



PALMATM
LIVE EXCEPTIONAL

PROPERTY MANAGEMENT SERVICES GOLD RATE CARD

LEASING

Locate and secure new tenant	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and administer tenancy contract and supporting documents	<input type="checkbox"/>	<input type="checkbox"/>
Liaise with landlord & tenant to execute lease renewals and collect rent related payments	<input type="checkbox"/>	<input type="checkbox"/>
Handle payments on behalf of landlords, including handover of keys	<input type="checkbox"/>	<input type="checkbox"/>
Promote units for sale which are under a lease agreement and liaise with tenants directly for viewings according to governing laws	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL MARKETING

Prepare professional presentation of property for marketing purposes	<input type="checkbox"/>	<input type="checkbox"/>
Advertise on company website and other property portals	<input type="checkbox"/>	<input type="checkbox"/>
Advertise in local publications	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION OF PROPERTY

Inspect property bi-annually	<input type="checkbox"/>
Prepare a property inspection report when tenant occupies/vacates a unit	<input type="checkbox"/>
Prepare a detailed property inventory (if furnished)	<input type="checkbox"/>

EJARI REGISTRATION

Process Ejari registration (registration cost is additional)	<input type="checkbox"/>
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REPAIRS & MAINTENANCE

Handle tenant complaints	<input type="checkbox"/>
Handle cleaning when tenant occupies/vacates a unit (individual cost is payable separately)	<input type="checkbox"/>
Manage routine maintenance work up to AED 2000 (above AED 2000 an additional fee will apply)	<input type="checkbox"/>

UTILITY PAYMENTS & COLLECTION

Connect and disconnect DEWA (DEWA fee is payable separately)	<input type="checkbox"/>
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ACCOUNTING SERVICES

Pay contractors on behalf of landlord	<input type="checkbox"/>
Prepare and issue annual financial reports to landlord	<input type="checkbox"/>
Handle community service fees	<input type="checkbox"/>
Refund security deposit when tenant vacates the unit and handle any deductions (if applicable)	<input type="checkbox"/>
Address all routine maintenance works up to the value of the utility fund held of AED 2000	<input type="checkbox"/>

☐ I hereby confirm to the above services along with the terms and conditions in the Property Management Agreement. I agree to the deduction of the annual fee directly from the first rental payment.

PACKAGE*	Please tick box below to select option
GOLD 7%	<input type="checkbox"/>
SILVER 4% (optional)	<input type="checkbox"/>

* % rate calculated based on gross rental value with a minimum fee for either package of AED 5000.

Full name: Date:

Signature (Landlord)

For and on behalf of Palma Real Estate LLC
ORN 808

Documents required:

- Title Deed or Sales & Purchase Agreement
- Signed Rate Card & Management Agreement
- Passport copy of owner and if resident in UAE include Residence Visa and Emirates ID
- Company documents if applicable i.e. Trade License