

Date: [Insert Date]

To: [Lender Name/Mortgage Company]

[Lender Address]

[City, State, Zip Code]

Attention: [Loan Officer Name or Commercial Underwriting Department]

Subject: Verification of Property Management Agreement

Loan Application Number: [Insert Number]

Property Address: [Insert Full Property Address]

To Whom It May Concern,

This letter serves to formally confirm that [Property Management Company Name] has been retained to manage the commercial property located at [Property Address].

Please find the verification details of the agreement below:

- **Management Company:** [Name of Company]
- **Agreement Execution Date:** [Date Signed]
- **Agreement Term:** [Start Date] to [End Date/Renewal Terms]
- **Monthly Management Fee:** [Amount or Percentage of Gross Income]
- **Primary Contact:** [Name of Property Manager]
- **Contact Phone:** [Phone Number]

Under this agreement, the Management Company is responsible for [List key duties, e.g., rent collection, maintenance, tenant relations, and financial reporting].

The Management Agreement is currently in good standing and remains in full force and effect. Attached to this letter is a true and correct copy of the fully executed Management Agreement for your records.

If you require any further information or additional documentation regarding the management of this property, please contact me directly at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Signature]

[Printed Name of Property Owner or Authorized Representative]

[Title]

[Company Name]