emergency relief is required.

Electronic Execution

This Agreement may be executed electronically via platforms such as DocuSign or similar e-signature services. Electronic signatures shall be fully binding and enforceable as original ink signatures pursuant to the Pennsylvania Electronic Transactions Act and the federal Uniform Electronic Transactions Act.

12. VACANT UNITS

In the event any unit at the Property becomes vacant, Owner shall be solely responsible for all aspects of the Property during the vacancy period, including but not limited to:

- Transferring all utilities (gas, electric, water) into Owner's name immediately upon vacancy and maintaining adequate heat (minimum 60°F or as required by applicable code) to prevent damage such as frozen pipes, especially during winter months.
- Maintaining appropriate insurance coverage for the vacant unit(s), adjusted for vacancy status to ensure full protection against risks including fire, theft, and liability.
- Handling all snow removal and ice treatment in compliance with local ordinances. Manager may provide snow removal services upon Owner's request for an additional fee, quoted in advance based on precipitation amount, unit size, and other factors.
- Bearing full responsibility for any adverse events during vacancy, including but not limited to vandalism, break-ins, squatters, broken or faulty equipment, roof leaks, or other damages. Manager shall not be liable for such events during

vacancies.

At Owner's discretion and request, Manager may conduct periodic visual inspections of vacant units for an additional fee of \$125-\$175 per inspection (depending on unit size and complexity), which includes a walkthrough, photographs, and a written condition report. All responsibilities related to vacant units remain fully the Owner's obligation, and Manager's role is limited to requested optional services.

Treatment of the base management fee during a vacancy, and during any eviction or possession proceeding preceding it, is set forth in Section 6.

13. SECURITY DEPOSIT RETURN & MOVE-OUT ACCOUNTING

Upon the tenant's surrender of possession at the end of any tenancy, Manager shall coordinate the move-out accounting and return of the tenant's security deposit in accordance with the Pennsylvania Landlord and Tenant Act (68 P.S. § 250.511a et seq.). Owner acknowledges that Pennsylvania law requires an itemized statement of any withheld amounts, together with any balance owed to the tenant, to be mailed to the tenant's last known address within thirty (30) days of surrender, and that failure to comply may result in liability for up to double the amount wrongfully withheld.

The move-out accounting process shall proceed as follows:

1. **Move-Out Inspection.** Owner is responsible for ensuring a move-out inspection of the unit is conducted within seven (7) calendar days of the tenant's surrender of possession. Owner may conduct the inspection personally, engage a contractor or other representative to do so on Owner's behalf, or elect Manager's optional move-out walkthrough service at the rate set forth in the Fee Schedule. In all cases, Owner shall ensure the inspection documents the unit's condition through photographs and a written condition report, which shall be compared against the move-in Condition Form, where available, to identify damage that exceeds ordinary wear and tear as described in Section 4. Owner shall promptly provide the resulting report and supporting documentation to Manager for use in preparing the itemized statement under paragraph 3 below. If Owner has not conducted or arranged for an inspection within the seven-day period and has not notified Manager of a planned alternative timeline, Manager is authorized to conduct the walkthrough at the Fee Schedule rate in order to preserve the statutory thirty-day deadline, and Owner shall be responsible for the associated fee as a Property expense.
2. **Abandoned Personal Property.** If the tenant leaves personal property in the unit following surrender, Manager will document the items through photographs and an inventory and promptly notify Owner. Handling of any such property shall be coordinated in accordance with the Pennsylvania Disposition of Abandoned Personal Property Act (68 P.S. § 250.505a), including any required written notice to the tenant, the statutory retention period, and permissible methods of disposal at the end of that period. At Owner's direction, Manager may coordinate storage, removal, or disposal vendors on Owner's behalf, and all reasonable costs incurred (including Manager's coordination time at the Fee Schedule rate, where applicable)

shall be a Property expense. Owner acknowledges that Manager's role under this paragraph is limited to coordination and administrative support, and that ultimate decisions regarding retention, release, or disposal of abandoned property remain Owner's responsibility.

3. **Itemized Statement.** Manager will prepare a proposed itemized statement identifying any deductions for damages beyond normal wear and tear, unpaid rent, unpaid utilities, authorized cleaning charges, or any other amounts permitted by the lease and applicable law. Where deductions involve repair or replacement costs, Manager will obtain vendor estimates or invoices to substantiate the proposed amounts. The proposed statement will be transmitted to Owner for review.
4. **Owner Review; Default Authority.** Owner shall review the proposed statement and provide written approval, changes, or direction to Manager within seven (7) calendar days of receipt. If Owner does not respond within that period, Manager is authorized to finalize and transmit the statement as drafted in order to meet the statutory thirty-day deadline. Owner acknowledges that this default authority is necessary to protect Owner from statutory penalties, and Owner waives any claim against Manager for acting in good faith under this provision, except to the extent such claim arises from Manager's gross negligence or willful misconduct.
5. **Disbursement.** Manager will prepare and issue any refund check to the tenant from the escrow account referenced in Section 3. The itemized statement and any balance due will be sent to the tenant's last known address. Where Owner requests or Manager deems appropriate based on dispute risk, delivery shall be by certified mail with return receipt requested, the cost of which shall be a Property expense.
6. **Wear and Tear Determination.** Consistent with Section 4, costs arising from ordinary wear and tear shall not be charged against the tenant's security deposit. Manager will apply a good-faith determination of what constitutes ordinary wear and tear based on lease terms, applicable law, and the condition of the unit, subject to Owner's approval under paragraph 4 above.
7. **Tenant Disputes.** If a tenant disputes the itemized statement or any portion of the deposit retained, Manager will promptly notify Owner and, at Owner's direction, assist in responding to the tenant's inquiry or objection. Any legal proceeding arising from such a dispute shall be handled in accordance with Sections 3 and 11, and the court-representation fee set forth in Section 3 shall apply if Manager is required to attend any proceeding on Owner's behalf.

14. SERVICE ANIMALS

Owner acknowledges that, in accordance with the federal Fair Housing Act and related regulations, service animals and emotional support animals are not considered pets. Such animals must be accommodated as reasonable accommodations for individuals with disabilities, regardless of any “no pets” policy in the lease or Property rules. Owner may not charge additional rent, security deposits, or fees for service animals or emotional support animals. Manager will handle all requests for such accommodations in compliance with applicable laws, including verifying documentation where permitted. Owner agrees to cooperate fully to ensure legal compliance and to avoid discrimination claims.

15. ATTORNEY’S FEES

If either Owner or Manager is the prevailing party in any legal proceeding brought as a result of a dispute under this Agreement or any transaction related to or contemplated by this Agreement, such prevailing party shall be entitled to recover from the non-prevailing party all costs of such proceeding and reasonable attorney’s fees not to exceed \$1,000.00. This provision is intended to encourage the amicable resolution of disputes and complies with applicable Pennsylvania law.

16. OPTIONAL SERVICES & FEE SCHEDULE

All fees listed below are in addition to the base management fee set forth in Section 6. These services are charged only when requested by Owner or elected pursuant to this Agreement. All fees are subject to annual review and are structured to comply with all applicable fee disclosure laws.

Service	Description	Fee
LICENSING & COMPLIANCE		
Initial Rental License Onboarding	Full application via eCLIPSE portal, document gathering, managing-agent designation, coordination of all L&I requirements	\$300.00 + City L&I fee
Annual Rental License Renewal	Annual renewal processing and coordination with L&I	\$75.00 + City L&I fee
PGW Landlord Protection Program Registration Assistance	Registration per unit. Active rental license required to apply.	\$75.00 per unit (one-time)
Lead-Based Paint (LBP) Compliance Coordination	Scheduling certified inspector & uploading certification or exemption to city portal. Note: LBP contractor fee billed separately by vendor.	\$75.00 per unit
LEASING & TENANT SERVICES		
Existing Tenant Onboarding (Management Takeover)	Set-up of an in-place tenant in the tenant portal and creation of the tenant ledger when Manager assumes management of an occupied unit (see Section 6)	\$250.00 per unit (one-time)

Service	Description	Fee
Existing Lease Review	Review of the in-place lease with a written recommendation on whether a new lease should be drawn up	Included with onboarding
New Lease Preparation — In-Place Tenant	Drafting of a new lease for an in-place tenant, whether recommended by Manager or required because no written lease exists	\$250.00 per lease
Lease Addendum or Lease Modification	Per addendum or change/modification to an existing lease	\$50.00 per occurrence
In-Person Move-In or Move-Out Walkthrough	Includes photos and signed Condition Form	\$250.00 per walkthrough
Pre-Lease Applicant Residence Walkthrough	At Owner's request, Manager conducts a virtual walkthrough of applicant's current residence before lease is executed	\$250.00 per walkthrough
INSPECTIONS		
Annual Property Inspection Walkthrough	Full interior inspection, photos, written report with deferred-maintenance recommendations	\$300.00 per walkthrough
Pre-Listing Inspection & Recommendations	Thorough walkthrough of the unit with a written recommendations report covering cosmetic improvements, repairs, or strategic upgrades that could improve rentability, justify a higher rent, or shorten time-on-market.	\$300.00 per walkthrough
Periodic Vacant Unit Inspection	Visual walkthrough of vacant unit, photos, and written condition commentary	\$125-\$175 per inspection (based on unit size)
PHA / Subsidized Program Inspector Meeting	Manager meets inspectors for initial, bi-annual, or re-inspection under PHA or subsidized programs	\$250.00 per inspection
LEGAL & EVICTION SERVICES		
Court Representation — Eviction Proceedings	Each court appearance by Manager on Owner's behalf, in addition to eviction company/attorney fees	\$300.00 per appearance
Eviction Diversion Program Coordination	Full handling, follow-up, and coordination of the Eviction Diversion Program on Owner's behalf	10% of total funds collected from program
ADMINISTRATIVE & CORRESPONDENCE		
Warranty Company Liaison	Manager communicates on Owner's behalf with any warranty company (e.g., Water Resources Management, American Home Warranty, etc.)	\$75.00 per occurrence

Service	Description	Fee
Professional Correspondence	Correspondence with Owner's accountant, attorney, or other professionals on Owner's behalf (see Section 7)	\$75.00/hr (15-min increments) or \$100.00 flat per instance
Snow Removal Services (Vacant Unit)	At Owner's request during vacancy. Fee quoted in advance based on precipitation, unit size, and other factors.	Quoted in advance

All optional service fees are billed on the monthly owner statement. Manager will notify Owner in writing before performing any optional service that was not pre-authorized.

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EXHIBIT A SCHEDULE OF MANAGED PROPERTIES

Attached to and incorporated into the Property Management Agreement dated

Owner Information

Owner / Entity Name	
Mailing Address	
City / State / ZIP	
Phone	
Email	

Managed Properties

Property Address	County	# Units

Note: Additional properties may be added by executing an Amendment to Exhibit A, signed by both parties. No new full Agreement is required.

IN WITNESS WHEREOF

The parties have executed this Agreement, together with Exhibit A (Schedule of Managed Properties), as of the date first written above. Each party represents that the person signing below has full authority to enter into and be bound by this Agreement.

OWNER

Owner (Individual):


Signature


Printed Name


Date

Owner (Co-Signer, if applicable):


Signature


Printed Name


Date

Owner (LLC / Entity):


Entity Legal Name


Signature


Printed Name


Title / Authority


Date

By signing above, the individual executing on behalf of an LLC or entity represents and warrants they have full authority to bind the entity to this Agreement.

MANAGER

On behalf of Mercury Real Estate Group and The Rosetti Team:


Signature


Printed Name

Title: The Rosetti Team | Mercury Real Estate Group


Date

Please consult a licensed Pennsylvania real estate attorney before executing. This document does not constitute legal advice.