



Management agreement

Professional management under Turkish Condominium Act no. 634

This document is a sample for information only. Adapt it to your situation before use and seek legal advice where necessary.
The Turkish version prevails.

Parties

Name of complex / building

Block / plot (ada / parsel)

Address

Number of units

Date of owners' resolution

Resolution no. / minute book page

This agreement is made between the owners' assembly of the property above (the "Owners") and Hermess Gayrimenkul Yönetim (the "Manager") on the following terms.

Article 1 – Subject

Management of the property by the company appointed as manager by the above resolution, in accordance with the Condominium Act, the management plan and the owners' resolutions.

Article 2 – Term

Start date

End date

Unless either party gives written notice at least 30 days before expiry and the assembly decides otherwise, the agreement is extended by one year.

Article 3 – Duties of the Manager

- Implement the owners' resolutions and keep the minute book
- Prepare the operating budget within 15 days and notify the owners (Condominium Act art. 37)
- Collect service charges and advances, make payments, keep records
- Provide monthly income/expense reports and arrears lists
- Conclude and supervise service contracts; handle staff formalities
- Ensure maintenance, repair and safety of the property
- Send reminders to owners in arrears and, by resolution, start legal proceedings
- Present the annual report and accounts to the assembly

Article 4 – Duties of the Owners

The Owners pay service charges and advances on time according to the operating budget, provide the necessary information and comply with resolutions on common areas.

Article 5 – Fee



Monthly fee (per unit, excl. VAT)

Payment date / account

The fee is paid from the common costs and is reviewed annually by the owners' assembly.

Article 6 – Accounts

The Manager keeps accounts and documents open to inspection by the auditor and the owners and, when the mandate ends, hands over all books, documents and bank accounts to the new manager with a written record.

Article 7 – Termination and disputes

The owners' assembly may dismiss the Manager at any time by the statutory majority. The courts and enforcement offices of Denizli have jurisdiction.

Place

Date

On behalf of the Owners' Assembly

Manager – Hermess Gayrimenkul Yönetim

Full name · Date · Signature

Full name · Date · Signature