

## Online Rental Database

Creation of fully automated computerized database containing all condo rental listings,

Eliminate the need for the condo books by taking every unit listing sheet and entering the data into the system.

Additionally this will all listings by landlords and a few select management companies that come to the office via fax or email updates. (*Laila Malouf, Don Crawford, GTI, etc.*) . However, these listing sheets will still be filed in the large white books for reference.

Each agent will have his or her individual login/password and can access the system from any computer.

- Creation will be begin immediately after this contract is signed .
- Fully Functional database will be launched no later than **November 22<sup>nd</sup>**.
- At which point a full instructional presentation will be made to the entire office demonstrating how it is used and its key features.

## Listings Manager

Ultimately responsible for making sure that the database is up-to-date and that the information on each listing is complete and accurate. Set up a system of communication with other agents so that any changes in the database can be made easily and promptly.

- Responsible for maintaining the relationship with current Landlords and their available properties
- Contacting new landlords with efforts to obtain new listings on a continual basis.
- Manages the current Landlord List and incorporates that as a part of the new online system
- Responsible for Maintaining White Books – filing the faxes and emails in the appropriate places.

*---- making sure that all information for every listing is readily available for all agents -----*

## Compensation

*For satisfying all tasks and fulfilling all responsibilities associated with the creation and maintenance of the online rental database system. –*

**\$300/week** *(after taxes)*

- paid every other week by check and written before 4:00pm on Friday of the second week

- During the creation phase of the database, a weekly progress report will be provided upon request.

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Acknowledgement by both parties

*I, Geoffrey Reynolds agree to the terms above and hereby appoint Gregory Vardaro as the Listings Manager and Creator of the Online Database and will pay him accordingly as outlined in the aforementioned description of such positions*

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Geoffrey Reynolds

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
date

\_\_\_\_\_  
Gregory Vardaro

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
date

