

Rental Management Mandate

Long-Term Rental Management (Gestion Locative) — Owner / Manager Agreement

Welcome to Bab Stays! 🍷 This mandate explains, simply and transparently, what you authorize us to do to rent and manage your property long-term — and what we owe you in return. It is designed to protect both of us.

1. The Parties

THE MANAGER — "BAB STAYS" / "WE"

Bab Stays — Maroc, Casablanca
WhatsApp: +212 754 338 504
Email: emastayllc@gmail.com
Website: babstays.com

Represented by: _____

THE OWNER — "YOU"

Full name: _____

Phone / WhatsApp: _____

Email: _____

ID / Passport N°: _____

2. The Property

Address: _____

Type (apartment / riad / villa): _____ Bedrooms: _____ Furnished: ☐ yes ☐ no

3. What You Authorize Us To Do

You appoint Bab Stays to manage the Property for long-term rental. Under this mandate we are authorized to:

- **Advertise the Property**, organize viewings and **screen candidate tenants** (income, employer, guarantor);
- **Prepare the lease in compliance with Law 67-12**, arrange legalization of signatures and tax registration — the lease is signed: ☐ by the Owner ☐ by Bab Stays on the Owner's behalf;
- Draw up the **entry and exit inventory (état des lieux)** and manage key handover;
- **Collect the rent and the deposit** (deposit max 2 months per the law), and issue official **rent receipts (quittances)**;
- Coordinate **maintenance and repairs** — without prior approval up to _____ **MAD** per intervention, with your written approval above that amount;
- Handle **late payment**: reminders, then formal notice through a bailiff (huissier) from day 15 of arrears; court proceedings are initiated: ☐ automatically ☐ only with the Owner's prior approval;
- Track and apply **legal rent revisions** (max 8% every 3 years, Law 07-03) and manage renewals.

4. Fees — One Number, Nothing Hidden

Chosen plan: ☐ **Full Management — 10%** of rents collected / month ☐ **Owners Abroad — 12%** / month (adds annual rental tax declaration, bill payments, video inspections)

A one-time **placement fee of 1 month's rent** is due at the signature of each new lease we place. All fees exclude VAT. **There are no other fees** — no setup fee, no renewal fee, no hidden extras. If the Property is empty, the monthly fee is zero: we only earn when you do.

5. Payouts & Reporting

Rents collected are transferred to the Owner monthly, minus our fee, by the _____ of the following month.

Payout method (bank transfer / cash / other): _____

You receive a clear **monthly report on WhatsApp + PDF**: rent collected, charges paid, interventions, and our fee. Full yearly statement provided for your accountant.

6. Legal Compliance — How We Protect You

- Written lease per **Law 67-12**, legalized signatures, registered with the tax authorities;
- Detailed **état des lieux** at entry and exit — the evidence that wins deposit and damage disputes;
- Deposit capped at **2 months** and returned within **1 month** of key return, less documented amounts, per the law;
- Official **quittances** for every payment, rent and charges separated, everything archived;
- No unlawful self-help ever (lock changing, utility cuts) — enforcement goes through the huissier and the courts, properly and fast.

7. Your Commitments as Owner

- Confirm you are the lawful owner (title copy attached) and the Property is free of disputes preventing rental;
- Keep the Property insured and in habitable condition (Law 67-12 art. 5); structural repairs remain at your charge;
- Cover the Property's own costs (syndic, insurance, major works). Taxes on rental income remain your responsibility — on the Owners Abroad plan we prepare the annual declaration for you;
- Inform us before selling the Property or using it yourself, so tenant rights and notices are handled lawfully.

8. Duration & Ending the Mandate

This mandate runs for **12 months** from signature and renews automatically. Either party may end it with **2 months' written notice** (WhatsApp + registered letter accepted). Ongoing leases survive the mandate: we hand over the tenant file, deposit, keys and full statement within 15 days of termination. Fees already earned remain due.

9. Good Faith & Applicable Law

Any question or disagreement will first be resolved through friendly discussion — we are one WhatsApp message away. Failing that, this mandate is governed by the laws of the Kingdom of Morocco (including the DOC rules on mandates), with jurisdiction in Casablanca.

Two originals signed — one for each party. Anything not covered here can be added in writing by mutual agreement.

FOR BAB STAYS

Name: _____

Date: _____

Signature

THE OWNER

Name: _____

Date: _____

Signature — preceded by "Read and approved"