

This Property Supervision (“Agreement”) is made between \_\_\_\_\_ holder of \_\_\_\_\_ Passport No \_\_\_\_\_ (“Owner”) and S A T Real Estate LLC (“Property Supervision Company”) for the properties owned by owner.

### RECITALS

Whereas, Owner owns Properties in Dubai, and desires to contract for supervision, maintenance and tenancy supervision of the below units, with the below services to choose from.

Name of Property Owner \_\_\_\_\_  
 Natonality \_\_\_\_\_ Passport No \_\_\_\_\_  
 Mobile \_\_\_\_\_ Email \_\_\_\_\_  
 Physical Address \_\_\_\_\_ Contract Period from \_\_\_\_\_ to \_\_\_\_\_

### PROPERTY DETIALS

Location	Property Address – Unit Details	Unit Type

### TYPES OF SERVICES OFFERED

**Rent and Renewal of Tenancy** Yes No

- Property Rental / Drafting of lease agreement
- Get the landlord and tenant signatures and exchange the contract
- Colleting / Deposit of rental cheques

**A-Z of Tenancy** Yes No

- Managing the keys of property to facilitate viewings
- Marketing of property to agents and clients
- Drafting rental contracts and depositing the rental cheques and collecting the security deposits
- Handling property maintenance issues during tenancy
- Property handover inspection at move in and move out of tenant.
- Complete maintenance of apartment before tenant move in and after tenant move out
- cleaning – Painting – Electrical – Chiller and Plumbing maintenance.
- Payment of DEWA / Chiller Bills

**Assistance of Short Term rentals**

Yes

No

1. To appoint holiday homes/ Short term rental company
2. Supervise the Holiday homes rental of apartment

**Property Upkeep**

Yes

No

1. Cleaning and maintenance of property
2. Payment of DEWA/ Chiller /Internet bills
3. Maintenance of garden
4. Key supervision
5. Property annual maintenance contract

**Additional Services:**  

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**Terms and Conditions of property supervision:**

1. This contract is for one year from the date of signing, however if the service provider or property owner wish to terminate the contract, they need to provide one month notice to each other to terminate the contract and less the 50% fee balance will be refunded on Pro- Rate basis.
2. Any additional costs for maintenance of apartment (cleaning , painting, electrical, plumbing works including the outstanding DEWA/Chiller Bills should be paid separately by the property owner).
3. The owner of property should deposit a minimum of AED 3000 as maintenance deposit towards the property, any maintenance jobs will be carried out using that amount with the permission from property owner.
4. The supervision company is exempt from liability for partial or complete failure to fulfill their obligations under this agreement if the failure was result of natural phenomena, the actions of external objective factors and other force majeure circumstances for which the parties are not responsible and they cannot prevent the adverse effect of which they are unable.
5. Any cheque bounce issues and Court cases including tenant vacating Notices are charged separately.
6. Any communication with the owner in respect of his property with other agencies should be forwarded to the
7. service provider to assist all the agents and clients for rental and sales of property.
8. Supervision company is not responsible for any other services that are not agreed and included in this agreement except if any additional job work done on goodwill basis.

Name \_\_\_\_\_

**SAT REAL ESTATE**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_