



# Management Contract Agreement

## Parties

This Management Contract Agreement is made and entered into on (ENTER DATE), between Torr Property Group Ltd ("Management Company") and (ENTER CLIENT NAME) ("Client / Landlord").

## Background

The Client (CLIENT NAME) owns the property located at:

(FULL ADDRESS LINE 1)  
(FULL ADDRESS LINE 2)  
(FULL ADDRESS LINE 3)  
(FULL ADDRESS LINE 4)  
(FULL ADDRESS LINE 5)

The Management Company provides professional management services for serviced accommodation units.

## Scope of Services

The Management Company agrees to provide the following services in relation to the Unit(s):

- Marketing and advertising the Unit(s) to potential guests across booking platforms
- Handling reservations, bookings, and guest enquiries
- Managing guest communication before, during and after stays
- Coordinating check-ins and check-outs
- Managing cleaning between guest stays
- Handling guest complaints or issues promptly
- Managing maintenance and repairs where required
- Providing regular financial and occupancy reports to the Landlord

### Landlord Responsibilities

All ongoing property related bills and expenses shall remain the responsibility of the Landlord and not the Management Company.

This includes but is not limited to:

- Electricity
- Water
- Council Tax or Business Rates
- Broadband / Internet
- Service charges or building management fees
- Insurance
- Any other property related utilities or charges

The Management Company shall not be liable for payment of these costs.

## **Term**

This Agreement shall commence on (**ENTER START DATE**) and shall continue for a period of 12 months, unless terminated earlier in accordance with the termination provisions outlined in this Agreement.

## **Compensation**

In consideration for the Services provided by the Management Company, the Client agrees to the following compensation structure.

The Management Company shall receive a flat management fee of (**ENTER AGREED % FEE**) of booking net revenue.

The (**ENTER AGREED % FEE**) management fee is calculated from the payout received from the booking platform. This means the fee is calculated after OTA (online travel agent) fees have already been deducted, including but not limited to:

- Airbnb commission
- Booking.com commission
- Any other booking platform fees

The(**ENTER AGREED % FEE**) management fee is a flat fee with no hidden extras.

## **Cleaning Costs**

Cleaning costs will be deducted from the booking payout and paid directly to the cleaning team.

## **Operational Expenses**

Standard operational expenses relating to the property may be deducted from the booking payout before landlord distributions are made.

These may include:

- Cleaning
- Minor maintenance
- Guest consumables
- Any agreed property related expenses

All expenses will be transparently reflected in the monthly report provided to the Landlord.

## **Professional Photography**

Professional photography required to market the property will be covered by the Landlord.

These costs may be deducted from future landlord payouts once the property begins generating booking revenue.

## **Landlord Payouts**

Landlord payouts will be made on the first working day of each calendar month.

Payments will reflect the previous month's completed reservations and reconciled booking platform payouts.

## **Guest Damage & Liability**

The Management Company will take reasonable steps to protect the property including guest screening, security deposits where applicable, and submitting claims through booking platforms where damage occurs.

However, the Management Company shall not be held financially liable for any guest related damage, theft, or loss, including situations where a booking platform declines or partially pays a damage claim.

Any repair costs relating to guest damage that are not recovered from the guest or booking platform shall remain the responsibility of the Landlord.

## **Maintenance & Repairs**

The Management Company may arrange maintenance or repairs required to maintain the property in a safe and guest ready condition.

Any repair or expense exceeding (**ENTER AGREED AMOUNT**) must receive prior approval from the Landlord, unless the repair is considered an emergency situation that could cause further damage to the property or impact guest safety.

Emergency repairs may be carried out without prior approval where necessary.

## **Booking Platform Dependency**

The Landlord acknowledges that the Management Company markets the property through third party booking platforms such as Airbnb and [Booking.com](https://www.booking.com).

The Management Company cannot guarantee occupancy levels, booking volume, or platform performance, as these are influenced by factors outside of the Management Company's control including:

- Platform algorithms
- Market demand
- Local regulations
- Platform policy changes
- Listing suspensions or restrictions imposed by booking platforms

The Management Company shall not be held liable for any loss of revenue arising from such circumstances.

## **Termination**

The Management Company retains the right to terminate this Agreement with one (1) month's prior written notice to the Client.

The Client agrees to provide the Management Company with a minimum of three (3) months' prior written notice in order to terminate this Agreement.

Torr Property Group shall remain entitled to receive the (**ENTER AGREED % FEE**) management fee on any bookings confirmed during the management contract period, regardless of the reservation start date.

**Confidentiality:**

During the term of this Agreement and thereafter, both parties agree to maintain the confidentiality of any proprietary or confidential information disclosed by the other party.

**Governing Law:**

This Agreement shall be governed by and construed in accordance with the laws, without regard to its conflict of laws principles.

**Entire Agreement:**

This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and negotiations, whether written or oral.

**Execution:**

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

[Signature of Management Company]

[Printed Name of Signatory]

[Title of Signatory]

[Date]

[Signature of Client]

[Printed Name of Signatory]

[Title of Signatory]

[Date]