

# Property Management Agreement

## IMPORTANT INFORMATION

Having a property manager is optional. This form is not required if you are providing your own Property Management Agreement.

### 1. PROPERTY ADDRESS

STREET ADDRESS			
CITY	COUNTY	STATE	POSTAL CODE

### 2. PROPERTY MANAGER INFORMATION

PROPERTY MANAGER COMPANY		CONTACT NAME
STREET ADDRESS		
CITY	STATE	POSTAL CODE
EMAIL ADDRESS		PHONE NO.

### 3. RECITALS & AGREEMENTS

The Account Owner appoints Property Manager (PM) to provide the services listed in this agreement and the PM accepts such appointment. The Account Owner and PM agree that he/she is the PM of the Account Owner, and not of Columbia Private Trust. The Account Owner acknowledges that Columbia Private Trust has not advised he/she with respect to the selection of a Property Manager, and agrees that he/she has sole responsibility, and not Columbia Private Trust, for the selection, retention, termination and monitoring of the PM. The Account Owner and PM agree that Columbia Private Trust has a limited role in its capacity as the Plan's directed custodian and hereby agree that Columbia Private Trust is not responsible for any of the Property Manager's duties or for the enforcement of this agreement. Account Owner hereby designates the individual or entity identified above as Property Manager for the property identified on this form. By signing below, Account Owner and Property Manager, agree to and acknowledge the following:

1. The Property Manager is a third party to this transaction (i.e., not the Account Owner or renter).
2. A spouse or other disqualified person, appointed as Property Manager, will not be compensated for managing the property.
3. The Property Manager agrees to comply with all local, state and federal property management laws while acting as Property Manager.
4. The Property Manager will send all payments received to Columbia Private Trust for deposit into Account Owner's retirement plan.
5. The Property Manager will retain records for all parties. Records include but are not limited to: rental payment history (funds received from renters and any funds dispersed by the Property Manager to cover expenses), bank statements, and rental/lease agreements. Upon request the Property Manager will provide a full accounting of these records to the Account Owner or Columbia Private Trust.
6. The Property Manager will provide notification to Columbia Private Trust and Account Owner in the event of default by a renter, and take all necessary actions to correct a default and coordinate eviction proceedings as directed and approved by the Account Owner.
7. The Property Manager will contact billing parties to ensure bills are forwarded to the address of the Property Manager.
8. The Property Manager will ensure all expenses related to the property are paid according to the percentage of ownership.
9. Columbia Private Trust reserves the right to require supporting documentation for any request.

**SIGNATURES REQUIRED >>>**



3. RECITALS & AGREEMENTS (CONTINUED)

	PROPERTY MANAGER SIGNATURE	DATE (REQUIRED)
	ACCOUNT OWNER SIGNATURE	DATE (REQUIRED)
	ACCOUNT OWNER NAME (PRINTED)	ACCOUNT NO.

© 2025 Columbia Private Trust, a Division of Columbia Bank. All Rights Reserved. Columbia Private Trust performs the duties of an independent custodian of assets for self-directed retirement and custodial accounts and does not provide investment advice, sell investments or offer any tax or legal advice. Clients or potential clients are advised to perform their own due diligence in choosing any investment opportunity as well as selecting any professional to assist them with an investment opportunity. Columbia Private Trust is not affiliated with any financial professional, investment sponsor, or investment, tax, or legal advisor.

NON-DEPOSIT INVESTMENT PRODUCTS ARE NOT INSURED BY THE FDIC; ARE NOT DEPOSITS OR OTHER OBLIGATIONS OF, OR GUARANTEED BY, THE BANK OR ANY OF ITS DIVISIONS; AND ARE SUBJECT TO INVESTMENT RISKS, INCLUDING POSSIBLE LOSS OF THE PRINCIPAL AMOUNT INVESTED.

**Email to:**  
[alternativeinvestments@columbiaprivatetrust.com](mailto:alternativeinvestments@columbiaprivatetrust.com)  
**Fax to:** 303.614.7051

**Send mail to:**  
Columbia Private Trust  
Processing Center  
1801 California St., Suite 800  
Denver, CO 80202

**Questions?**  
Call 800.962.4238



# Real Estate: After You Invest

---

## PROPERTY MAINTENANCE

- You are not required to appoint a Property Manager. If you choose not to appoint one, please ensure all expenses—anything your property needs, from repairs on broken windows to leaky faucets—and all income flow through your Columbia Private Trust account. Expenses should not be paid out of personal funds, so be sure to maintain enough cash in your IRA/Plan account to manage these costs.
- To ensure accurate recording of all income for the property, please have all income sent to Columbia Private Trust with a Deposit Slip. This is very important when a renter is making payments directly to your account.
- Property Managers will be able to authorize Columbia Private Trust to pay expenses under \$5,000 with documentation (bills, estimates, etc.), excluding property management advances.
- Columbia Private Trust will pay all mandatory bills that we receive, regardless of whether you appoint a Property Manager for your real estate investment. Examples of mandatory bills: property taxes, insurance, utilities, homeowner association (HOA) dues, loan payments, etc. (Optional bills include, but are not limited to: property management advances, maintenance bills, improvement costs and attorney fees.)
- Tax bills of \$5,000 or less received by Columbia Private Trust will be paid in full by the first installment date.
- All expenses related to your investment should be paid according to the percentage of ownership.
- Please work with your tax advisor to ensure all taxes related to Unrelated Debt-Financed Income (UDFI) and Unrelated Business Taxable Income (UBTI) are paid accordingly by the IRA/Plan, if applicable.
- Columbia Private Trust does not monitor real estate investment expenses. As a reminder, it is the client's responsibility to protect the real estate property and to monitor the investments in their account.

## PROPERTY MAINTENANCE

For additional information, see IRC Section 4975 and IRS Publication 590-B.

To learn more about making a real estate transaction, please visit [ColumbiaPrivateTrust.com](https://ColumbiaPrivateTrust.com) or call us at 800.962.4238.

