



OAKS & PALM

VACATION RENTALS
HILTON HEAD ISLAND

Property Management Referral Agreement

This AGREEMENT, made and entered into this _____ day of _____, 2025, by and between Oaks & Palm, LLC, hereinafter referred to as "Company" and:

Agent Name

Address

Phone

City

State

Zip Code

Email Address

Hereinafter referred to as "Agent."

REFERRED PROPERTY OWNER

Property Address

Property Phone

Owner Name

Address

Home Phone

Mobile Phone

City

State

Zip Code

Email Address

A.) **Purpose of Agreement:** The purpose of this Agreement is to outline the terms and conditions under which Agent will refer property owners to the Company for vacation rental management services and the compensation the Agent will receive for such referrals.

B.) **Referral Fee:** Company agrees to pay the Agent a referral fee of \$650 ("Referral Fee") for each property owner referred by the Agent who signs a property management agreement with the Company within 90 days of the referral.

D.) **Payment Terms:** The Referral Fee of \$650 will be paid to the Agent within 30 days after the property owner signs a property management agreement with the Company and all conditions outlined in this Agreement have been met.

C.) **Eligibility for Referral Fee:** The Referral Fee will only be paid under the following conditions:

- 1) The referred property owner is not already a client or prospect of the Company.
- 2) The Agent has provided sufficient documentation of the referral, including the property owner's name, address, contact information, and the date of referral.
- 3) The Company, at its sole discretion, has decided to pursue the referred owner as a client.
- 4) The property owner signs a property management agreement with the Company within 90 days of the referral.

E.) **Independent Contractor Relationship:** The relationship between the Company and the Agent is that of independent contractors. Nothing in this Agreement shall be construed to create a partnership, joint venture, or employment relationship between the parties.

F.) **Confidentiality:** The Agent agrees to keep confidential any proprietary or sensitive information received from the Company or the referred property owner in the course of performing their obligations under this Agreement.

G.) **Indemnification:** The Agent agrees to indemnify and hold harmless the Company from any claims, damages, or liabilities arising from the Agent's actions or omissions under this Agreement.

H.) **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina.

I.) **Entire Agreement:** This Agreement constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes all prior agreements or understandings, whether written or oral.

J.) **Amendments:** This Agreement may only be amended in writing and signed by both parties.

K.) **Notices:** All notices under this Agreement shall be sent to the addresses specified in this Agreement or to such other address as either party may designate in writing.

L.) **Signatures:**

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date first set forth below.

REFERRING AGENT

Oaks & Palm, LLC

Signature

Date

Signature

Date

Print Name

John C Rymer

Property Manager in Charge, Oaks & Palm, LLC
P.O. Box 3006
Hilton Head Island, SC 29928