**Ancillary CYA Documents**

Hold these documents back and use them only when it’s appropriate to. If there is no HOA then trying to address it in the PMA is a waste of time and precious space. If there is no Hot Tub then you don’t need a Hot Tub document for the owner to sign. Trying to cover everything in the PMA eats up space and fills the PMA with too much minutia. This list will grow as you figure out that you need this kind of document for things like pools, sprinkler systems, solar panels, outbuildings, and shared utilities. We didn’t so you won’t find that document in this list.

**1.**      **Owner’s Homeowner Association Disclosure**

Owners will forget to tell you about HOA requirements and restrictions regarding leasing in their managed communities. Managers need a document to protect them when owners forget to disclose the presence of a strong HOA and the requirements of tenant rules in the community. There is opportunity for additional revenue in this document.

**2.      Power of Attorney**

Occasionally, you are getting orders from several owners and you’ll want to designate one to do all the talking. This simple POA works great when you want to isolate one owner to do all the talking whether it’s a spouse, partner, or member of a LLC. Eliminate confusion by identifying one to make decisions.

**3.      Modification of Agreement Addendum**

Add this page when you want to make fee changes in your PMA for an investor. Don’t make fee changes in the property management agreement to accommodate one owner. This document will get the job done without diluting all the protections laid out in your property management agreement.

**4.      Adding a Property to an Existing Management Agreement**

Monica drafted a simple document that allows you to add a new property to an existing management agreement for owners with multiple properties (like an investor or builder) and avoid all the duplication. This simplifies the process and saves you from over-documenting each new property to your relationship. You still need some of the housekeeping documents (like a features page or lead paint disclosure) on the new property but not a new management agreement if you embrace this document.

**5.      Multiple Owner Declaration and Data Schedule (Exhibit)**

Set up your PMA signature page with two owner signatures lines because most of the time that’s all you’ll need. Use this as an Exhibit requiring all owners to sign when there are more than two owners. Use the management agreement signature page (and the Owner Declaration and Data Schedule housekeeping document) when there are two owners or less. Do NOT try to collect all the owner data on the PMA signature page. Leave emails, mailing addresses, phone numbers, social security numbers, bank account numbers and other data for the housekeeping document.

**6.      Entity Declaration and Data Schedule (Exhibit)**

This is a similar version of the document above but addresses entity owners only. Use this (in addition to the appropriate entity document) when property is held in an entity. You need to pin them down hard when they own the property in an entity.

**7.      Home Warranty Disclosure and Agreement**

This document takes the manager off the hook when the warranty company fails to perform on a timely basis and gives the manager permission to step in, solve the problem and bill the owner. There is additional revenue here so read it carefully and use it often when the property is located in an HOA community.

Notice that some of these documents are identified as Exhibits because they are signed by the owner AND manager and are part of the PMA. All the other documents are only signed (or initialed) by the owner. Housekeeping documents are signed (or initialed) by just the owner. Exhibits signed by both parties.